

Using the Research Task Pane in Word

Beyond spell checking, beyond the Thesaurus, and even beyond Word 2003's ability to translate text into a foreign language is the Research task pane. What it does is to instantly (or longer with a dial-up Internet connection) connect you to the Internet to peruse several online references regarding whatever it was you recently Alt+clicked with the mouse.

For example, say you type the word Mesopotamia in your document. Press and hold the Alt key and then click the mouse on the word Mesopotamia. Instantly, you see a whole slew of interesting references about Mesopotamia via the Internet. Now that's Research!

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

Excel: Keyboarding Sheet to Sheet

If you're working with multiple worksheets and need to switch from one to the next, you can forget all about the darned tab scrolling buttons and sheet tabs and just go back and forth through the sheets in a workbook with your keyboard. To move to the next worksheet in a workbook, press Ctrl+PgDn. To move to the previous worksheet in a workbook, press Ctrl+PgUp. The nice thing about using the keyboard shortcuts Ctrl+PgDn and Ctrl+PgUp is that they work whether or not the next or previous sheet tab is currently displayed in the workbook window.

Find more tricks about creating and editing worksheets in Excel 2003 For Dummies, by Greg Harvey.



Happy Thanksgiving

Are Secure Servers Really Secure?

Using secure socket layer, or SSL, technology, late-model browsers can encrypt information as it leaves your computer, making it nearly impossible for anyone other than the intended recipient to decrypt it. Just like sending any other data over the Internet, others can still capture your encrypted information, but what they see is so much gobbledygook that it would take them centuries to decipher it.

SSL requires additional processing time on both the sending and receiving ends (in other words, it makes pages load even more slowly than normal), so it's typically used only on pages where sensitive data is being transmitted. After all, encrypting the pages of the sweaters you're browsing through makes no sense when you really need the protection only when you're ready to buy.

Hush your fears with Internet Privacy for Dummies, by John R. Levine, Ray Everett-Church, Greg Stebben, David Lawrence.

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ISOCNET Customers say it best:

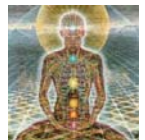
I want to thank you for the generous and invaluable service that ISOCNET contributes to New Perceptions. Our website has quickly become a critical resource for our client families. It keeps parents and caregivers connected to us as they juggle the many demands and challenges of caring for a child with special needs.

All of us at New Perceptions extend our gratitude to you and your employees. You have helped create an important lifeline for our client families

Amy C. Scrivner
 Director of Development
 & Community Relations

Wisdom to Live by:

A competent leader can get efficient service from poor troops, while an incapable leader can demoralize the best troops.



General John J. Pershing (1860-1948)

When a thing is done, it's done. Don't look back. Look forward to your next objective.

General George C Marshall (1880 - 1959)

Moral courage simply means you do what you think is right without bothering too much about the effect on yourself.

Sir William Slim (1897 - 1970)

Control Column Width in Outlook

If your to-do list has grown longer in recent days, you may need to widen a column in Outlook. On the other hand, if you're on vacation and plan on loafing, you could shrink a column. Table views in Outlook, such as your Task List or the Phone List view of your Contacts, display information in columns. Widening or shrinking a column is as easy as one-two:

Move the mouse pointer to the right edge of the column that you want to widen or shrink until the pointer becomes a two-headed arrow.

Making that mouse pointer turn into a two-headed arrow takes a bit of dexterity; it becomes easier with practice.

Drag the edge of the column until the column is the width that you desire.

What you see is what you get.

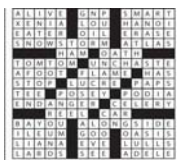
Shortcut: If you're not really sure how wide a column needs to be, just double-click the right edge of the column header. When you double-click that spot, Outlook does a trick called size-to-fit, which widens or narrows a column to exactly the size of the widest piece of data in the column.

For more information like this, get a copy of Microsoft Outlook 2002 For Windows For Dummies, by Bill Dyszel.

Your Word for Today.

Portal (pôrtl) noun

A web portal is a web site that provides a starting point or gateway to other resources on the Internet or an intranet. Intranet portals are also known as enterprise information portals (EIP). The building blocks of portals are portlets, which contain portions of content published using markup languages such as HTML and XML.



From Wikipedia, the free encyclopedia

Employee Spotlight



Kerri Clark

Web Developer

In August 2005, Kerri joined ISOCNET as a web developer, part of the Interactive Development Team. She assists in designing and developing websites for ISOCNET clients and prospects.

Prior to joining ISOCNET, Kerri worked as a Design & Web Specialist for Eastern Kentucky University Libraries. There she created and maintained their website, web applications, publications and provided technical training.

Kerri enjoys spending time with her kids and family, watching movies, listening to music as well as being a musician.

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Ask a Tech

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

Organizing your email.

Do you receive hundreds of emails a day, each and every day? Some you keep, some you don't. If you keep all those messages in your inbox then you probably have thousands of messages floating around in there. So what can you do? Create folders!

Here's how for **Outlook Express**

First, you have to have your "view" set properly. Here's how to do that:

1. Click the View menu, Layout.

2. Make sure the "Folder List" checkbox is checked.

OK, now here's how to create more folders:

1. Right-Click the user account where you want the folder added and right click and select "New Folder". If you want a sub folder in a folder that's already there, then right-click that folder and select "New Sub-folder".

2. You'll be presented with a screen where you can name your folder. Type in "ISOCNET Newsletter" (or whatever you would like to call your new folder) and click OK.

That's it! Now you can stick important e-mails in a place where you'll actually be able to locate them. To view the messages in a folder, just click the folder. You can have as many of these little folders as you want.

For Thunderbird & Netscape Mail:

1. Right-Click the "Local Mail" folder (it's at the top of the "folders" window). Select "New Folder".

2. You'll be presented with a screen where you can name your folder. Type in "ISOCNET Newsletter" (or whatever you would like to call your new folder) and click OK.

That's it! Now you can stick important e-mails in a place where you'll actually be able to locate them. To view the messages in a folder, just click the folder.

Did You Know . .

ISOCNET is currently providing the WiFi access to CovingtonFreeNet where you can access the internet for

FREE

<http://www.covingtonfreenet.com/shortpike/>