

## Aligning Cell Contents in Excel

By default, cell contents appear at the bottom, numbers are right-aligned, text is left-aligned, and logical values are centered in cells.

You can apply the most common horizontal alignment options by selecting the cell or range of cells and using the tools on the Formatting toolbar: Align Left, Center, and Align Right.

You can use the following procedure to align cell contents:

- Select the cell or range of cells to align.
- Choose the Format, Cells command.
- Click the Alignment tab in the Format Cells dialog box.
- Choose the desired horizontal or vertical alignment option from the drop-down lists.
- Click OK.

If you're in the market for a "get it done quickly" tool, look to Excel 2000 For Windows For Dummies Quick Reference, by John Walkenbach.

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## Is your website working for you?

With a Web Stats package added to your site, you can see at a glance how many potential customers visit your site. Where are they coming from? What pages are they looking at? How long are they staying? What are they searching for when they visit?

All these answers and more are just a click away when your site is set up with Web Stats from ISOCNET. Call your ISOCNET representative at 859.525.8730 x250 to get the most out of your Web Site investment.



## Tweak the Outlook Express Desktop

To review and add or remove parts to the Outlook Express layout, choose View, Layout. You will see the Window Layout Properties dialog box, which offers the following choices:

- **Contacts:** Choose this option to easily start a new, preaddressed message by double-clicking a contact in the Contacts list. If you have more than a few dozen contacts, this option is probably best left deselected.
- **Folders bar:** Deselect this option if you don't want the Folders bar taking up a lot of space.
- **Folder list:** With the Folder list on display, getting around in Outlook Express is easier.
- **Outlook bar:** This one isn't worth the space it occupies on-screen.
- **Status bar:** The strip along the bottom occasionally says something useful.
- **Toolbar:** Displays the icons at the top. You need this one.
- **Views bar:** This drop-down list is useful if you use custom views.

Make your changes in the Window Layout Properties dialog box and click OK.

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

## No Time to Search?

For files and folders you've used recently, there's no faster way to find them than in the Open dialog box. Start a Windows program. Click the File menu and then Open. This opens the dialog box.

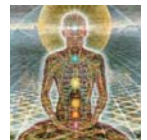
Click one of the icons on the left side of the box to see a list of all the files in that category. These lists include folders you've opened, files you've used, and Web sites you've visited on the Internet. The My Documents icon opens the My Documents folder. Double-click any filename to open it.

This tip applies to Windows 2000. Windows 2000 Professional For Dummies, by Andy Rathbone and Sharon Crawford, includes workarounds for common problems.

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## Wisdom to Live by:

Getting the facts is the key to good decision making. Every mistake that I made – and we all make mistakes – came because I didn't take the time. I didn't drive hard enough. I wasn't smart enough to get the facts.



Charles F. Knight – Chairman Emerson Electric

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Change does not necessarily assure progress, but progress implacably requires change.

Henry Steele Commager – Author, Historian

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Far too many people sit back and coast just when they should be moving to the edge of their seats and hitting the accelerator.

Les Brown - Broadcaster, Motivational Speaker

## Conduct a Quick Poll in Outlook

If you use Outlook on an Exchange Server at work, you can send a mini-ballot and have the vote sent to you by e-mail. (Where to go for lunch? Which gift to get for the new baby?) To perform this magic trick, follow these steps:

- Open a new Message and click the Options button.
- Under Voting and Tracking options, click Use voting buttons.
- Choose a set of voting buttons from the drop-down menu.

If the default buttons don't suit your needs, you can rename them. Just delete the default names and type the ones you want. Separate the new names with semicolons.

- Click Close, finish your message, and send it.

The recipient clicks a button to respond, and the response is sent to you in the form of an e-mail message with the recipient's vote appearing in the subject line.

For more information like this, get a copy of Office 2003 All-in-One Desk Reference For Dummies, by Peter Weverka.

## Ask a Tech

Submitted by: Jon Murphy – IT Manager

### How Do I Stop Automatic Grouping of Taskbar Programs ?

If you're like me you probably aren't that fond of the way that Windows XP groups similar icons together into a single entry on the taskbar (a group of Internet Explorer Windows or MSN Messenger Windows for example), you can restore the default taskbar behavior of previous versions of Windows quite easily.

Right click on an empty area of the taskbar or start button and click 'properties.' Choose the 'taskbar' tab and uncheck the 'group similar taskbar buttons' option. There, all done!

For more information, and to learn how to adjust your filter settings, please visit <http://support.isoc.net>.

## ISOCNET Customers say it best:

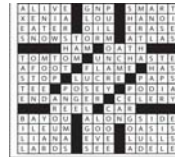
Here's what one happy customer had to say after contacting our Customer Service Department:



"When I recently needed help with my Internet connection, I called ISOCNET and got a technical person right away and he quickly took care of my situation which has always been the situation whenever I've needed help in the past."

## Your Word for Today

**Blog**  
*Noun.*



A blog is basically a journal that is available on the web. The activity of updating a blog is "blogging" and someone who keeps a blog is a "blogger." Blogs are typically updated daily using software that allows people with little or no technical background to update and maintain the blog. Postings on a blog are almost always arranged in chronological order with the most recent additions featured most prominently.

From NetLingo.com

## Changing an AutoCorrection in Microsoft Word

If Word makes an autocorrection that you don't care for, you can easily change it. Just move the pointer over the spot where the correction was made, and you'll see the AutoCorrect Options button. (It looks like a thunderbolt with a big dash mark at the top.) By clicking it, you can get a shortcut menu with options for reversing the correction, telling Word never to make the correction again, and opening the AutoCorrect dialog box.

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

## XML: It's Not Just for Web Pages

Although the World Wide Web Consortium (W3C) developed XML, it's not specifically designed only for Web pages. In fact, if you display an XML document on the Web in its raw form (without adding styles to format the display), all you'll see is the XML markup itself.

So banish this Web-only idea from your thoughts. XML is a markup language that allows you to organize information by creating tags to construct a specific document structure. XML documents can be viewed on the Web, but unlike HTML documents, they're not limited to the Web.

To the letter, XML For Dummies, 4th Edition, by Lucinda Dykes and Ed Tittel, gives you expert insights and information.

**Did You Know . .**

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Look for us on the river when you visit Tall Stacks in October.

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