

Copying Excel Data to Word

The easiest way to embed an Excel table of worksheet data or an Excel chart into a Word document is to use the drag-and-drop method. Simply highlight the cells or chart you want to copy, hold down the Ctrl key, and drag the selected cells or chart between the Excel and Word program windows. The only trick to dragging and dropping between programs is the sizing and maneuvering of the Excel and Word program windows themselves -- that is, you have to arrange the windows so that you can see both of them.

You can also use the cut-and-paste method to embed worksheet data into a Word document. Simply select the cells in Excel and then copy them to the Clipboard (Ctrl+C). Then, open the Word document and position the cursor at the place where the spreadsheet table is to appear. Choose Edit, Paste Special from the Word menu bar. Click Microsoft Excel Worksheet Object in the As list box and then click OK. Word then embeds the data in the body of the Word document just as though you dragged the data from the Excel window.

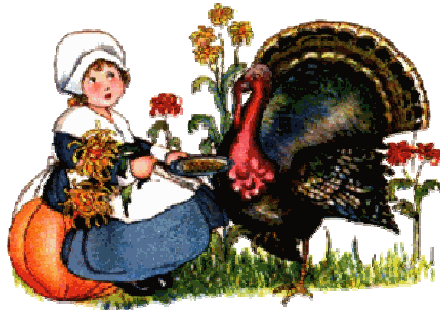
For more information like this, get a copy of Excel 2003 All-in-One Desk Reference For Dummies, by Greg Harvey.

ISOCNET Customers say it best:

I've been an ISOC customer for 6 years now and am impressed by the quality of customer service that I have received over that time. Your Technical Support department is top notch! Keep up the good work!



Sharon



HAPPY THANKSGIVING

Revealing a Mystery Format in Word

You're scanning through your latest Word masterpiece when you notice a paragraph that doesn't seem to fit. Something's amiss with the formatting, but what? A nifty trick to pull on any mystery part of your document is to press the Shift+F1 key combination. The mouse pointer changes to look like an arrow-question mark. Now, click any character in any word in any paragraph. Microsoft Word describes exactly what the heck is going on with the formatting in the Reveal formatting task pane. (Press Shift+F1 again to deactivate this feature.)

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

Using Keyboard Shortcuts in Excel

You can forget all about those darned tab scrolling buttons and sheet tabs in Excel 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 these keyboard shortcuts is that they work whether or not the next or previous sheet tab is currently displayed in the workbook window!

For more information like this, get a copy of Excel 2003 For Dummies, by Greg Harvey.

Your Word for Today

Discussion Board
Noun.

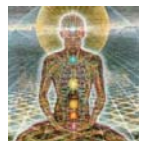


A common name for an interactive message board, this is a place on the Web where users may post and read announcements on topics of common interest. A person interacts with a discussion board by submitting forms or sending in e-mail messages to be posted via a Web browser. The boards are a popular way to interact online, because they are easy to navigate and easy to use for responding to another person's message.

Taken from NetLingo.com

Wisdom to Live by:

Each day, and the living of it, has to be a conscious creation in which discipline and order are relieved with some play and pure foolishness.



Mary Sarton

Challenges make you discover things about yourself that you never really knew. They're what make the instrument stretch – what makes you go beyond the norm.

Cicely Tyson

The road to the heart is the ear.

Voltaire

Unblock Incoming Files in Outlook Express

Outlook Express 6 Service Pack 2 blocks any file attached to an inbound e-mail message with a name that ends with certain "dangerous" filename extensions. <> [http://support.Microsoft.com/?kbid=291369] has the specifics.

If you can exercise a tiny amount of caution when handling files attached to e-mail messages, and if you have an antivirus program that's worth its salt, there's no reason to have Outlook Express block your inbound files.

Here's how to override the setting:

1. Start Outlook Express.
2. Choose Tools, Options, Security. You see the Security tab.
3. Uncheck the box named Do Not Allow Attachments to Be Saved or Opened That Could Potentially Be a Virus.
4. Click OK.

Of course, you should never, ever, ever open or run a file attached to an e-mail message unless you know the person who sent it to you, and you know that they actually did send it to you. If you have any doubt, send them a message and confirm that they sent you the file before you open it. If you get confirmation, save the file, and run your favorite antivirus package on it before you open it.

For more information like this, get a copy of Windows XP Timesaving Techniques For Dummies, 2nd Edition, by Woody Leonhard and Justin Leonhard.

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

Protect Your Excel Worksheet

Deleting a single formula in an Excel worksheet often creates a ripple effect, causing other formulas to produce an error value or, even worse, incorrect results. Circumvent such problems by locking the cells that you don't want to be modified and then protecting your worksheets from modification by following these steps:

1. Choose Tools, Protection, Protect Sheet from the menu bar. - The Protect Sheet dialog box appears.
2. Provide a password in the Protect Sheet dialog box, if you want. -- If you enter a password, you must reenter the password before then sheet can be unprotected. If you don't supply a password, anyone can unprotect the sheet.
3. In the Allow All Users of this Worksheet To list box, click the appropriate check boxes to select the elements that users can changes after the sheet is protected.
4. Click OK.

For more information like this, get a copy of Excel 2003 For Dummies Quick Reference, by John Walkenbach and Colin Banfield.

The Outlook on Mail-Sending Formats

Outlook Express offers two formats for sending e-mail messages: HTML and plain text. HTML is the same format that is used to display Web pages. If you intend to include pictures inside your e-mail messages or view pictures that others send you, you must opt for HTML format. HTML-formatted messages take longer to transmit, and some e-mail software doesn't accept them. In plain-text format, only numbers and letters are transmitted.

Follow these steps to choose a default mail-sending format:

1. Choose Tools, Options. -- You see the Options dialog box.
2. Select the Send tab.
3. Under Mail Sending Format, select the HTML or Plain Text option button.
4. Click the OK button.

No matter which format you choose, you can send a particular e-mail message in the HTML or plain-text format. In the New Message window, choose Format, Rich Text (HTML) or Format, Plain Text.

Express yourself with the load on insight in The Everyday Internet All-in-One Desk Reference For Dummies, by Peter Weverka.

Did You Know . .

Just having a website is not enough anymore! You have to design and market your web site to focus on your target audience. Our experts can coach you to have a balanced web site for SEO (Search Engine Optimization) and SEM (Search Engine Marketing).

Get your **FREE** Web Site Analysis at:

www.isoc.net/freesiteanalysis.php



2006 FINALIST
Cincinnati Better Business Bureau