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Don't Bag It - Flag It Discover the True Mark It Value

E-Mail

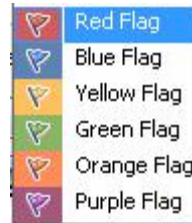
It is impossible to react and respond to every e-mail delivery immediately. What do you when you've open the message and don't want to forget to respond when you have the answer? Here are a couple helpful ways that should garner your attention when you later look at your e-mail's inbox.

Flag It—By simply clicking on the flag symbol located at the end of each



message reception line, you can emphasize that particular delivery. The flags come in assorted colors, allowing you to red

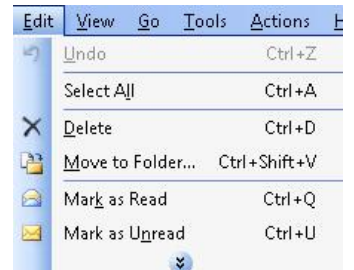
flag a message, display caution (yellow), indicate that it's a go



(green), show the message as Code Blue (self explanatory), terror risk is high (orange) and even purple if you just want to be different. Right click on the flag to obtain the collection. When you flag a message it appears as an entry in the Follow Up folder.

Mark It—If the flag thing is too confusing, especially trying to remember what color you

assigned to mean what, you may want to mark the message as unread, therefore, appearing as if it is unopened. To do this, right click on the message line and select Mark as Unread from the drop down box.



Try these techniques so that you don't let an important message go unanswered.



3,910,000 sites pertain to Valentine's Day



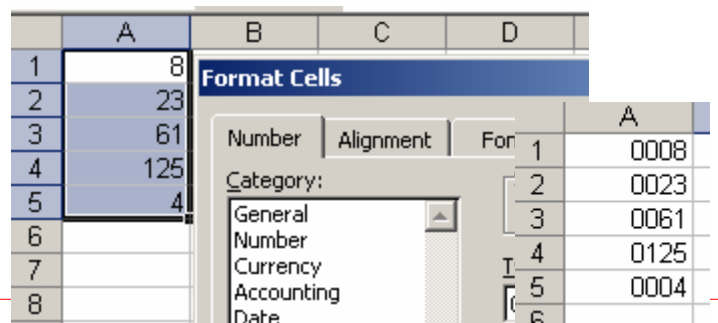
2,120,000 sites when Goggling Groundhog's Day

PASSING THROUGH CUSTOMS FORMATTING

Excel lets you customize a format to suit your particular needs. The custom category contains templates for all the number formats. Select the format that is closest to the desired format, then modify it as needed. Below is a series of random numbers in which each number

needs to be four characters, meaning zeros need to be appended to the front of each num-

ber, while retaining their numeric capabilities in order to conduct mathematical equations.



OTW

Free Stuff

We are a people with “stuff”. We spend a lot of money purchasing containers to store our stuff, and expend a lot of time searching for a place to put the stuff we store. Well there is a ton of “stuff” on the Internet and as you well know—we all love stuff; especially when it is FREE.

Disney.go.com for birthday greetings from Mickey and pals.

Two-year subscription to LEGO magazine at lego.com.

Live-chat makeup consultants at clinique.com

At dove.us and olay.com you can get sample products.

E-books at Gutenberg.org

Greetings from the President at whitouse.gov/contact

Tickets to game shows and sitcom tapings —tvtx.com

Takemefishing.org to find days when fishing licenses are waived in each state.

Note: Some of the web sites mentioned may ask for your e-mail address, which will likely result in your getting solicitations. →→→→

Extra E-Mail Address

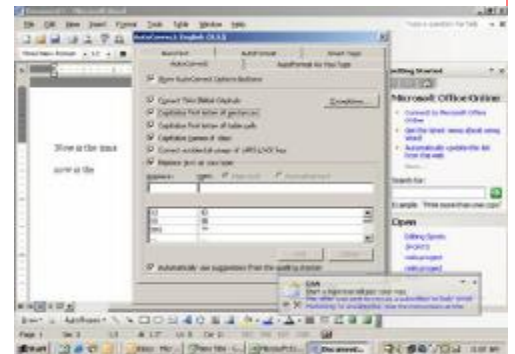
You purchase a single item online and it somehow manages to generate at least three dozen junk e-mails. Tired of all the junk mail? You may want to consider creating a new e-mail address exclusively for your online shopping.

I have a dummy address that I use whenever a web site asks for an e-mail address. The address winds up receiving all my junk e-mails. Every so often I access that account and just trash all the spam. Use one of the free e-mail services and create your own personal shopping-only address.

A Little Direction Please

Q.—I remember at one time being able to type in WORD and have the software automatically change the first letter of a sentence to Caps. Since I've changed machines it doesn't work anymore. Can you take a guess at what might be wrong?

A—No guessing necessary. Click on Tools from the menu and choose the Auto Correct options selection from the list. In the prompt box be sure you're in the AutoCorrect tab. Make sure the check box for Capitalize first letter of sentence is checked on. The should remedy the problem.



Click Here

Making Multi Page Jumps

Nearly all Back and Forward navigation buttons feature a drop-down feature from where you can maneuver several pages at once. This can be much faster than clicking the button repeatedly to get back to a particular screen display or web page. This is especially true when encountering one of the stubborn web pages that keeps you a con-

tinuous loop, not allowing you to return to the search page. Using this dropdown button can leap you from a particular block folder in high school common back to the previous C:\ drive, or hop from deep within a Web site back several pages in a single bound.

