



YOUR ISP NEWS



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Protecting Your Excel Documents

After you've more or less finalized a worksheet by checking out its formulas and proofing its text, you often want to guard against any unplanned changes by protecting the document.

Each cell in the worksheet can be *locked* or *unlocked*. By default, Excel locks all the cells in a worksheet so that, when you follow these steps, Excel locks the whole thing up tighter than a drum.

Choose Tools, Protection, Protect Sheet on the menu bar.

Excel opens the Protect Sheet dialog box where the Contents, Objects, and Scenarios check boxes are all selected.

If you want to assign a password that must be supplied before you can remove the protection from the worksheet, type the password in the Password (optional) text box.

Click OK or press Enter.

If you typed a password in the Password (optional) text box, Excel opens the Confirm Password dialog box. Reenter the password in the Reenter password to proceed text box exactly as you typed it into the Password (optional) text box in the Protect Sheet dialog box and click OK or press Enter.

For more tips on how to use Excel, see [Excel 2000 For Windows For Dummies](#), by Greg Harvey.



Do You have . . .

. . . An interesting article, or something you would like to share in a future newsletter? If so, please submit it to editor@isoc.net. ISOC reserves the right to use or not to use your submission in part or in its entirety without further consideration for such usage.



Don't Catch the Negativity Virus

Negative attitudes are contagious. When you associate with gloom-and-doom chronic complainers at work, you can't help but become more and more like them.

The people you keep company with, as well, affect your reputation. If management continually sees you as associating with problem-makers, they'll assume that you're part of the problem too, even if you never add fuel to negative fires.

Avoid being labeled by association; spend time with people who look for and find the good in every situation. Just walk away from the naysayers.

Zig Ziglar's Success For Dummies

Keep the Links on Your Site in Working Order

Few things are more irritating than a bunch of broken links. Visitors won't mind the occasional click that takes them to a Page Not Found error -- after all, the Web is a fast-changing place. But when broken links show up over and over again, visitors are going to decide that your site isn't worth all the trouble you put them through.

So what can you do? You can take all the care you want with your own site's internal links, but the links that lead to other people's sites are totally out of your control. Sites go down, and pages and files change location, but the Webmasters in charge of those sites aren't likely to keep you notified. One possible solution is to use the Mind-it service so you always know when a site you have a link to is updated. However, if you have lots of links, keeping track of all those updated links could be a full-time job for you.

Removing the Pesky Horizontal Line in Word

What you're seeing is not a line of characters or even a drawing object. Rather, it's a *border*. By default, if you enter three or more hyphens (-), underscores (_), equal signs (=), or asterisks (*) followed by a carriage return, Word automatically gives the current paragraph a thin, thick, double, or dotted bottom border.

To get rid of the line, put the cursor directly above it and select *Borders and Shading* from the *Format* menu. Click the *None* box and click *OK*.

To prevent the automatic insertion of borders, select *AutoCorrect Options* from the *Tools* menu, click the *AutoFormat As You Type* tab, and uncheck *Border lines*. In Word 97, the menu item is *AutoCorrect* and the check box is labeled simply *Borders*.

Adding Attachments to Outlook Messages

Attaching a file -- such as a picture file, spreadsheet, word-processing document, and so on -- to an e-mail message is no sweat in Outlook.

Click the New Message button to open the New Message form. Address the message and write the body of the e-mail message as you normally would.

Click the Paper Clip button on the New Message toolbar. The Insert File dialog box appears. In the Insert File dialog box, browse your hard drive to find the file that you want to send.

Double-click the name of the file to insert it as an attachment to your message. You see the attachment as an icon at the bottom of your new message.

Click the Send button to send the message with the file attached.

Be careful when sending large files because they can take a long time to transfer, especially if you or the recipient rely on a dial-up connection to the Internet. A good rule to follow is to keep attachments under 1MB.

Managing Your Time

Business owners and managers are always looking at what they are spending their time on. The goal is to use as little as possible on non-profit generating operations. One of these company expenses is payroll. Payroll is an ongoing necessity that adds nothing to the bottom line. It is very important that payroll and tax payments are made as streamlined as possible.

This is where outsourcing your payroll to a reliable service can help you make more money. Most payroll services will offer your employees direct deposit, pay your taxes, file returns, and provide a simple means for bookkeeping.

Paychex, Inc. goes that extra distance by offering worker's compensation coverage, unemployment assistance, and retirement plans in an effort to be a one-stop-shop for payroll related services.

For further information on how a payroll service can help your business, please contact Mike Sauer with Paychex, Inc. at 513-605-7227 or send an e-mail to: Msauer@paychex.com

Busted!

A Bogus eBay dealer was sentenced to prison in Charleston, WV - He was sentenced to 15 months in prison for cheating more than 180 eBay customers out of \$153,000 for trading cards he never delivered. Vernon Derl Bell, 48, also must pay \$153,000 in restitution.

Mr. Bell, an accountant, offered the sports trading cards over the Internet auction site from his home.

Read all about it!

The current Newsletter is now available at <http://bus.isoc.net/News.asp> for you to review and pass on to your friends and family.

If you have an interesting article, or something you would like to share in future newsletters, please submit it to editor@isoc.net. ISOC reserves the right to use or not to use your submission in part or in its entirety without further consideration for such usage.

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How to find the Disappearing Toolbar

Have you ever moved your cursor to the bottom of the page only to discover that your toolbar is missing?

This is an easily fixed problem that often plagues Windows users. To restore your toolbar, follow these steps:

- Move your mouse to the last-known location of the toolbar.
- Left-click the mouse as soon as the double arrow appears.
- You should now see a broken line. Move it up and release.
- Voila -- your toolbar is back.

If you're still having trouble finding or hiding your toolbar, follow these steps:

- Hit the Windows key on your keyboard.
- Choose Settings.
- Select Taskbar & Start menu.
- Choose the "Auto hide" option to make your toolbar disappear or select "Always on top" to keep it in view.

Your Word for Today.

paradigm (PAYR eh diym)

Noun:

a) a pattern, example, or model

b) an overall concept accepted by most people in an intellectual community, as those in one of the natural sciences, because of its effectiveness in explaining a complex process, idea, or set of data



The American Heritage® Dictionary of the English Language, Fourth Edition

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ISOC Customers say it best . . .

I just wanted to say that you are the first ISP that we have had that actually had a virus protection program like yours, not once in the 5 years that we have been online have we had such a great service.

Thank you.

Two Easy Ways to Turn Off Those Annoying AOL Sounds

So you're tired of hearing "Welcome" and "You've got mail" in American Online?

Well here's two easy ways to get rid of them - Open the program. From the toolbar, select Settings, Preferences and Toolbar & Sound. Uncheck "Enable AOL sounds such as the Welcome Greeting and Instant Message Chimes."

A better method to insure they are turned off for good would be to Change your Internet Service Provider to ISOC by calling 859-525-8730 or visiting <http://www.isoc.net>.

Satisfaction Guaranteed

Small Companies have an advantage in maintaining a philosophy of customer service excellence.



Byrd Baggett

Wisdom to Live by . . .

The Chinese use two brush strokes to write the word 'crisis.' One brush stroke stands for danger; the other for opportunity. In a crisis, be aware of the danger - but recognize the opportunity.

Richard M. Nixon (1913 - 1994)

Of all the self-fulfilling prophecies in our culture, the assumption that aging means decline and poor health is probably the deadliest.

Marilyn Ferguson,

It's true, some wines improve with age. But only if the grapes were good in the first place.

Abigail Van Buren