

## Repeating Heading Rows in Word Tables

In a Word table, the heading (or header) row is the first row in the table -- the one that usually describes what each column contains. Without a heading row, readers can't tell what the information in a table is or means. Making sure that the heading row appears on a new page if the table breaks across pages is absolutely essential.

To make the header row (or rows) repeat on the top of each new page, place the cursor in the header row (or select the header rows if you have more than one) and choose Table, Heading Rows Repeat. By the way, repeating header rows appear only in Print Layout view, so don't worry if you're in Normal view and you can't see them.

*For more information like this, get a copy of Windows XP Gigabook For Dummies, by Peter Weverka et al*

## Blocking Senders in Outlook 2003

Adding an individual to your Blocked Senders list is pretty simple. When you receive a message from someone you don't want to hear from anymore, select the message and choose Actions, Junk E-Mail, Add Sender to Blocked Senders List. This same method works for adding people to the Safe Senders and Safe Recipients lists. Just select the message, choose Actions, Junk E-Mail, and then choose the list to which you want the sender added.

*For more information like this, get a copy of Outlook 2003 For Dummies, by Bill Dyszel*



## Excel Format Painter

When you feel the urge to format on the fly, use the Format Painter on the Standard toolbar (*the button that looks like a paintbrush right next to the Paste tool*). This wonderful little tool enables you to take the formatting from a particular cell that you've fancied up and apply its formatting to other cells in the worksheet simply by selecting those cells.

Just follow these easy steps:

1. Format an example cell or cell range in your workbook, selecting whatever fonts, alignment, borders, patterns, and color you want it to have.
2. With the cell pointer in one of the cells you just fancied up, click the Format Painter button in the Standard toolbar.  
  
The mouse pointer changes from the standard thick, white cross to a thick, white cross with an animated paintbrush by its side, and you see a marquee around the selected cell whose formatting is to be used by the Format Painter.
3. Drag the Format Painter pointer through all of the cells you want to format in the same manner as the example cell you first selected.

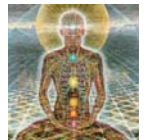
As soon as you release the mouse button, Excel applies all the formatting used in the example cell to all the cells you just selected!

To keep the Format Painter selected so that you can format a bunch of different cell ranges with the Format Painter pointer, double-click the Format Painter button after you select the sample cell with the desired formatting. To stop formatting cells with the Format Painter pointer, you simply click the Format Painter button (it remains depressed when you double-click it) again to restore the button to its un-depressed state and return the mouse pointer to its normal thick, white-cross shape.

*Get the hang of keeping records, crunching numbers, and tracking trends with Excel 2003 For Dummies, by Greg Harvey.*

## Wisdom to Live by:

We are alone, absolutely alone on this chance planet: and, amid all the forms of life that surround us, not one, excepting the dog, has made an alliance with us.



*Maurice Maeterlinck (1862 - 1949)*

If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man.

*Mark Twain (1835 - 1910).*

If a dog jumps in your lap, it is because he is fond of you; but if a cat does the same thing, it is because your lap is warmer.

*Alfred North Whitehead (1861 - 1947)*

## ISOC Customers say it best:

Thank you - you are doing a great job of filtering out the spam. To my knowledge, I am not missing any legitimate messages. Excellent!

David

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## Ask a Tech

Submitted by: Jon Murphy - Manager of I.T. - ISOCNET

### PC not as fast as it used to be?

New computers have a habit of slowing down after time. This is generally caused by the file system getting fragmented due to use. For those that don't know what fragmented is, a quick primer: Over time, files saved on a hard drive become split into parts, or fragments. In later Windows operating systems, this can get fairly drastic - a single file can be split into hundreds, thousands, or even tens of thousands of fragments. This condition can cause file access to slow dramatically, and of course overall performance will slow down accordingly.

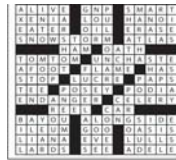
For a home user, or for anyone who wishes to see if fragmentation is a problem on a single machine, it's simple enough to find out: Run the defragmenter and see if there's a performance difference. Since Windows 2000, Microsoft has included a disk defragmenter as part of the operating system, and it can be found in Windows XP by accessing Programs, then Accessories, then System Tools. It's best to run the defragmenter when you're not using the computer. Although you can use your computer while running the defragmenter, it does slow down performance considerably. Easier just to go do something else while it's running.

The answer to this and many other Technical questions can be found at:

<http://support.isoc.net>.

## Your Word for Today.

### VoIP - (Voice Over IP)



Noun:

A telephone service that uses the Internet as a global telephone network. Many companies, including AT&T (CallVantage), typically offer calling within the country for a fixed fee and a low per-minute charge for international. Broadband Internet access (cable or DSL) is required, and regular house phones plug into an analog telephone adapter (ATA) provided by the company or purchased from a third party.

<http://www.techweb.com/encyclopedia/>

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## Photoshop Layers

Imagine that you have three sheets of acetate like folks used to slide into overhead projectors to bore audiences before the days of multimedia presentations. On one sheet you draw a picture of a fish. On a second sheet, you draw a fishbowl. And on a third sheet, you draw the table on which the fishbowl sits. When you stack all the sheets on top of each other, the images blend together to create a seamless view of a fish in his happy home.

Layers in Photoshop work just like that. You can keep different elements of your image on separate layers and then combine the layers to create a composite image. You can rearrange layers, add and delete layers, blend them together using different opacity values and blend modes, and do all sorts of other impressive things.

Another advantage of using layers is that you can edit or paint on one layer without affecting the other layers. That means you can safely apply commands or painting tools to one portion of your image without worrying about messing up the rest of the image.

*Edit digital images like a pro with Photoshop 6 For Dummies, by Deke McClelland, at your side.*

## Your Cyber Wallet

One of the terms commonly thrown around in the jargon of e-commerce is wallet. A wallet is software that, like a real wallet that you keep in your purse or pocket, stores available cash and other records. You reach into the cyberwallet and withdraw virtual cash rather than submitting a credit card number.

A cybershopper who uses wallet software is able to pay for items online in a matter of seconds, without having to transfer credit card data. What's more, some wallets can even "remember" previous purchases you have made and suggest further purchases.

*Starting an Online Business For Dummies, 4th Edition, by Greg Holden*

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If you have ZoomTown with ISOCNET, you can use any of ISOCNET or Cincinnati Bell's Wireless HotSpots for FREE!