



Color-Code Your Excel Sheet Tabs

From Jessica Kovalik, Littleton, Colorado

In Excel version 2002, you can color-code sheet tabs for easier identification or grouping of related sheets. Here's how:

1. Select the sheets you want to color by holding down the CTRL key and clicking the tabs.
2. On the **Format** menu, point to **Sheet**, and then click **Tab Color**. You can also right-click the sheet tab and then click **Tab Color**.
3. Click the color you want, and click **OK**.

Remove Outdated Names from the List in Outlook

From Mark Lawson, Issaquah, Washington

As you start typing an e-mail address into the **To**, **Cc**, or **Bcc** boxes of a message, Microsoft Outlook® version 2002 offers a list of names and e-mail addresses that match what you've typed so far. That way you can choose from the list instead of continuing to type. I like to use the DELETE key to remove outdated names from the list.

To delete a name from the list:

1. Use the UP ARROW key or DOWN ARROW key to select the name.
2. Press DELETE.

Editor's Note: Only those names/e-mail addresses that you have previously sent e-mail to will appear in the list.

HAPPY HALLOWEEN!



Use vCards to Send Your Business Contact Information

From Crystal K. Oldham, Omaha, Nebraska

Microsoft Outlook supports the use of vCards, the Internet standard for creating and sharing virtual business cards. By adding a vCard to your e-mail signature, you can include your business contact information with each e-mail message you send. If you receive a vCard and would like to save the information it contains, simply double-click it, and it will open as a contact item that you can easily save to your **Contacts** folder.

To include a vCard with your e-mail signature:

1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. Under **Signature**, click **Signatures**, and then click **New**.

3. Select the options you want, and then click **Next**.
4. Under **vCard options**, select a vCard from the list or click **New vCard from Contact**.

Color-Code Your Calendar

From J. W. Lee, Spokane, Washington

In your Outlook Calendar, you can use colors to help you manage your appointments. For example, you can choose colors with predefined labels such as "Personal", "Needs Preparation," or "Must Attend;" or, you can create your own labels. Here's how:

To color an appointment or meeting with a predefined label:

1. Click **Calendar**.
2. Right-click an appointment or meeting, point to **Label** on the shortcut menu, and then click a color-coded label in the list. (To remove the color from the appointment or meeting, in the **Label** list, click **None**.)

To create your own colored label:

1. Click **Calendar**.
2. Right-click an appointment or meeting, point to **Label** on the shortcut menu, and then click **Edit Labels**.
3. Pick the color you want to rename, type in your new label name, and then click **OK**.



Place Tables in Adjacent Columns

From Ben Marshall, Woking, Surrey, England

Use this trick in Word to put two tables adjacent to each other on a two-column page:

1. Insert two tables, one above the other.
2. Adjust the column widths to ensure the total width of each table is less than half the width of the page.
3. Select both tables.
4. On the Standard toolbar, click the **Columns** button, and then drag the pointer to select **2 Columns**.

Add Watermarks to Your Word Documents

From Regina Fortuniewicz, Ossining, New York

Watermarks are text or pictures that appear behind the text. They can add interest or identify the document's status, marking a document as a draft, for example. You can use graphics or text as watermarks and, with Word 2002, adding a watermark to a document is easier than ever. To add a watermark to a printed document:

1. On the **Format** menu, point to **Background**, and then click **Printed Watermark**.
2. Do one of the following:
 - To insert a picture as a watermark, click **Picture watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**.
 - To insert a text watermark, click **Text watermark**, and then select or enter the text you want.
3. Select any additional options you want, and then click **Apply**.
4. To view a watermark as it will appear on the printed page, click **Print Layout** on the **View** menu.

Editor's Note: To see your watermark onscreen, click the **View** menu and select **Print Layout**. Or, alternatively, click the **File** menu, and select **Print Preview**.

Satisfaction Guaranteed

Be thankful for customers who complain. You still have the opportunity to make them happy.



Many customers will never call you back after a bad experience.

Byrd Baggett

Wisdom to Live by.

Isn't it interesting that the same people who laugh at science fiction listen to weather forecasts and economists?

Kelvin Throop III

Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.

Abraham Lincoln (1809 – 1865)

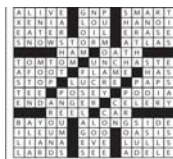
Worry a little bit every day and in a lifetime you will lose a couple of years. If something is wrong, fix it if you can. But train yourself not to worry. Worry never fixes anything.

Mary Hemingway

Your Word for Today.

Pertinacious \pur-tin-AY-shus\
adjective:

1. Holding or adhering to any opinion, purpose, or design, with obstinacy.
2. Stubbornly or perversely persistent; as, pertinacious plotters; a pertinacious beggar.



Pertinacious is from Latin *pertinax*, having a firm hold, obstinate, from *per-*, thoroughly + *tenax*, holding fast, tenacious, from *tenere*, to hold.

The American Heritage® Dictionary of the English Language, 4th Ed.

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