

Stick a Note On It in Outlook

Nothing is easier to use than those yellow sticky notes, which is probably why you see them everywhere. Outlook notes are just as easy to use — but they won't accidentally get stuck to something else, lose their stickiness, or get lost. If you can click a mouse, you can create a new note:

1. If you're not already in the Notes module, click the Notes icon on the Outlook bar.
2. Click the New icon on the toolbar (or press Ctrl+N). A blank note appears.
3. Enter what you want to say in your note.
4. Press Esc to close and save the note.

Your new note takes its place in the collection of notes in the Notes module. Creating a note doesn't involve a lot of fuss; just open, type, and close.

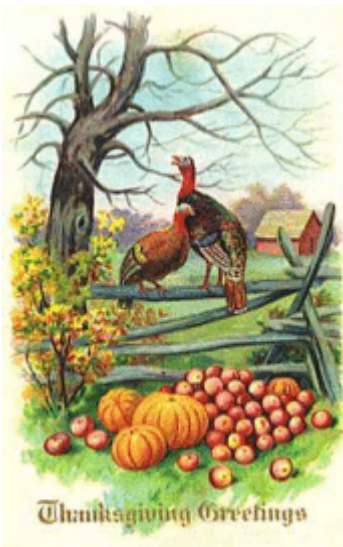
To create a note really quickly, you don't even have to switch to the Notes module. Just press Ctrl+Shift+N from any other part of Outlook.

For more information like this, get a copy of Microsoft Outlook 2000 For Windows For Dummies Quick Reference, by Bill Dysze

ISOC Customers say it best:

On behalf of all of us at New Perceptions, I would like to congratulate you and your staff on ISOC.net's nomination for a Torch Award! Your excellent service and amazing generosity already makes you a winner in our book. You are certainly the best of the best! Good luck and again Congratulations!

Kelly



So, Your Email Attachments are Missing?

Jon Murphy – ISOC Manager IT

When you open your email, are your attachments missing? This is a feature that Microsoft has added into Outlook Express 6. By default this option is turned on and it will block all attachments in email. However this setting is easy to change and will give you access to any attachment that was sent to you.

Simply open Outlook Express and go to the **Tools** menu and click on **Options**. Next click on the **Security** tab at the top. You will see a checkmark box that states “Do not allow attachments to be saved or opened that could potentially be a virus.” You will want to uncheck the box and click **Ok**. Next, restart Outlook Express and all of your attachments should be there.

Need more technical assistance? Go to <http://support.isoc.net> and check out the FAQ section, or click on the Ask-a-Tech link.

What You See Isn't Always What You Get

In Excel, the Number format that you assign to cells with numeric entries in the worksheet affects *only* the way they are displayed in their cells, not their underlying values.

For example, if a formula returns the value **3.456789** in a cell and you apply a number format that displays only two decimal places, Excel will display the value **3.46** in the cell.

If you then refer to the cell in a formula that multiplies its value by **2**, Excel returns the result **6.613578** instead of the result **6.92**, which would be the result if Excel were actually multiplying **3.46** by **2**.

For more on the Number format, check out Excel 2003 For Dummies, by Greg Harvey.

Playing with Text in a Word Table

Enter text into your Word table as you would enter text anywhere in Word. Take a look at these pointers.

- Cells grow longer (taller) to accommodate extra text you type into them.
- Press the Enter key to start a new paragraph in a cell or use Shift+Enter to start a new line of text (a forced line break).
- Use the Tab key to move from cell to cell in your document. If you press the Tab key in the last cell in the table, you create a new row of cells.
- The Shift+Tab combination moves you backward between the cells. (This technique is easier than using the arrow keys, which ramble through a cell's text one character at a time.)

- If you need to use a tab in a cell, then press Ctrl+Tab.
- Each cell is its own unit as far as paragraph formatting goes. To align or indent an entire row or column of cells, choose Table, Select and then choose Column or Row from the submenu to select a column or row, respectively.
- Clicking the mouse thrice in a cell selects all text in that cell.

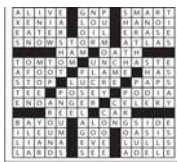
For more information like this, get a copy of Word 2003 for Windows For Dummies, by Dan Gookin.

Your Word for Today.

eth·ics (ĕth'ĭks)

noun.

- A set of principles of right conduct.
- A theory or a system of moral values.



ethics (*used with a sing. verb*) The study of the general nature of morals and of the specific moral choices to be made by a person; moral philosophy.

ethics (*used with a sing. or pl. verb*) The rules or standards governing the conduct of a person or the members of a profession: *medical ethics*.

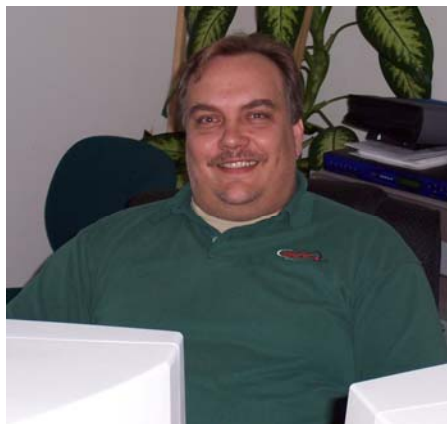
Webster's Revised Unabridged Dictionary, © 1996, 1998

The Best New Web Site on the Net!

ISOC,s New Web Site is Now On-line at www.isoc.net – We think it Fantastic! So, check it out and tell us what you think! -- send us your feedback to Webmaster@isoc.net.



Employee Spotlight



John M. Troher
Network Architect

John is one of the Founding Fathers of ISOC. Back in 1996 John began diligently working on the design and implementation of ISOC's Network. As the Network Administrator, he was and still is responsible for the research, development, installation and maintenance of our entire Internet infrastructure – however, he does have a little more help today than he did back in 1996.

Before deciding to help birth ISOC, John was employed by The Queen City Steel Treating Company.

John enjoys simulated computer games, solving “unsolvable” network issues and spending time teaching his son Johnny, how to be the next great Internet Guru.

Wisdom to Live by.

I expect to pass through this world but once; any good thing therefore that I can do, or any kindness that I can show to any fellow creature, let me do it now; let me not defer or neglect it, for I shall not pass this way again.



Etienne De Grellet

The ideals which have lighted my way, and time after time have given me new courage to face life

cheerfully, have been Kindness, Beauty, and Truth. The trite subjects of human efforts, possessions, outward success, luxury, have always seemed to me contemptible.

Albert Einstein (1879 - 1955)

Guard well within yourself that treasure, kindness. Know how to give without hesitation, how to lose without regret, how to acquire without meanness.

George Sand (1804 - 1876)

Read all about it!

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