

The Newsbyte

THE TRI-COUNTY COMPUTER CLUB

October 1999

Editor: Brian Powell • (330) 828-8365

E-mail: newsbyte@tricountycc.org

Tri-County Computer Club Computer Fair

Tuesday, October 12
Beginning at 7:00pm

OSU-ATI Skou Lounge

Tech Presentations

NEXT MEETING

October 12, 1999 – 7:00pm

OSU-ATI Skou Hall Lounge
1328 Dover Rd., Wooster OH

TCC T-Shirt Ordering

Member Raffle: \$20

Review Software

Question-and-Answer
Session



Visit TCC Online!
www.tricountycc.org

Treasurer's Report

Balance as of 9/14/1999 —	\$481.50
Income —	\$0.00
Expenditures —	\$16.83
Balance as of 9/14/1999 —	\$464.67

Club Membership Report

Current Membership → **23**

Members Joining/Renewing

None

All new 1999 memberships expire on December 31, 1999. Visit TCC Online at <http://www.tricountycc.org/joinus/> for more info.

1999 Club Officers

PRESIDENT

Willis Troyer (330) 669-3925
troyerpw@juno.com

VICE-PRESIDENT

Brian Powell (330) 828-8365
brianmp@neobright.net

PROGRAM CHAIRPERSON

Tom Zimmerman (330) 264-5521
zimmerman.4@osu.edu

SECRETARY

Amy Besancon (330) 202-5287
sunflower@valkyrie.net

TREASURER

Pat Johnston (330) 264-8726
dolphinsj@aol.com

T-Shirt Ordering

We have received a quote for our TCC t-shirts. They will be ash (light) gray t-shirts with a small version of Mr. Disk and the club name on your upper left chest. The back will feature a blowup of Mr. Disk, the club name and web site address.

The shirts will cost about \$13 each for adult sizes small through extra-large. The price may be lower depending on number of requests. Contact Brian Powell at members@tricountycc.org to order.

Secretary's Report

September 14, 1999 Meeting Minutes

The September 14, 1999, meeting of the Tri-County Computer Club was called to order by president Willis Troyer at 7:30pm. In addition to regular members, four guests were present.

In the Question-and-Answer session, several questions were posed and answered by club members.

Tom Zimmerman gave a presentation on Microsoft Office 2000 Premium. Brian Powell informed members that a review of Office would be appearing in the October edition of *The Newsbyte*.

Brian Powell also informed the attendees that the online version of *The Newsbyte* is now stored in Adobe Acrobat PDF format instead of the previous HTML format. Members will need to install the free Adobe Acrobat Reader in order to view the newsletter.

The next meeting was also announced. It will be held on Tuesday, October 12, but will begin at 7:00pm. This is to accommodate the Computer Fair that is being held. Members were reminded to spread awareness of the computer fair and to bring guests to the meeting.

The meeting was adjourned near 9:15pm. The next meeting will be on October 12, 1999, at 7:00pm.

Web Site of the Month APCUG 1999 Elections

www.apcug.org/apcug/election99/

Visit the APCUG web site above and read the candidates' biographies. Be ready to cast your vote for what the TCC will pick at the October meeting!

Microsoft Office 2000 Premium Review

Part 1: Word, Excel, Access, and PhotoDraw

by Jim Pfaff

I must preface this article by stating that as a beginner I can only skim the surface of these features.

This program turned out to be much larger in size than I had expected.

Personally I feel that this product gives new meaning to the terms integrated and interrelated. To quote from the user manual "if you learn how to use a technique in one office program you'll know how to use it in another". The various file formats that are available are such that it is a snap to use the web or your intranet features. This product comes with enough "Wizards" to start it's own new land of 'OZ'. One of the neat little gimmicks presented is the 'OFFICE ASSISTANT' which is a little animated icon that you access for HELP and presents you with probable questions and then will lead you to the most likely help area in order to answer your question. For those of you with some programming abilities, you can create 'Macros' and various sub-menus using Microsoft Visual Basic, programming language. Combined with the SMALL BUSINESS TOOLS, which come with Office 2000, you have complete controls to run most any business except for the largest of corporations.

One of the really neat features when I went to install the program, which comes on four CDs, is a feature called Install on First Use. What this basically means is that installation reserves a space on your hard disk for the files related to this particular feature and then the first time that you use it the actual files are activated, otherwise that space is left free on your hard disk. You are also given the options of

running the program from the CD or having your administrator load them on your net server and anyone in the office can access them from there.

This product is obviously oriented towards business users (as the name implies), and I would not recommend the home P. C. user to invest in this package for the casual use of a word processor or spreadsheet unless of course you are running a small business from your home.

Microsoft Word 2000

The first of the features which I examined-Microsoft Word- is a typical word processing unit similar to other Microsoft products such as is found in their 'Works' Package. One thing I especially liked here was the ability with the HTML format to be able to edit an office document in real time among employee's at remote locations. This saves the somewhat frustrating requirement of forwarding a document through E-mail and them back again for revisions before the final draft is accomplished. I can also testify to the fact that the incorporated 'spell check' and 'grammar check' are much more advanced than any I have run into previously.

Microsoft Excel 2000

With this version of Excel you have the ability to incorporate spreadsheets that were produced in other spreadsheet programs and then to further edit the page, which I consider to be quite a feat. Also when I first experimented with Excel I was quite pleased to find that there were many

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Microsoft Office 2000 Review: Part 1 Continued from Page 3

"templates" available and that you could access the formulas to use directly from samples without having to enter them yourself from scratch. A rather nice feature. According to the documentation you are supposed to be able to analyze a function and interrelate to the next sheet in your workbook, or more than one sheet in a workbook which would be of tremendous help to a business for instance in comparing sales figures from one geographic area with another. Although I did not personally try this I am sure it would just be a matter of educating yourself as to the process. Also available are some rather advanced statistical analysis tools, but since math has never been one of my strong suits, I will pass this time.

