

Changing an Excel Worksheet's Name

By default, Microsoft Excel names its worksheets Sheet1, Sheet2, and so on. Providing more meaningful names helps you identify a particular sheet. To change a sheet's name, click the sheet tab to select that worksheet and use any of the following methods to rename it:

- Choose Format, Sheet, Rename from the menu bar.
- Double-click the sheet tab.
- Right-click the sheet tab, and choose Rename from the shortcut menu that appears.

Any of these methods selects the text in the tab. Just type the new sheet name directly on the tab. Sheet names can be up to 31 characters long.

For more information on worksheet basics, pick up a copy of Excel 2003 For Dummies Quick Reference, by John Walkenbach and Colin Banfield.

Choosing Hyperlink Words Wisely

Hyperlinks immediately attract attention. Therefore, choose the clearest, most meaningful text for promotion to linkhood. Avoid the temptation to create links that say things such as "Click here to see a picture of Harold, my pet ferret." (The underlined words are, of course, the hyperlink in the previous sentence.) Instead, choose text that clues the visitor in on what's sitting at the other end of the hyperlink. If you want to immortalize Harold the ferret in your home page, you're better off using the following link text: "See a picture of Harold, my pet ferret."

Bring Web surfers aboard at your site with help from FrontPage 2003 For Dummies, by Asha Dornfest.



LABOR DAY IN CINCINNATI

Highlighting Text in Word

Word comes with a text highlighter that lets you mark up and colorize the text in your document without damaging your computer monitor. To highlight your text, click the Highlight button on the Formatting toolbar. Now you've entered Highlighting mode.

The mouse pointer changes to something that looks like a thick pencil held at an angle and a capital I over it. When you drag the mouse over your text, that text becomes highlighted — just as you can do with a highlighter on regular paper.

- To stop highlighting text, click the Highlight button again or press the Esc key.
- To unhighlight your text, click the down-arrow by the Highlight button and choose None as the highlight color. Then drag over your highlighted text to unhighlight.
- To remove highlights from your entire document, press Ctrl+A to select all your text, then choose None from the Highlight button's drop-down list.

For more information like this, get a copy of Office 2003 For Dummies, by Wallace Wang.

Making Room for Web Site Photos

A photo gallery is a cool way to make a lot of photos available for quick scanning followed by leisurely viewing of the desired photos.

From a design point of view, you can make a photo gallery in many different ways.

Here are a few suggestions for how to create a useful photo gallery:

- Use small, highly compressed thumbnails. The page will have a lot of images, and users know they can get to the larger image quickly.
- Offer full-size versions. Consider offering large or even full-size versions of the images when the user clicks the thumbnail. When people really want to look at images, they want to see the best version of the image you've got. (But keep in mind that others can copy the image from your site.)
- Don't make the user scroll. Pick a target resolution, such as 800 x 600, then set the thumbnails page up so users don't have to scroll vertically, or horizontally.

Photoshop makes it very easy to create a photo gallery. If you're normally a Paint Shop Pro user, consider using use a trial version of Photoshop or Photoshop Elements to try the photo gallery feature. Then you can gain some HTML experience to continue to reuse the photo gallery as a template after your trial of Photoshop or Photoshop Elements expires.

There's no experience necessary to create great graphics! You've got Creating Web Graphics For Dummies, by Bud Smith and Peter Frazier, on your side.

Thinking about Paying your bills online?

Why ditch the checkbook for electronic bill payment? According to a survey by Visa, the main reason consumers pay bills online is to save time (67%) and to avoid the hassle of writing and mailing checks (59%). There are three options for those ready to take on the virtual bill payment: Sign up with your bank, use a third-party service or make payments directly to the biller.

Kelly DiNardo – Woman'sDay

What's a Megapixel?

The term megapixel means 1 million pixels. A pixel, in case you're new to that word as well, is the basic building block of a digital photo. It's nothing more than a tiny colored square — you can compare it to a tile in a mosaic. Your digital camera builds photographs by arranging pixels in a rectangular grid.

Most digital cameras today can generate at least 1-megapixel images. The more megapixels your camera offers, the larger you can print your photos without noticing any drop-off in photo quality.

For more on the basics of digital photography, pick up a copy of *Shooting & Sharing Digital Photos For Dummies*, by Julie Adair King.

Your Word for Today.

Elate \E*late

1. To raise; to exalt.
2. To elevate or flush with success; to puff up; to make proud; to exalt the spirit of; to fill with confidence or exultation.



Webster's Revised Unabridged Dictionary, © 1996, 1998

Employee Spotlight



Chris Jaehnen

Web Development Specialist

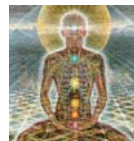
Chris joined ISOC in January of 2002 as a Co-op from the University of Cincinnati and has been with us ever since. He is currently a Web Development Specialist in the areas of Database and Back-end control. His primary responsibility is in the custom structure and coding of new Web Site projects.

Before joining the ISOC team, Chris was a full-time student at U.C. Chris is working toward his bachelor's degree in Computer Science Technology with emphasis on web application development using Microsoft .NET technologies.

Chris enjoys simulated computer games, watching movies, and spending time with friends and family.

Wisdom to Live by.

It really doesn't matter if the person who hurt you deserves to be forgiven. Forgiveness is a gift you give yourself. You have things to do and you want to move on.



*Real Live Preacher, RealLivePreacher.com
Weblog, July 7, 2003*

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

Never continue in a job you don't enjoy. If you're happy in what you're doing, you'll like yourself, you'll have inner peace. And if you have that, along with physical health, you will have had more success than you could possibly have imagined.

Johnny Carson (1925 -)

ISOC Customers say it best:

Thank you and everyone at IAC for all the help that we have received over the years. I really like the new setup (with ISOC) and working with the email accounts is a breeze.

Jeff

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