

# COMPUTER

# FAQs

## Frequently Asked Questions About Computer Technology

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### VIRUS ALERT

There's a lot of hype online right now about this new Code Red virus that is spreading around the Internet. Are you at risk? If you run a Windows NT or 2000 Web server you have the potential to be infected. Windows 95, 98, and Me are not at risk. There is a patch available on Microsoft's Web site to guard against the virus, and we strongly suggest that businesses and consumers alike update their virus scanners on a monthly basis – if not sooner.

**Q:** I have a spreadsheet in Excel that has one column for a first name, and a second column for last name. How can I get the sheet to sort by last name, then first name? >Peter, Amherst NY

**A:** Peter, simply select all of your data, and then click on *Data > Sort*. This will allow you to sort by up to three columns. We teach this in our *Microsoft Excel Complete* course.

### NEED A WEB SITE?

Amicron is a full-service provider of custom-built Web sites for businesses of all sizes. We can help you with every step of the journey – from registering your dot-com name, to building your Web site, to teaching you how to maintain your own site (if you prefer), and even setting up online e-commerce solutions. We have complete startup packages beginning at only \$99. If you would like more information on our Web services, please request document **108071** □. Ask about our special discounts for **non-profits**.

**Q:** I have a situation where my desk sits in the middle of a large room. I don't really want to run a cable to my desk so that I can have Internet or even network access. What would you recommend to get me online? >Joe, Cheektowaga NY

**A:** Joe, consider going wireless. The cost of wireless networking equipment has really come down in the past year. You can get wireless Ethernet hardware for your laptop or desktop PC for around \$300. This, coupled with the right software for your network, and we could have you browsing the Web – *wirelessly* – in about an hour. We can even set up a wireless bridge to connect two offices that are within 2 miles of each other. Interested? Request document **108072** □.

### SEMINARS UNDER \$50

We have a long list of computer training seminars coming up this fall. Some of the topics include:

- Building a Contact Database in Access
- Managing Mass Mailings: Mail Merge in Word
- Building a Small Business Web Site
- PC Care & Maintenance for Non-Techies
- File Management with Windows
- Using Excel to Calculate Loan Payments
- Building a Windows Network for Non-Techies

In addition, we also frequently run several free seminars, including our popular *Computer Technology For Business* seminar. If you would like more information, including a schedule of upcoming seminars, please request document **108073** □.

**Q:** I'm looking for a way in QuickBooks to close my year. Is there a way to do this? >Beth, Buffalo NY

**A:** Unlike many other accounting systems, QuickBooks doesn't really allow you to "close" a year out. You can, however, lock transactions in QuickBooks before a specified date. Click on *Company > Set Up Users*. On the bottom of the window that appears, you'll see "Set the Closing Date." What this does is lock out any transactions before that closing date – but administrators can unlock them. We cover this in our *QuickBooks* course.

### LEARN COMPUTERS

One of the things I tell my students is that if you can save just 10 minutes a day because you know how to use your computer more efficiently, that's a whole **work week** you save (41 hours) over the course of a year. Can our courses save you 10 minutes a day? I think so. We have 1-day, 3-week, and 6-week courses in a variety of topics, such as:

- Windows & Office Foundations
- Microsoft Access Database Development
- Web Page Design using Microsoft FrontPage
- Microsoft Windows Complete Course
- Microsoft Word Complete Course
- Microsoft Excel Complete Course
- QuickBooks for Small Businesses
- Web Programming Using Active Server Pages

We also offer custom group sessions, one-on-one tutoring, and much more. All of our courses are hands-on. We normally seat 4 or 5 students per class – so there is plenty of individual attention. Plus, our classes are guaranteed. If you would like more information, please request document **108074** □.

**Q:** I am using Word 2000, and I have little paragraph mark symbols all over my documents. I have turned them off using the toolbar, but they still show up. Help! >Adam, North Tonawanda NY

**A:** Adam, there is a setting at *Tools > Options* on the **View** tab down under the **Formatting Marks** section that allows you to turn on/off the Paragraph Marks symbol. This setting overrides the *Show/Hide Paragraph Marks* button on the toolbar.

### MS OFFICE BOOT CAMP

This is it – the **ultimate** survival boot camp for those who need to learn how to use Microsoft Word, Excel, PowerPoint, Access, and Outlook. We cover all six topics in one full-day seminar for only \$49. How can we do this? We put the emphasis on learning Word and Excel, and the other applications are very similar in form and function. Think you can handle it? Call for doc **108075** □. The first Boot Camp is **09/12/01**.

### INTERNET ACCESS

Why spend the extra money on America Online, when you can have full, unlimited Internet access from Amicron starting at just \$13.95 a month. With a small additional investment, we can even share your Internet connection to all the computers in your office! For details, please request document **108076** □.

### NEED HELP?

Do you need help with your computers? Are your systems running slow? Do you need some on-site instruction in how to manage your network? Do you need professional assistance in making a large computer purchasing decision? Amicron has been in business since 1994. We started out as a PC sales and service company. Today, we offer our consulting services and expertise so that you don't have to make a guess when it comes to your information technology needs. Need help, with anything? Give us a call, or request document **108077** □.

**Q:** I would like to send out a newsletter in email to about 50 people, however I don't want everyone to see everyone else's email addresses. Is there any way I can hide them? >Cecil, Blasdel NY

**A:** When you go to send your mail, you may see a BCC field below the TO and CC fields. BCC stands for "Blind Carbon Copy" and anyone you put in this field will receive the mail, but their address won't show up on the header. If you don't see the BCC field, click on *View > BCC Field*. This is using Outlook 2000, of course. Most people will create a fake email name, like **List Recipients** for the TO field, and put all of the real recipients in the BCC field.

**Q:** I am setting up a Web site for my company using FrontPage. We want to be able to give individual users access to go in and modify their own personal Web pages. How can I do this without giving them access to the whole Web site? >Anna, Buffalo NY

**A:** First, create a separate folder for each user, perhaps even all in a *users* folder. Now, right-click on each user folder and click on *Convert To Web*. Now, each of those folders is essentially its own Web site underneath your master Web. Each Subweb can have its own properties – including security settings (usernames, passwords, etc.) We teach this in our *Web Page Design* Course.

### MORE INFORMATION

To request a document, simply place an **X** in the box next to the document numbers you wish to receive, and fill out this form. Please print neatly and legibly, and fax this page back to us at **716-833-6724**.

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

If you would like for us to **stop** faxing to you, please check here  and be sure to give us your fax number.

Documents are free by fax to the Buffalo/WNY area. You can also request documents on our web site at [www.amicron.com](http://www.amicron.com), or you can send us an email at [cfaqs@amicron.com](mailto:cfaqs@amicron.com). *ComputerFAQs* is copyright 1994-2001 by Amicron Technology Services, all rights reserved. Our mailing address is PO Box 1453, Buffalo NY 14225. We *never* sell our database of fax numbers to any third parties. If we have reached your fax number in error, please let us know.

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