

Placing Charts on an Excel Worksheet

By default, an Excel chart is placed as an object on a worksheet. This approach has some advantages. First, you can resize and move the chart object around the worksheet, which gives you full control of where to place the chart and how big it should be. For example, you may opt to place the chart near its source data and then resize it such that when you print, the data and the chart fit nicely together on a single sheet of paper.

In the Chart Wizard Step 4, when selecting to place the chart as an object on a worksheet, the drop-down list to the right of where the worksheet name goes gives you the list of all the worksheets in your workbook. You can place the chart on any worksheet, regardless of which worksheet holds the data.

The data that a chart is based on and the chart itself do not have to be on the same worksheet.

For more info on making the most of Excel charts, look to [Excel Charts For Dummies](#), by Ken Bluttman.

Dress Up Text in Outlook Express

The Formatting toolbar in the Outlook Express New Message window makes it easy to add basic HTML formatting to your e-mail message. For example, you can highlight the text that you want to change and then click the Bold, Italics, and Underline buttons to change the way it looks.

You can make your message a little fancier by changing the color of the text by simply selecting the text and then click the Font Color button on the Formatting toolbar. On the color menu that appears, choose the color that you want the text to be.

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



Coming to a window near you;
The First day of Spring!

The Woes of Network Invasions

If your company's wireless systems are breached and a hacker is able to obtain access to your internal computers, several bad things can happen. First off, the attacker can gather information about your systems and their configuration, which can lead to further attacks. The exposure of this information can lead to big problems, such as:

- Leakage of confidential information, including files being copied and private information such as social security numbers and credit-card numbers being stolen
- Passwords being cracked and used to carry out other attacks
- Servers being shut down, rebooted, or taken completely offline
- Entire databases being copied, corrupted, or deleted

Although wireless networks are used as a niche solution for many organizations, others are completely dependent on them for all their network connectivity. Either way, wireless networks can serve as an entry point to your workstations, servers, and other wired systems.

Therefore, if your wireless client security vulnerabilities aren't addressed and managed properly, they can pose unnecessary risks to the entire network and organization.

Be aware of common wireless weaknesses with the information in [Hacking Wireless Networks For Dummies](#), by Kevin Beaver, CISSP, and Peter Davis, CISSP.

Positioning a Table in Word

As long as a table doesn't fill the page, you can place it against the left or right margin or put it squarely between the margins. You can even make text wrap around the table. Follow these steps to do so:

1. **Click the table and choose Table-->Table Properties.**
 2. **On the Table tab, choose an Alignment option: Left, Center, or Right.**
- If you choose Left, you can enter a measurement in the Indent from Left box to indent the table from the left margin.
3. **If you want text to wrap around the side of your table, click the Around option.**
 4. **Click OK.**

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

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Wisdom to Live by:

You have to perform at a consistently higher level than others. That's the mark of a true professional. Professionalism has nothing to do with getting paid for your services.



Joe Paterno – Football Coach

If I made it, it's half because I was game enough to take a lot of punishment along the way and half because there were a lot of people who cared enough to help me.

Althea Gibson – Tennis Player

Courageous risks are life-giving; they help you grow, make you brave and better than you think you are.

Joan L. Curcio - Educator

Color-Coding a Worksheet

Excel 2003 enables you to color-code the worksheets in your workbook, making it possible to create a color scheme that helps either identify or prioritize the sheets and the information they contain. (Think of how you use different colored folder tabs in a filing cabinet.)

When you color a sheet tab, note that the tab appears in that color only when it's not the active sheet. The moment you select a color-coded sheet tab, it becomes white with just a bar of the assigned color appearing under the sheet name. Note, too, that when you assign darker colors to a sheet tab, Excel automatically reverses out the sheet name text to white when the worksheet is not active.

To assign a new color to a sheet tab, follow these steps:

1. **Click the sheet tab at the bottom of the workbook window.**
2. **Choose Format, Sheet, Tab Color or right-click the tab**

and then click Tab Color on the shortcut menu.

3. **Click the color square in the Format Tab Color dialog box that you want to assign and then click OK.**

To remove color-coding from the sheet tab, click the No Color option at the top of the Format Tab Color dialog box.

For all you need to know about Excel, check out Excel 2003 All-in-One Desk Reference For Dummies, by Greg Harvey.

Ask a Tech

Submitted by: Jon Murphy – IT Manager

Organizing email.

If you keep all those messages in your inbox then you probably have thousands of messages floating around in there. So what can you do? Create folders!

Here's how for Outlook Express :
First, you have to have your "view" set properly.

1. Click the View menu, Layout
2. Make sure the "Folder List" checkbox is checked.

OK, Now here's how to create more folders:

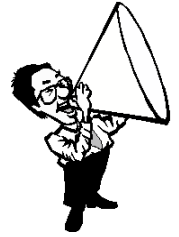
1. Right-Click the user account where you want the folder added and right click and select "New Folder". If you want a sub folder in a folder that's already there, then right-click that folder and select "New Sub-folder".
2. You'll be presented with a screen where you can name your folder. Type in "ISOCNET Newsletter" (or whatever you would like to call your new folder) and click OK.

That's it! Now you can stick important e-mails in a place where you'll actually be able to locate them. To view the messages in a folder, just click the folder. You can have as many of these little folders as you want.

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:



Mr. John Bedinghaus was very very pleasant to talk to, he is a very good people person and I felt very comfortable speaking to him. Tell him to keep up the good work :)

Your Word for Today.

HTML - Hypertext Markup Language

Noun



HTML is a mark-up language (versus a programming language) that uses tags to structure text into headings, paragraphs, lists, and links. It tells a Web browser how to display text and images. You can see a Web page's HTML code if you select "view source" from the View menu in your Web browser.

From NetLingo.com

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