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~ MS Outlook Customizations

# ReadyNetGo ... News

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<http://www.readynetgo.net>

## TIP OF THE MONTH

### Two Quick MS Excel Tips

**A.** If you work with MS Word, you know how valuable the **AutoSave** feature is especially when your computer screen goes blank. MS Excel, however, does not offer this feature automatically; you must add it in manually. To do this:

1. Open Excel
2. Click Tools on the Main Menu, choose Add-ins.
3. Click the box next to Autosave Add-in. Click OK.
4. The program will now save your work to a temporary file or to a filename you've already established.
5. To adjust the time between Autosaves, Click Tools, Autosave and enter the time you prefer. Click OK.

**B.** If you're entering **numeric data** (i.e. currency) into your spreadsheet, you can format the cell to include as many decimal places as you need.

1. Right click on the cell you want formatted.
2. Choose Format Cells...
3. Under the number tab, choose the type of number you want displayed.
4. On the right you'll see a box for Decimal Places. Type in or scroll through the list the number of decimal places you want shown.
5. Click OK.

## How to Be More Productive with MS Outlook

For most people, MS Outlook is used to send and receive email from colleagues, friends, and business associates. The capabilities of Outlook surpass just send and receive, however. There are many features that can significantly improve your efficiency through customized screens and actions. We'll address some of the more important and useful features in this newsletter.

1. **Customize the color of an incoming message for easy identification.** Click on the Organize button on the Standard toolbar (top of the screen). A box labeled "Ways to Organize Inbox" appears. Click on the Using colors button. Highlight a message in the preview pane you want to color. The sender of this message automatically appears in the center box. Choose a color and then click Apply Color. All messages from this sender will now be in your chosen color when received.  
*Hint: To hide the Organize pane, click the Organize button.*
2. **Quickly identify all messages from a particular sender.** Click on the Organize button on the Standard toolbar. Click on Using Views. Scroll through the box Change Your View and highlight By sender. All your messages are now automatically grouped by sender. (Another way to do this is to click on the From box in the autopreview pane. This action alphabetizes the list regardless of date. You'll have to scroll through the list to find what you're looking for which could be time consuming if you have many messages in your folder).

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## WWW (Websites Worth Watching)

1. [www.thanksgivingrecipe.com](http://www.thanksgivingrecipe.com) - Need ideas for this year's feast?? This is the site to peruse ...
2. [www.night.net/thanksgiving](http://www.night.net/thanksgiving) - Thanksgiving history, activities for kids; pictures to print & color, poems, games, more.
3. [www.interest.com](http://www.interest.com) - First time mortgages and refinancing information - includes calculators and daily updates.
4. [www.mortgage101.com](http://www.mortgage101.com) - Free mortgage advice. Check out the e-guides.
5. [www.freetraveltips.com](http://www.freetraveltips.com) - Great site for travel information (i.e. how to get the best rates, checklists, travel links, etc.)

3. **Filter out Junk or Adult Content emails.** Click on the Organize button on the Standard Toolbar. Left click Junk Email. If you choose color, you can change the color of these messages for easy identification. If you choose move, you can automatically move the messages to your junk email folder so they don't clog up your inbox. Click the Turn On button to activate this feature. Use the same procedure for the adult content messages. (To create a new folder, right click on Outlook Today in the Folder List, choose New Folder. Type in a name such as Junk Email.)

**Note:** The filter in Outlook may not catch all Junk or Adult Content emails. To filter a specific address, right click on the message, highlight Junk Email and select Add to Junk Sender's List or Add to Adult Content Sender's List. All messages from this sender will now automatically be re-directed.

4. **Create a letter in MS Word using your contact information in Outlook.** Click on the icon for the Address book. Double click the contact to whom you wish to send a letter. Click on Actions, then scroll down to New Letter to Contact. Follow the on-screen wizard to have Word format and enter information directly into your letter. When finished, the Date, Name, Address, Closing, etc. will appear in a pre-formatted document.
5. **Use the calendar to schedule meetings, appointments and daily activities.** If you click on the Calendar on the folder list, you can enter your day's activities or future activities. If plans change, your notes are easy to modify.

Scheduling meetings with the calendar is a breeze. Open the Calendar, click on the Actions Menu, highlight Plan A Meeting. Click the Invite Others button and choose your invitees; move names into required or optional attendance fields, click OK. Choose your day and start and stop times. Click Make Meeting. An email dialog box appears where you can enter subject and location of the meeting in addition to other pertinent information. You can also assign an auditory reminder message to be played before the meeting starts. Click Send when complete.

6. **Customize your toolbar with buttons you use often.** If you find yourself always searching through the menus to complete tasks, add the action as a button on your toolbar. In Outlook 2000, click on the drop down arrow at the end of the toolbar. Click Add or Remove Buttons. If a box is checked, the item is currently displayed. To add a button not shown, simply click the box next to it.

If an action you need is not on the list, click Customize. A screen appears with 3 tabs: Toolbars, Commands, Options. Under Categories on the Commands tab, you'll see general headers while on the right side under commands you'll see specific tasks. To add a specific task to your toolbar, left click and drag the task to your toolbar. You may place it wherever you want. When you see a large, black **I**, release the mouse and your new task is added.

7. **Add a signature to your outgoing messages.** The email signature is a handy and efficient way to close your emails. You can add your name, organization, phone and any other information you feel is valuable for people to know. To create a signature, Click Tools on the Toolbar, then Options. Click on the Mail Format tab. At the bottom, you'll see a section for signature. Click Signature Picker and click New. Type in your name and choose Start with a Blank Signature. Click Next. Type in the information you want to appear and click Finish. Click OK when the Signature Picker box appears. Repeat the procedures above for each signature you need.

By default, Outlook will use the last signature created on all outgoing messages unless you specify otherwise. To change the default signature, click Tools, Options, Mail Format tab. In the signature section, click on the drop down box and choose the appropriate signature. If you want to manually add the signature to select emails, leave the default as None. Before sending a new email, Click Insert on the main menu, scroll down to signature and highlight the one you want. The signature will automatically appear at the bottom of your email.