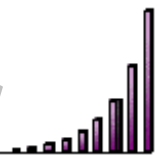




The PROTRAINER



COMPUTING NEWS YOU CAN USE

January 2001

Web – www.protrainsys.com E-mail – training@protrainsys.com

Vol. 4, No. 1

Windows Phone Dialer

If your computer has a modem connected to a phone line, you can use the Phone Dialer to dial the phone for you. It can save up to eight telephone numbers in a Speed dial memory. To start Phone Dialer, click on the **Start** button, point to **Programs**, point to **Accessories**, point to **Communications**, and click on **Phone Dialer**. To create auto dial entries:

1. Click an empty numbered **Speed dial** button.
2. Type the name and number you want to dial.
3. Click **Save**.



Now you can dial that number by clicking the numbered speed-dial button. To make changes to the saved numbers, choose **Edit, Speed dial**, click the button to change and type your name and/or number change, then click on **Save**.

-- Continued on next page

Microsoft Outlook provides a built-in Phone Dialer for any contact's phone number. Just go to the Contacts folder, select the contact to call and click on the Dial tool bar button. This feature also allows you to automatically log the call duration in the Outlook Journal.

Our Outlook classes provide training on these features.
Call 946-1123 to register today!

PROJECT 2000 Training!

Don't Miss out on this Training . . .
only 4 seats left in our
two-day Project Introduction Course
(Beginning & Intermediate Levels covered)

Instructor: ExecuTrain
Dates: February 5-6, 2001
Location: HAMMER Training Facility

Call 946-1123 to register!

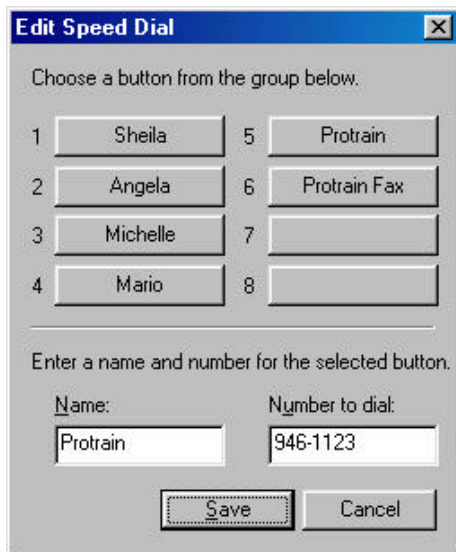
Congratulations,
Mike Gallagher!

PROTRAIN is proud to announce that Mike is now a **Certified Microsoft Authorized Instructor**. He has over 5 years training experience and certifications in all of the main Microsoft Office products. Thank you, Mike, for the high level of excellence you bring to our classrooms on our team!

-- Sheila Schroeder, Owner

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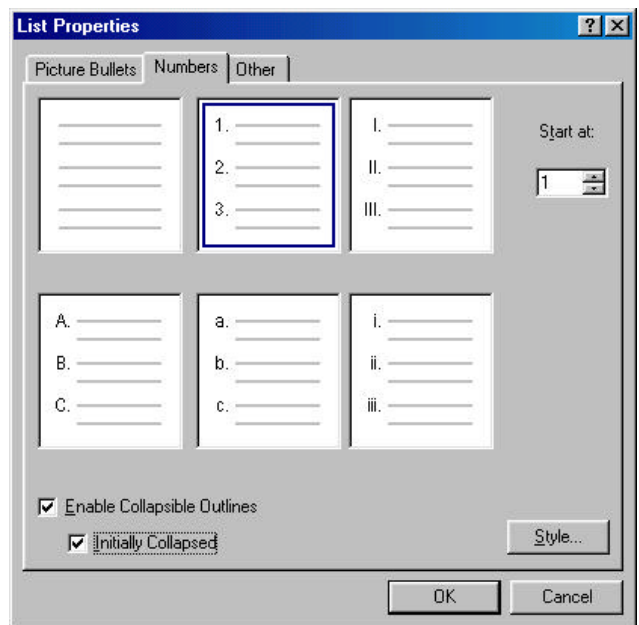


1. Create a nested or outlined list.
 - a. A list with main topics and then subtopics within the main topics. Like this topic 1. and 1.a. within it.
2. Right-click on the item that will have the collapsing details beneath. Most likely a main topic.
3. Choose **List Properties** from the shortcut menu.
4. Check the **Enable Collapsible Outlines** check box at the bottom left in the **List Properties** dialog box.
 - a. If you want the subtopics initially collapsed, check the **Initially Collapsed** check box, also.

