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E-MAIL

You Rule

Everyone is troubled by unsolicited e-mails, offering anything from low mortgage rates to physical enhancements, such as longer and stronger nails. If you look closely at the sender's e-mail address you might find a common denominator that will allow you to haul all mail from that particular sender to the junk bin.

Here's what to do—

From the Outlook menu bar, click **Tools** and select **Rules and Alerts** from the dropdown list. From the prompt box, click on **New Rule** to obtain the Rules Wiz-

ard which will present options for organizing your selection criteria.

For this discussion, I've selected—**move messages from someone to a folder**.

Clicking Next will send you to another box featuring 28 selection conditions from which you can choose any combination. I checked - **with specific words in the sender's address**.

Step 2 allows you to generate a list of words on which you want to take action.

Clicking on the *specific words* link, I've included e-bay, ebay, doctor, and prescription. You will then need to indicate

the *specified folder* in which you want the message moved. I chose the Deleted Items folder. Clicking Next will prompt you for the action you want taken with the message. I chose for it to be deleted.

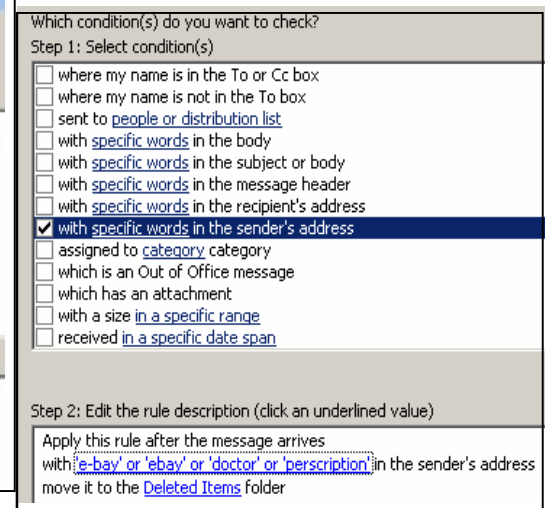
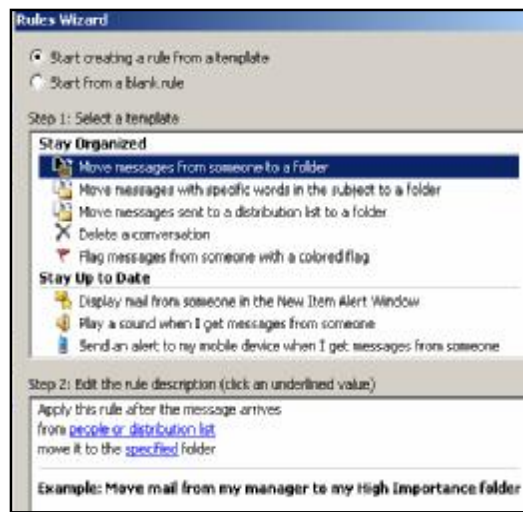
The Next panel will allow for exceptions, such as a list of specific addresses. I did not make such a choice.

Finally you will be prompted to give your rule a name, as well an opportunity in text to review your rule. Remember to turned on the rule and click Finish. You'll now go back to a previous display from where you will want to Apply this rule and then click OK.

mynutia

75% of ipod owners have less than 500 songs on their MP3 players while 50% barely have a 100

Source: Solutions Research Group



EXCEL

Halt Cells with Freezing Pane

One of the most annoying aspects of Excel is having to page up and down in order to view the column headings in a large spreadsheet. There must be a means by which you can see the name of each column while your posting numbers down on row 500.

In the example to the right, I have set up my spreadsheet so that I can see rows 1 and 2

while scrolling down the screen for viewing or posting information. Here's how to freeze a row of cells so that they remain visible on the display, allowing you to always view the column headings. Click on a cell directly under the row of cells in which you want to freeze. Now select

Window – Freeze Panes

In the exhibit below, I've placed my cellpointer on cell A3 and after selecting Window – Freeze Panes I am able to scroll through my spreadsheet. Notice how lines 46, 47, and 48

are visible without losing the view of my headings on rows 1 and 2. This simple technique is extremely helpful for any spreadsheet that exceeds the usual 24 rows.

	A	B
1		
2	Category	Subject
46	Microsoft	Including Clip Art
47	Excel	View - Zoom
48	Network	Cleaning folder & moving files

WORD

Q & A

LISTINGS SIDE BY SIDE

Q.— I'd like to create two parallel bulleted lists, side-by-side in WORD. I've set my page up for two columns using format, columns; however, I am struggling to get the two columns to align correctly. Any ideas?

A.—As you have probably discovered – with great frustration – it is almost impossible to align text consistently in columns. Your best bet is to use a table to create such a parallel text arrangement. Position the cursor where you'd like the

two-column list to begin and select **Table • Insert table**. From the insert Table dialog box, set the number of columns to 2 and the number of rows to 1 and click OK. Next, click inside the left column, and click the Bullet icon on the main toolbar. Now your ready to type, the left list first, pressing enter any time you want a new bullet. Repeat this process to create the right column, remembering to

click on the Bullet icon again. To make the table lines invisible when you print, right click in the table, then select Borders and Shading from the context menu. Select none in the borders and shading dialog box, then click OK. Although the border will appear light gray on the screen, the lines will not show up in print.

Sample of Side by Side List

<ul style="list-style-type: none"> • Select Table • Insert Table • Set number of columns to 2 and the number of rows to one • Click OK 	<ul style="list-style-type: none"> • Click inside the first column • Click the bulleted list icon • Type the left column, hitting enter between bullets • Move to the right column and do the same
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By The Numbers

653,000—projected number of system analysts employed by 2012 in the U.S.

\$29.48—average hourly rate of the 1.1 million people working in computer related services.

10— the number of years MP3's have been around.

Source: census.gov

OTW—On The Web Have Fun Will Travel



I know it must be spring when my wife embarks on planning our summer vacation. Whether you have a location in mind, or you're researching as to what certain towns have to offer, you might want to check out **citysearch.com**. There you'll find the kind of information that will make your travels

more enjoyable and eliminate some of the unwanted surprises. This site gives you the buzz on the restaurant scene and the inside sizzle on the nightlife. You'll find links on where in the city to find a romantic place for first dates or anniversaries, as well as where to find the tastiest ham-

burger or the best breakfast in town. There are connections for area hotels, shopping, spas, movies, events, even detailed maps—all at the click of a button. And while your at it, check out the tab entitled More Categories for information on museums, art galleries, churches, and even a list

of real estate agents—just in case you like your stay so much you're thinking of relocating. So check out Citysearch for info covering this great country of ours, from The Big Apple to Walla Walla.