



Conrad Weiser High School

HAPPY NEW YEAR

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Computer

From Pat

Get ATTACHED

E-mails attachments can range from a simple form of typed text, such as a *Word* document or text file, to a specific link to a particular Internet site. It can include pictures, photos, movie clips, music, spreadsheets, etc. In other words, if it can be saved to a file – it can be attached.

About Attachments-

You must have a copy of the software for which the attachment was sent, or at least a compatible facsimile. For example, if someone sends you a video clip or photograph saved via some software that you do not have on your machine, then it may be difficult to open such a file. However, you may have something compatible, for example the software *Paint* may be able to open the attached photo.

When you receive an e-mail with an attachment, the sender should have noted such in the body of the text. However, if not, look for an icon or a file name embedded in the E-Mail delivery. The icon is typically located at the bottom of the screen or the mention of a file name may be displayed near the

top of an opened message.



To Open the Attachment

1. **Double-click** the attachment icon and the program will be automatically load the supported attached file.
2. At this point you can **Save** to a file or **Print**.

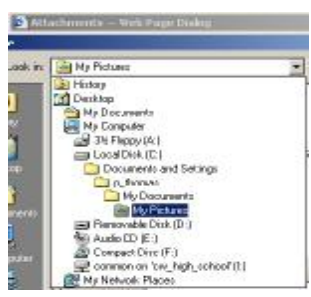
Prepare To Attach

1. Upon accessing your E-Mail, go to your **Inbox** and click the **NEW** button
2. Click on the **To...** button and select the individual(s) for the mailing list
3. Enter a **Subject**
4. **Type a message** in the body of the delivery informing the recipient of the attachment(s)

Attaching the File-

Click on either the **Attachment** button, or **Paper Clip** icon from the tool bar, or select **Insert File** from the menu
(A display of available file paths will be presented from

which you can select the file to be attached, similar to the example below).
Once you've selected your



file(s) click the **Open** or **Insert** button and the file will be attached.

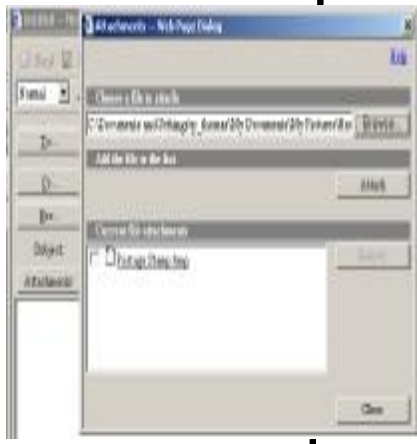
Verify the attachment by noting either an icon at the bottom of the E-Mail message, or on the Attachment line.

Testing the Attachment - Double-click the icon, thus opening it, to be certain that it is indeed the correct file and that it is functional.

Accessing your E-Mail from the Web will produce a similar screen to the one shown on the right, in which you can still browse school files because of the connection to the school server via the password used upon entry into E-Mail.

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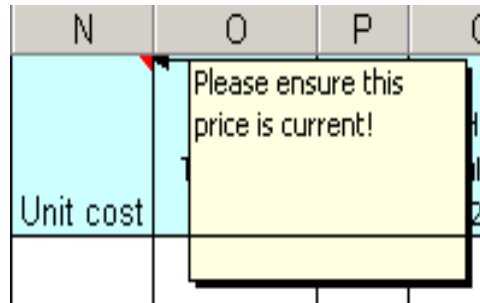
COMMENTS Please

Comments in Excel

For the longest time I've been jotting notes for myself inside my spreadsheet to remind me of the purpose of certain cells or certain calculations. I find it to be extremely helpful, especially on spreadsheets that I only access once or twice a year. Some time ago, I discovered that instead of typing inside cells and having to make sure I don't print my comment and that they include cell reference, it is easier to use the comment feature found under Insert.

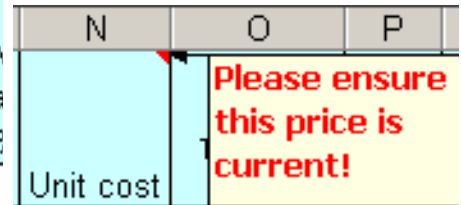
Point to the cell that you want to comment, such as cell N1 in this example, which I culled from the annual budget form. Select Insert – Comment and type your comment in the yellow box

that will appear. When you're finished typing your comment, click on the cell to close the comment box. You should notice a small red triangle in the top-right corner of the cell indicating the cell is commented. Now when you point to the cell the comment box will appear as shown here.



Format the Comment

If you have entered an abundance of comments you may want the important ones to stand out when you point to them. To change the format, right click the cell and select Edit Comment. Highlight the text and right click, selecting Format Comment. Now you can make your changes using the usual format



VERIFY SECURITY

Before filing out any on-screen form asking for credit card data, verify that you're at a secure Web page. The URL in the field at the top of your screen should begin with https:// and look for a locked padlock icon in the lower left corner of the screen.



I need a side-by-side list

It is almost impossible to align text reliably in columns, however, tables are great for creating these kinds of parallel text presentations. Position the cursor where you'd like the list to begin. Select **Table - Insert Table**, and from the dialog box, set the number of columns to 2 and the number of rows to 1. Click

OK.

Next, click inside the left column, and click the Bulleted list icon in the main toolbar. Type the left list, or cut/paste an existing list into the cell. Repeat this process to create the right column.

To make the table gridlines invisible when printing, right click in the ta-

ble, then select **Borders and Shading** from the menu. Select none and click OK. Although the borders and gridlines will appear light gray on your screen, the lines will not show up in print.

Note that word allows you to adjust the width and position of the columns simply by clicking and dragging them from within the document.

OTW - The Concierge of the Internet

It's an encyclopedia. It's a dictionary. It's an atlas. It's a thesaurus. It's an almanac. It's a phone book. It's a six pack that everyone can use. There is more information to be had from www.infoplease.com than from the most knowledgeable concierge at the finest hotel.

Info ranges from finding the col-

ors of the Ukrainian flag, to a list of the United States Senators, to conversion factors between metric and U.S. equivalents, to finding a zip code. It's just like having all the books from the 'old school' but without taking up shelf space - and certainly much easier to

browse.

