

AutoFit in Excel

Excel's AutoFit feature determines the best fit for the column or columns selected at that time, given their longest entries.

- To use AutoFit on a single column, position the mouse pointer on the right edge of that column in the column header and then, when the pointer changes to a double-headed arrow, double-click the mouse.
- To use AutoFit on multiple columns at one time, select the columns by dragging through them in the column header or by Ctrl-clicking the column letters, and then double-click the right edge of one of the selected columns when the pointer changes to a double-headed arrow.

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

Undo Formatting in Word

It's possible to junk up your text with so many formatting commands that undoing them all would be a frustrating exercise. Rather than delete the text and start over, you can use a simple and universal undo-formatting command -- Word's equivalent of the text-formatting eraser. The command is Reset Character, and its shortcut key is Ctrl+Spacebar.

So if you encounter an expanse of ugly and overly formatted text, select it as a block and press Ctrl+Spacebar. This key combination strips the formatting from the text.

For more information like this, get a copy of Word 2002 For Dummies Quick Reference, by Peter Weverka.



HAPPY HALLOWEEN

Changing Your Screen's Resolution

You chose your designer day planner, glow-in-the-dark gel pens, and solid maple inbox for your real-world desktop, right? Why shouldn't the Windows desktop give you the same flexibility to make things look the way you like?

1. Right-click the desktop to display a shortcut menu, and then choose Properties.
2. In the resulting Display Properties dialog box, click the Settings tab.
3. On the Settings tab, click the slider in the Screen Resolution area and move it to a higher or lower resolution.

Higher resolutions, such as 1280 x 1024, produce smaller, crisper images. Lower resolutions, such as 800 x 600, produce larger, somewhat jagged images. The up side of higher resolution is that more fits on your screen; the down side is that words and graphics can be hard to see. One option: If

fonts appear too small, change the Font Size setting on the Appearance tab of the Display Properties dialog box to be Large or Extra Large.

4. Click OK to accept the new screen resolution.

Tackle and tame Windows XP with Windows XP Just the Steps For Dummies, by Nancy Stevenson.

ISOCNET Customers say it best:

Thank you for the 10 years of great service. You guys have done a great job and I hate to leave your service, but I married a computer consultant who has his own business and my email will be through his company. I barely new what spam was because you did such a good job not sending it to me! You are very dependable - no interruption in service!



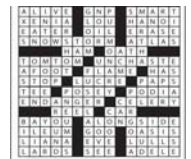
Please forward this note to all employees. You guys are great!

Barb

Your Word for Today

Spam
Noun.

An e-mail message sent to a large number of people without consent, also known as Unsolicited Commercial E-mail (UCE) or junk e-mail. Spam is usually sent to promote a product or service.



The U.S.'s first felony prosecution for sending spam involved Jeremy Jaynes, who received a 9 year prison sentence for sending junk e-mail.

Taken from NetLingo.com

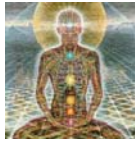
Auto-format a Table in MS Word

By far the fastest way to get a good-looking table is to let Word do the work for you. Click your table and choose Table, Table AutoFormat. You see the Table AutoFormat dialog box. Rummage through the Table Styles until you find a table to your liking. The Preview box shows what the different tables look like. (On the Category drop-down list, you can choose an option to put a cap on the number of styles offered in the Table Style list.) Under Apply Special Formats To, select and deselect the check boxes to modify the table format. As you do so, watch the Preview box to see what your choices do.

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

Wisdom to Live by:

Living in the past is a dull and lonely business; looking back strains the neck muscles, causes you to bump into people not going your way.



Edna Ferber

All growth is a leap in the dark, a spontaneous, unpremeditated act without benefit of experience.

Henry Miller

A battle is lost less through casualties than by discouragement.

Fredrick II (The Great)

Don't brood on what's past, but don't forget it either.

Thomas H. Raddall

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Setting Receipt Options in Outlook

You can get Outlook 2002 to inform you of the fate of your e-mail message -- when it arrived and when it was read -- but there's a catch: Both your e-mail system and your recipient's mail system must support those features or they won't work at all. If you and your recipient are both on the same network using Microsoft Exchange Server, everything should work just fine; otherwise, it's a gamble.

To set these receipt options on your important e-mail messages, follow these steps:

While composing your message, click the Options button on the toolbar. - The Message Options dialog box appears.

In the Voting and Tracking options section, click either Request a delivery receipt for this message or Request a read receipt for this message so that a check mark appears in the checkbox.

The Delivery receipt lets you know for certain that your tax preparer received that last-minute e-mail you sent with vital information. The Read receipt reassures you when she opened it. You could check both, of course, if you're very concerned.

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

What to Include on Every Page of Your Web Site

Although every Web page should contain unique and useful information, all Web pages must contain the following three elements:

Title: At the top of every page, place a descriptive title that identifies the specific contents of the page and the Web site itself. A descriptive title is important because some users may not enter your site through your home

page. Instead, they may go directly to one of the content pages in your site. In addition, many users bookmark pages for quick access at a later date, and a good title, such as, "Sarah Bellum's Definitive Guide to Lemurs," helps users remember why they bookmarked your page in the first place.

Navigation links: All the pages of your Web site should have a consistent set of navigation links. At a minimum, provide a link to your home page on every page in your site. In addition, you may want to include links to the next and previous pages if your pages have a logical sequential organization. For an example, check out the navigational links at Dummies.com.

Author and copyright information: Every page should also include author credits and a copyright notice. Because users can enter your site by going directly to any page, placing the authorship and copyright notices on only the home page isn't sufficient.

Your one-stop guide to building great Web sites is Creating Web Pages All-in-One Desk Reference For Dummies.

Did You Know . .

ISOCNET was a Finalist in the Better Business Bureau's Torch Award for Marketplace Ethics in 2004 and 2006



THE TORCH
AWARD

2006 FINALIST
Cincinnati Better Business Bureau