Microsoft PhotoDraw 2000

When I first opened this feature I was astounded at the professional level accorded to manipulate your photographs. You are enabled to do almost anything that your imagination can envision short of morphing technology. Your source can be a scanner, a digital camera or of course off of the web. You can correct such things as red eye or touch up blemishes much as a commercial studio would do.

Microsoft Access 2000

This database management feature incorporates several advancements over lesser similar programs. It allows you to import and Open a File that is in another file format such as text, dBase, Paradox or another spreadsheet format and the program automatically creates an access database. As an example of the versatility of Office 2000: Once you have set up your database, your salespeople can access a

particular report to update from the web. Or customers can access your web page to look at your product line and the prices for each. Again Access 2000 provides sample databases that you can use to fulfill your needs, entering your own figures, or these samples may be modified by the user as necessary! Another example of this versatility is exemplified when you want to create, say a table. Use the table 'Wizard' for the properties and switch to the 'Design View' to modify the "field properties" Your data is only as useful as your ability to retrieve it and here, "filters" come in to play. By establishing certain parameters in a filter you can sort through a large database and retrieve only that subject matter in which you are interested.

In conclusion, I am of the opinion that if any one person was able to assimilate all of the features in Office 2000, the Company would be able to downsize as much as 60% of it's workforce. Microsoft has done a fine job on this product as to making it 'user friendly'. I welcome any critique and would like to hear other opinions.

Y2K Countdown:
3 Months
Until January 2000

Microsoft Office 2000 Premium Review

Part 2: Outlook, Publisher, PowerPoint, and FrontPage

by Brian Powell

Microsoft has continued to beef up its Office offerings in Office 2000 with expanded versions of Outlook, Publisher, PowerPoint and FrontPage, which are reviewed in this article. A review of Word, Excel, Access, and PhotoDraw by Jim Pfaff also appears in this newsletter.

Microsoft Outlook 2000

Microsoft Outlook 2000, the PIM (scheduling, task listing, and e-mail app) that accompanies Office has everything needed to be your information center. As a matter of fact, Outlook features a welcome that has your e-mail counts, schedule for the next few days, and your to do list all displayed on one screen.

One of the exciting features of Outlook is its support of the iCal scheduling protocol. This allows you to put your schedule (with busy and free times) on the Internet so that other people can conveniently schedule meetings so you can attend.

Microsoft Publisher 2000

Publisher 2000 is the latest incarnation of Microsoft's highly popular desktop publisher program (and is used for creating *The Tri-County Computer Club Newsbyte*). It has won many awards and is considered to be one of the best choices for people who need desktop publishing capabilities.

One of Publisher's valuable features is "Pack and Go", which allows you to create a file that contains the document and any fonts and graphics its uses. You can then take this file to a commercial printing service for large quantity runs.

Microsoft PowerPoint 2000

Of all the applications that Microsoft has included in Office, PowerPoint is probably the least used by non-business customers.

Businesses and educational institutions frequently hold meetings and classes using PowerPoint's slideshow abilities. This essentially creates a convenient and high-tech way of replacing the former methods of using slides or transparencies.

One of the features that contributes to PowerPoint's ease of use is its wizards. With a few clicks, users can select from a variety of templates (including "explaining bad news" and "certificate") that come populated with prompts and generic titles to help you set up your presentation.

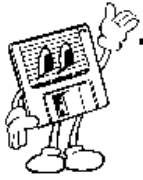
Microsoft FrontPage 2000

FrontPage 2000 is an excellent program for Internet web site design. (If you just need one page, you are probably best using Word or Publisher.)

Microsoft has included features to satisfy every user, from the person just starting to design web sites to the advanced developer.

I personally like FrontPage's statistics. For each page, it will tell you how long the page will take to load on average including the page text and graphics. It also has a statistics page for people developing entire web sites.

The Tri-County Computer Club wishes to thank Microsoft for their donation of Microsoft Office 2000 Premium software.



The Newsbyte

THE TRI-COUNTY COMPUTER CLUB

MS Office 2000 Premium Edition Review

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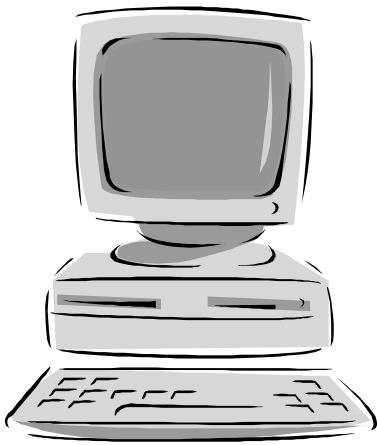
<http://www.tricountycc.org>
newsbyte@tricountycc.org

Next Meeting

Tuesday, Oct. 12
at 7:00pm

OSU-ATI Skou Hall
Lounge

Computer Fair



Tri-County Computer Club

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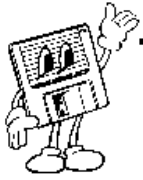
TCC Computer Fair '99

Tuesday, October 12 at 7pm

OSU-ATI Skou Hall Lounge

1328 Dover Rd (SR 83), Wooster

Presentations on the
Latest Technologies and
What to Look For in a System



The Newsbyte
THE TRI-COUNTY COMPUTER CLUB

TCC POSTER ON REVERSE

On the reverse side of this page is a poster for the TCC Computer Fair at the October 12 meeting. Please post this poster at an area grocery store, business, place of employment, library, post office, or community center. Be sure to get approval (if necessary) from the manager before posting this.

Thank you for your assistance in spreading the word about the TCC Computer Fair!