Who can locate the conceptual error in this article?

The error is not a spelling or grammatical error. We would loose money on my spelling and grammar! ;-p Email your answer to training@protrainsys.com indicating where and what the error is and the 7th correct email will be given a \$10 discount on any Office 97 or 2000 course. The winner and answer will be in the February Newsletter.

-- Mike Gallagher, Technical Manager/Instructor



5. Click **OK**.
 - a. In FrontPage you will need to preview the page to see the effect work. It will not function in Normal editing view.

As with any DHTML features, visitors to your page will need a browser that is version 4 or later or a browser that supports DHTML for the collapsible lists to function.

-- Mike Gallagher, Technical Manager/Instructor

PROTRAIN's computer training courses are priced from \$99 to \$109 for Office 97 and 2000 programs. We offer Beginning, Intermediate, and Advanced levels of hands-on instruction.

See our Web site at www.protrainsys.com or call 946-1123 for more information.

Web Page Collapsible Lists

A well-designed Web page is easy to quickly read and understand but has depth, or easy navigation to more depth in addition. I call these 'on-demand details', others refer to it as 'drill-downs'. One feature that provides on-demand details is a Collapsible List, an outline that shows only the top summaries at first, but automatically expands to show more when the viewer clicks on an item. You don't need programming to make this kind of list. You just use FrontPage's Dynamic HTML.

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Our **FrontPage 2000 Beginning** courses provide hands-on instruction in creating lists and these collapsible DHTML settings.

Call 946-1123 to Register Today!

How do I start a mail merge?

You can use the Mail Merge Helper to create form letters, mailing labels, envelopes, or catalogs. The Mail Merge Helper guides you through organizing the address data, merging it into a generic document, and printing the resulting personalized documents.

Step 1: Open or create the main document

1. Do one of the following:
 - ◆ Open an existing letter.
 - ◆ Create a new letter.
2. On the Tools menu, click **Mail Merge**
3. Under Main document, click **Create**, and then click **Form Letters**.
4. Click **Active Window**.

The active document becomes the main document.

Step 2: Open or create the data source

1. In the Mail Merge Helper dialog box, do one of the following:
 - ◆ Create a new data source. Use this method if you haven't already stored the names, addresses, and other data in a data source, and want to store the data in a Word table.
 - ◆ Use data in an existing data source. Under Data source, click **Get Data**, and then click **Open Data Source**. Select a Microsoft Word document, or a worksheet, database, or other list, and then click **Open**. Click **Edit Main Document**.
 - ◆ Use addresses from an electronic address book. Under Data source, click **Get Data**, and then click **Use Address Book**. Select an address book, and then click **OK**. Click **Edit Main Document**.

Step 3: Edit the main document and insert merge fields

1. In the main document, type the text that you want to appear in every form letter.
2. Insert merge fields where you want to merge names, addresses, and other data from the data source. To insert a merge field, click in the main document, click **Insert Merge Field** on the Mail Merge toolbar, and then click the field name you want.
3. For more information, see tips on inserting merge fields.
4. After you complete the main document and insert all of the merge fields, click **Save As** on

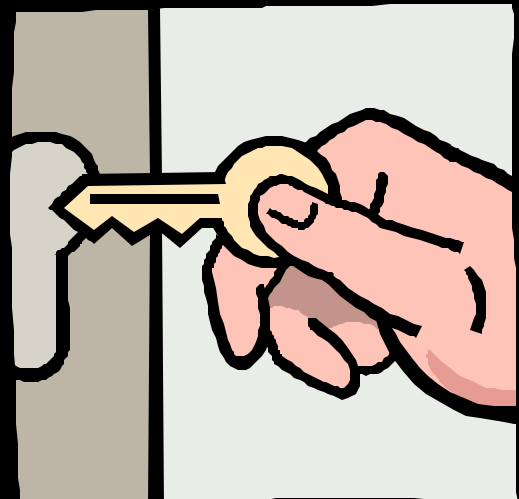
the File menu. Name the document, and then click **Save**.

