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LETS PARTY!

It is summer and it is time to have a party. How about a computer software training party? That's right. Gather your friends with their PC laptops and I will come teach your group a predetermined subject. How about basic computer functions and maintenance? How about Microsoft Word 2007 or Excel 2007? Casual, personal yet professional training guaranteed to show you the ropes. I come loaded with lots of material and gifts. This is not the traditional Tupperware, Mary Kay or even one of those "Toy" parties. We will actually learn while having a good time (what a concept). Are you a teacher, unemployed or just want to know more about your computer? Knowledge is power. Here's the good news. I WILL PAY YOU TO HOST A PARTY! Sound interesting? Call or email me to get all the details.

Train Excel To Repeat Data:

Do you need a row or a column to repeat data? You can train Excel to do exactly that. Place your cursor in a cell. Type a word you want duplicated. Now type the next word in the adjacent cell whether it is a column or row. Continue until you have all the variables that you need. Select all of the cells with data. Carefully pick the small black box at the bottom of the last cell. Drag it down or across and the chosen cells will repeat themselves until you stop. You can always delete any data if you over did it. Practice makes perfect.

What Is A PDF?

Portable Document Format (PDF) is a file format created by Adobe Systems. Through the years it has become a popular file sharing format for business and personal users. Since PDF is essentially just an on screen print out (like a photo), the size of the PDF is often much smaller than the original source file. The PDF format therefore enables the sharing of documents among parties easily. Everyone can open a PDF email. If you have trouble maintaining graphics, charts and tables in a word processing program, consider converting it to a PDF before sending it. PDF files cannot be edited. Word 2007 allows you to download a free convertor. What a convenience!

Upcoming Classes:

EXCEL INTRODUCTION 2007 classes begin June 9 at UT's Eberly Center (last class until September). Contact the center to secure your spot (419-530-8570). I will be concentrating on personal tutoring during the summer. Schedule your training sessions early to ensure the day and time that suits you. Check my website for upcoming fall classes and register for my email newsletter at www.ohcomputertraining.com.

Janis Weber, B.A., owner of Ohio Computer Training, is a **Personal Computer Tutor**. Contact her to schedule personal training at reasonable rates. Need a website? She can design and maintain this as well. E-mail questions or comments to jwpctutor@gmail.com. Contact her by phone at 419-885-4255.