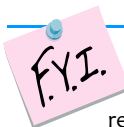


  
**Websites of Interest**


www.heavens-above.com  
*satellites, astronomy, earth*

www.walkscore.com  
*walkability index*

www.jacksonpollock.org  
*be an artist with your mouse*

 **F.Y.I.** The new e-book from online retailer Amazon—the *Kindle*—was announced recently. Its high-resolution display technology may pave the way for more energy-efficient displays.

*Electronic ink* (also used in the Sony e-book) is now limited to black, white, and grayscale; color is in development. But the display needs no internal light source and it uses electricity only when creating a new page. When you turn the unit off, the page still displays. Watch for it in other uses soon.

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View this newsletter online on our website.



## New Partner Status!



## Networking Infrastructure Solutions

There's a new logo on the bottom of our newsletter—Microsoft Certified Partner. So what does that mean to you? As Microsoft puts it, "Certified Partners represent a high degree of competence and expertise with Microsoft technologies."

It's not easy becoming a Certified Partner; there are standards to meet and tests to take. Our Network Infrastructure Solutions certification is your assurance that Comp-U-Tech has demonstrated to Microsoft a proven competency in crafting small to midsize business infrastructure solutions using servers based on the Microsoft Windows Server 2003 operating system or

the Windows 2000 operating system or the various versions of Microsoft Small Business Server.

Becoming a Certified Partner also allows Comp-U-Tech to access additional resources from Microsoft with which we can serve you better.

Comp-U-Tech is pleased to have achieved this level of commitment from Microsoft and we hope to bring additional benefits of the program to you in the coming year.

## New Services Coming Soon

*Managed Services* is an general term for a set of services that companies use in order to monitor and maintain a computer network. By using managed services, a business can ensure that it suffers as little downtime as possible, that it is secure, and that its hardware and software are up to date. And with managed services, you can budget for predictable costs.

With that in mind, Comp-U-Tech will soon offer both managed services and an automated Remote Monitoring Service.

With this proactive daily health check of your network, Comp-U-Tech will be able to assess the state of your network and initiate proactive fixes so that small issues don't become time-consuming repairs.

Among the items that our new Remote Monitoring Service can check are:

- That your tape backup completed successfully.
- That the server's Event Logs don't show critical errors.
- That your anti-virus definitions are up to date.
- That your server's disks aren't getting too full.
- That hackers haven't been trying to access your system.
- That the Exchange Information Store size is within its threshold.
- That the server's disk health is good...and much more.

With this new Remote Monitoring Service, we'll be able to spot many problems before you see any sign of trouble.

# How Do I...

## Learn the Features of Office Applications

You can never know too much, and you can never stop learning. Comp-U-Tech's trainings (at your site or at our facility) can help you and your staff tackle the intricacies of the software you use on a daily basis. And now, Comp-U-Tech offers training in the new Microsoft Office 2007. Detailed descriptions are on our website, on the *Trainings* tab.

Whether you plan to make the switch to Office 2007 or stay with Office 2003, we can improve your productivity with our 3-hour

trainings, and we can incorporate your workflow needs in the training. Does your staff put Office apps to their best use? Do they use the productivity features? Or do they struggle to create the documents they need?

**WORD**—Make Word work for you! Use styles, automatic formatting, well-defined tabs, fields, and shortcut keys to create documents more easily and accurately.

**ADVANCED WORD**—*Tables*: Use invisible tables for complex layouts, use tables to manipulate data into the form you need. *Forms*: Throw out that typewriter! Create forms that can be filled out on the computer, with drop-down lists, data validation, and calculated fields. *Merging*: Learn what the options are and why to use them. *Tracking and Reviewing*: This is a great tool for collaborating with your team, but it imposes special responsibilities on the author. *Styles*: Use styles to automate long documents and make them easy to update.

**EXCEL**—Learn formatting, the formula wizard tool, auto-fill, creating and editing charts and graphs, and creating basic formulas.

**ADVANCED EXCEL**—*Lookup Tables*: Use this feature to display additional information when you input data. (e.g.: Type a zip code and Excel automatically fills in the city and state, convert test averages to letter grades, etc.). *Absolute Cell References*: Control how Excel manages formulas with absolute references or by naming cells. This is the tool for you if *total\*tax* makes more sense than *AF37\*CG105*. *Conditional Formatting*: Excel can alert you when the data meets certain


criteria (sales goals met, past due amounts, etc.). *3-D Formulas*: Explore how Excel can calculate from one worksheet to another and even from one workbook to another.

**EXCEL PIVOT TABLES**—Summarize data in a snap with this powerful feature, without touching the underlying spreadsheet—it's a must-have tool for people who deal with data exported from databases.

**OUTLOOK**—Sort, file, and organize e-mails, manage contacts, use the calendar to track appointments and create reminders, use the built-in organization tools to manage all your e-mail and prioritize tasks.

**POWERPOINT**—Create presentations, import text from Word, automatically create handouts for the audience and speaker notes for yourself, insert graphics, use templates to create professional presentations.

**PUBLISHER**—Use Publisher's frame-based layouts to create complex documents. Use templates and styles to format the document. Manipulate graphics easily. Use auto-shapes to automate tasks, and create flow charts and organizational charts.

You probably still use Office 2003 at work. But you may have bought a new computer for home use that has Office 2007 on it. Having a hard time finding the old commands? Well, the old keyboard shortcuts still work (Ctrl+U, etc.). To find equivalent Office 2007 commands to the 2003 menu choices, open one of the programs, and on the right side of the Tab bar at the top, click on the *Help* icon. 

In the Help Search window, type *interactive guide* and press the *Search* button. Choose the first help topic in the resulting list (which should indicate it's the interactive guide), and Help will take you to a Microsoft Web site in which you can hover over a menu choice on the 2003 toolbar of that program and see a fly-out window explaining the equivalent 2007 command's location. If you click on the 2003 menu, the site will show you the new 2007 ribbon with the icon highlighted in yellow.

Need training? Let us know the topics and your timeframe. E-mail: [bpearson@comp-u-tech.net](mailto:bpearson@comp-u-tech.net)

Comp-U-Tech is partners with:

