

## Using Notes in Outlook

Outlook 2000 notes are just as easy as those ubiquitous yellow stick-on notes are — but they won't accidentally get stuck to something else, lose their stickiness, or get lost. (Unfortunately, Outlook Express doesn't have this feature.)

1. If you're not already in the Notes module, click the Notes icon on the Outlook bar.
2. Click the New icon on the toolbar (or press Ctrl+N).
3. Enter what you want to say in your note.
4. Press Esc to close and save the note.

Your new note takes its place in the collection of notes in the Notes module. Creating a note doesn't involve a lot of fuss; just open, type, and close.

To create a note quickly, you don't even have to switch to the Notes module. Just press **Ctrl+Shift+N** from any other part of Outlook.

*Adapted From: Microsoft Outlook 2000 For Windows For Dummies : Quick Reference*

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### Dog Days of Summer!

### Wisdom to Live by:

Minds are like parachutes — they only function when they're open.

Thomas Dewar



Advice is what we ask for when we already know the answer, but wish we didn't.

Erica Jong

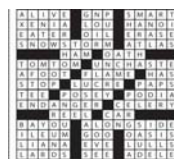
The minute you start talking about what you're going to do if you lose, you have lost.

George P. Schultz

## Your Word for Today

### Alt tag

An HTML tag that provides alternative text when Web pages are displayed without images. This text is helpful for the visually impaired or those who choose not to download images on Web pages in order to increase their surfing speed. With some browsers, this text appears when you put your mouse over an image and leave it there. It is not necessary for Web designers to put any text there, but if they include terms specific to the Web site, some of the search engines may list the site higher in their results.



Taken from netlingo.com

## ISOCNET Customers say it best:

I called ISOCNET technical support this morning because for almost a day I was unable to send mail. I'm not very computer literate, but I hoped someone would be



able to help me out. I spoke with John in tech support. He was helpful, kind and not one bit annoyed that I didn't know all the correct terms. He was able to identify the problem very quickly, and even though it was a Zoomtown problem, he said that he would take care of it, and let me know how it went. Within 10 minutes he graciously called back to let me know that my troubles should be over. I was able to email out again!!

Thanks a bunch John!!! You made my day!!!

## Using Time Functions in Excel 2007

The time functions in Excel 2007 enable you to convert text entries representing times of day into time serial numbers so that you can use them in calculations. The time functions also include functions for combining different parts of a time into a single time serial number, as well as those for extracting the hours, minutes, and seconds from a single time serial number.

The **NOW** function gives you the current time and date based on your computer's internal clock. You can use the NOW function to date- and time-stamp the worksheet. NOW takes no arguments and is automatically recalculated every time

you open the spreadsheet.

**=NOW()** - When you enter the NOW function in a cell, Excel puts the date before the current time. It also formats the date with the first Date format and the time with the 24-hour Time format. So, if the current date was July 23, 2008, and the current time was 1:44 p.m. at the moment when Excel calculates the NOW function, your cell would contain the following entry:

**7/23/2008 13:44**

*Adapted From: Excel 2007 All-In-One Desk Reference For Dummies*

## Copy Excel Cells into Word

You might want to plop the content of Excel cells into a Word table. Don't break a sweat over it . . . here's how to do it.

- From the Excel worksheet, highlight the cells you want to copy into a Word document.
- Choose Edit, Copy.
- Open your Word table. - Place the blinking cursor at the spot where you want the cells to appear.
- Choose Edit, Paste.

Excel pastes the cells into the Word table. The Word table includes any Excel formatting such as column width, font, color, and border style.

The Word table and the Excel worksheet aren't linked together. Any changes made to one don't reflect on the other.

- Modify the Word table by inserting or deleting rows and columns, adjusting the column width, or replacing the text in the cell.

To delete the table from the Word document, Select the row above the table, the table itself, and the row below the table and press Delete

*Adapted From: Excel 2003 Just the Steps For Dummies*

## Customize the Outlook 2002 Toolbar

You can customize the Outlook 2002 toolbar to display a button for nearly any task that you use Outlook 2002 to do repeatedly. You also may want to make the Standard toolbar a little more advanced by adding one or two of your favorite tools from the Advanced toolbar. Customizing the toolbar is as easy as dragging-and-dropping, if you know where to start dragging. Here's what you need to do:

1. Choose View, Toolbars, Customize.
2. Click the Commands tab.
3. Click the name of the category of the command you want to add from the category column.
4. Select the command you want to add from the list on the right by clicking it once.
5. Drag the selected command to the toolbar.
6. Click Close.

Your command is now part of the toolbar.

When the Customize dialog box is open, you can drag tools and menu commands to and from the Outlook toolbars and menus. Messing up Outlook's controls this way is amazingly easy, so be careful. If you do make a mess of things, choose View, Toolbars, Customize, and then click the Reset button to set everything right.

*Adapted From: Outlook 2002 For Dummies*

## Inserting Clip Art in Word 2007

Clip art is a collection of images, both line art and pictures, that you're free to use in your Word documents. In most cases, the result is the same as inserting a picture, although you're using images from a clip art library rather than graphics files on your PC's hard drive.

Here's how you add clip art to your Word document:

1. Click the Insert tab.
2. From the Illustrations group, click the Clip Art button.

The Clip Art task pane appears.

Just as you would search your hard drive for a picture, you search the Clip Art library for artwork.

3. In the Search For box, type a description of what you want.
4. Click the Go button.

The results are displayed in the task pane. Peruse the results — you may have to scroll a bit to see all of them. If you don't find what you want, go back to Step 3 and refine your search.

5. Point the mouse at the image you want.

A menu button appears.

6. Click the menu button and choose Insert.

The image is plopped down into your document.

7. Close the Clip Art task pane by clicking the X in its upper-right corner.

Word inserts the clip art graphic right into your text, just like it's a big character, where the insertion pointer is blinking. At this point, you probably want to move the image, resize it, or do other things.

*Adapted From: Word 2007 For Dummies*

### Did You Know...

The ISOCNET Design and Development Team have been creating custom web applications since 1996. Our experts specialize in learning your business and goals to create a results-driven web strategy to meet your needs.