Step 4: Merge the data into the main document

1. On the Tools menu, click **Mail Merge**.
2. If you want to specify the order in which data is merged, or to merge only part of the data, then you can sort and select data records to merge.
3. If you want to see how the merged data will appear, then you can preview the merged documents.
4. In the Mail Merge Helper dialog box, click **Merge** under Merge the data with the document.
5. If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.
6. Do one of the following:
 - ◆ Send the merged letters directly to a printer. In the Merge to box, click **Printer**, and then click **Merge**.
 - ◆ Store the merged letters in a new document, so you can review, edit, and print them later.
 - ◆ Distribute the merged letters to e-mail addresses or fax numbers.

-- Jodi Eppard, Instructor

**Unlock the door to
increased productivity!**
Four levels of Word training
offered at PROTRAIN!

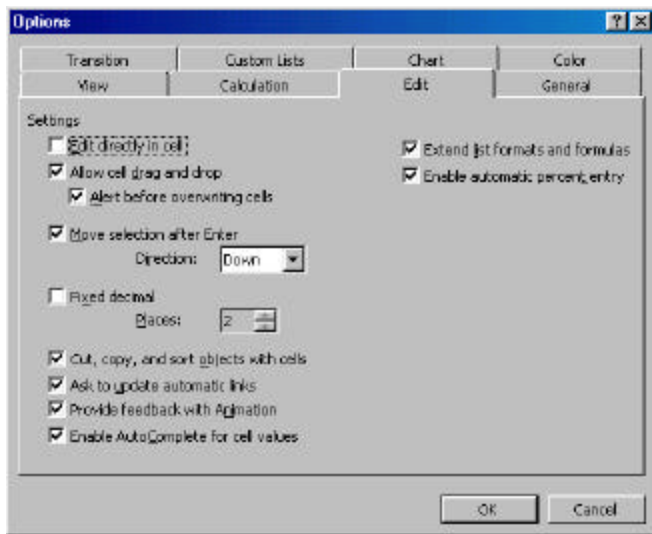


Editing Cells in Excel

When you double-click a cell, Excel opens that cell in Edit mode. It takes you inside of the cell allowing individual character editing. This may or may not be a problem for you.

If you find users inadvertently double-click and change data in Edit mode without realizing what they're doing, it's a problem for you. You can inhibit this behavior.

1. Choose **Tools, Options**, and then click the **Edit** tab.
2. Deselect the **Edit Directly In Cell** option.



3. Then, click **OK**

The next time someone double-clicks a cell, Excel will just select the cell. The Formula bar must now be used to edit cells. If you press the **F2** function key to edit a cell, you are automatically moved to the Formula bar to edit.

-- Mike Gallagher, Technical Manager/Instructor



Evaluations Rate our Instructors at the TOP!

Each month our instructor evaluations are summarized and Report Cards are issued. The majority of the time, both of our instructors rate a perfect score of 5 on a scale of 1 to 5!

Here are the comments we copied directly from the course evaluation forms from last month:

Mike Gallagher

1. Mike knows the subject well and makes it easy to understand; went at a good pace and he was able to answer all the questions.
2. Mr. Gallagher is very knowledgeable in his topic. Good at helping those who did not understand or fell behind.
3. He is willing to take the extra step to find the answer. If he did not know he afforded the opportunity to provide feedback.
4. He's very patient with the numerous tangents during class.
5. Well presented for a 101 class.
6. Instructor was very knowledgeable and enjoyable to learn from.
7. Instructor was extremely helpful including answering questions not covered in book.
8. Mike is an excellent instructor with the patience of a saint, considering all the very inexperienced students that he has had in the several classes that I have taken.
9. Very helpful.
10. Excellent class. Thank you.
11. He made this class fun.

Jodi Eppard

1. Jodi was very knowledgeable of the information and was able to communicate effectively and with life in her voice.
2. Excellent program and was delivered in a very professional manner.
3. Jodi made sure all students understood and made a point of getting answers.
4. Good personality and helpful.
5. Jodi was able to evaluate to what level of training each individual required and offered support to everyone's needs.
6. Teaches well, excellent communicator.
7. Very good, able to get a wide knowledge level, understanding.
8. Jodi is the best!
9. She is great and has an awesome personality.

We feel very lucky to have both of them on our team! They are outstanding instructors and really will make your computer world a friendlier place! Come see for yourself.

-- Sheila Schroeder, Owner