

Drag-and-Drop Fun in Excel

In Excel, drag-and-drop spreadsheet editing is most effective in two situations: when you not only need to move or copy a range of cells to a new (blank) place in the worksheet, but also when you want to insert the cells into an existing table of data. To do this kind of insert moving or copying, you must hold down the Shift key as you drag the cell selection to its new position. Excel indicates where the selected data will be inserted at the time you drop it by displaying an I-beam-type indicator in front of the mouse pointer:

When the I-beam pointer runs horizontally between rows, you know that the selection will be inserted as a new row in the existing table of data.

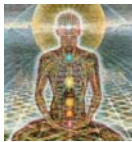
When it runs vertically between columns, you know that the selection will be inserted as a new column in the table.

For more helpful Excel tricks, look to Excel Timesaving Techniques For Dummies, by Greg Harvey.

Wisdom to Live by:

Don't mistake activity for achievement.

John Wooden



You don't get the breaks unless you play with the team, instead of against it.

Lou Gehrig

Notice the difference between what happens when a man says to himself, "I have failed three times," and what happens when he says, "I am a failure."

S.I. Hayakawa



Hit the New Year Running!

Happy New Year!

Clean Up Contacts in Outlook Express

Follow these steps to keep Outlook Express from adding names to your Contacts list automatically.

1. Click Tools, Options. Outlook Express shows you the Options dialog box.
2. On the Send tab, deselect the Automatically Put People I Reply to in My Address Book check box.
3. Click OK.

You probably want to go through your Address Book and get rid of the duplicates. Click Tools, Address Book, and be braced for some hard work.

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

How to Reach us:

73 Cavalier Boulevard - Suite # 219
 Florence, KY 41042-5182
 KY: (859) 525-8730
 Fax: (859) 525-8737
 OH: (513) 528-8730
 Toll Free: (888) 292-1719
<http://www.isoc.net> editor@isoc.net
sales@isoc.net

ISOCNET Customers say it best:

I saw on a billboard the other day that ISOCNET was a finalist for the 2006 Torch Award, and I wanted to say - Congratulations! - It was a long time coming, but truly deserved.



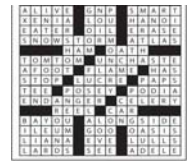
The BBB finally acknowledged what we subscribers have known for many years! - Keep up the great work.

Keith

Your Word for Today

PHP

A scripting language and interpreter that is freely available, primarily for use on Linux Web servers. As with Active Server Pages, the PHP script is embedded within the HTML code of a Web page. It is a popular way of coding Web pages because it is also database-driven.



Taken from NetLingo.com

Getting the Point of Word Fonts

The amount of space that Word sticks between paragraphs is measured in points -- which is a typesetter's measurement. If you've ever messed with the size of a font, you've already worked in points (although the Font size menu doesn't use the pt abbreviation).

There are 72 points to an inch. If you use a 12-point font, which is common, then a space of 12 points between

paragraphs adds an extra line. Six points (6 pt) is half a line of text.

The boxes where you enter point values in the Paragraph dialog box use spinner gizmos. If you click the up or down arrows on the spinner, you increase or decrease the spacing between lines in 6-point increments. If you need more specific values, you can type them in directly.

For more information like this, get a copy of Word 2002 For Dummies, by Dan Gookin.

Print the Contents of a Single Note

Outlook 2000 stick-on notes are meant to be read on the screen, but now and then you may want to print the contents. Remember that even though you can change the colors of your notes, the colors don't print on a black-and-white printer.

1. Click the title of the note you want to print.
2. The title of your note is highlighted to show that it was selected.
3. Click the Print button on the toolbar (or press Ctrl+P) to open the Print dialog box.
4. Choose Memo Style in the Print Style box.
5. Click OK.

Unfortunately, when you print notes, they don't look like the cute little yellow squares you see on the screen; each one looks like an office memorandum.

For more information like this, get a copy of Office 2000 9-in-1 For Dummies, by Greg Harvey, et al.

Downloading and Copying Files from the Internet

Downloading means to transfer a copy of a file or program from a site on the Internet to your computer. From time to time in your exploration of the Internet, you are given the opportunity to download a file. If you

have antivirus software (and you should have it), the software will examine the file after it arrives to make sure that it doesn't carry a virus.

When you click the button to download a file, you see the File Download -- Security Warning dialog box. Click the Save button, choose a folder for the downloaded file in the Save As dialog box, and twiddle your thumbs while the file downloads. To activate the file, go to folder where you stored it, select the file, and double-click it.

Before you run a file you downloaded, right-click it in Windows Explorer or My Computer and choose Run with Antivirus to see whether the file contains a virus.

On the subject of grabbing files from the Internet, you can also copy text, pictures, and video files by following these instructions:

Copying text: Drag your cursor over the text and press Ctrl+C or choose Edit, Copy to copy the text to the Clipboard.

Copying a picture: Right-click the picture and choose Save Picture As on the shortcut menu. In the Save As dialog box, select a folder and click the Save button.

Downloading a video: Right-click the video image and choose Save Target As on the shortcut menu. In the Save As dialog box, select a folder for storing the video file and click the Save button. You can change the file's name by entering a new name in the File Name text box.

Basics and beyond await in The Everyday Internet All-in-One Desk Reference For Dummies, by Peter Weverka.

Using E-mail Folders Effectively

Most, if not all, e-mail clients allow you to use folders to organize your email. In fact, folders are a great boon to keeping your incoming e-mail uncluttered and under control.

Don't confuse e-mail folders with file folders on your disk drive. Conceptually, they're similar to each other only in that each allows you to organize information. While some e-mail clients may use file folders to store your e-mail, many do not. The folders are maintained within the client as a logical structure, with no relation to file folders on the hard drive.

Rather than leaving all your e-mail in your inbox, give some thought to how you can organize it using folders. For instance, you could have a folder for your work-related e-mail or a folder for each project you're working on. You could also create folders for family e-mail, hobbies, and other categories.

You can configure most (if not all) e-mail clients to display available folders onscreen. The folders in Outlook are part of the Navigation pane. When displayed, the pane is at the left side of the program window.

The Navigation pane (or its equivalent) is helpful when working with folders. You can easily drag messages from one folder and drop them in another or move entire folders. To create an e-mail folder, simply right-click an existing folder and choose New Folder. Name the folder and start using it to store messages.

Cleaning Windows XP For Dummies, by Allen Wyatt, will help you streamline your systems and safeguard your computer.

Did You Know . .

The ISOCNET Design and Development Team have been creating web applications since 1996. Our experts specialize in learning your business and goals to create a results-driven web strategy that meets your needs.

Check out our Portfolio at
<http://www.isoc.net/design.php?tab=Portfolio>