

Trillium Consulting

NEWS BYTES

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Tips 'n' Tricks



Here's an easy way to access any web site in Internet Explorer:

Type the name of the web site (e.g. microsoft) in the Address Bar, then press CTRL + ENTER. Internet Explorer automatically completes the address:

<http://www.microsoft.com>

Want to close all your open Microsoft Word documents or Excel spreadsheets at once?

Just hold down the SHIFT key as you click on the File menu, then choose Close All.

Ever wonder if your DSL or T-1 connection is really as fast as it's supposed to be?

Go to this Microsoft web site and it will tell you your line speed:

<http://tech.msn.com/internet/speedtest.asp>

Get More Out of Outlook!

Imagine this...you sit down at your computer in the morning, turn it on, and you only have to open one application. From this application, you can access all your e-mail messages, calendar items and contact information, as well as open and manage your network and local files.

You also can view web pages without opening a web browser and start frequently used programs; e.g., Word, Excel. Now, stop imagining. You can do all of this with a program that you probably already have on your PC – Microsoft Outlook.

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Is the Windows eXPerience Worth It?

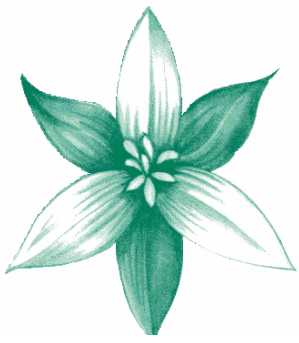
Microsoft has recently released their newest incarnation of the Windows operating system. Windows XP Professional integrates the strengths of Windows 2000, such as security, manageability and reliability, with the best features of Windows 98 and Windows Millennium edition, including its simplified user interface, Plug and Play capability and innovative support tools. All of this sounds wonderful, but the question remains: Is XP worth it?

One of the major advantages to switching to XP is its reliability and stability. Because Windows XP is built with the same technology as the Windows 2000 platform, you will find this to be a very stable operating system. Many of the unexplainable crashes that you have begrudgingly become used to in Windows 95/98 are a thing of the past. In addition, driver support for hardware has been improved and expanded, allowing you to easily install and use all types of peripherals, including wireless network adaptors. There are also power management improvements that require less time and electricity to perform many tasks, including starting and shutting down your computer. This change will extend the battery life for laptops.

The new "look and feel" of Windows XP is more intuitive and fun. Common menus, such as the Start Menu, have been restyled and reorganized. The rounded look of the windows and the brighter color schemes make XP almost playful. Customization of the Start menu has never been easier, and common commands are prominently displayed for quick access when using file and system management tools, e.g., My Computer, Search, and Control Panel.

Windows XP offers significant privacy advantages for users who share computers. Security in Windows XP requires all users to log in with a password, similar to Windows NT and Windows 2000. Once logged on, each user profile has its own C:\My Documents folder to store files, which prevents other users of the same computer from accessing those files. The individual profiles also track your Internet history, recently used files and favorites separately.

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Training Courses

Trillium offers training not only at your site, but here in our classroom as well. We'll work with your schedule to find a convenient training time and date. Each introductory class is followed by Intermediate and Advanced *modular* classes, focusing on more specialized areas of each program. Each assumes a basic level of program knowledge and moves you toward mastery of the application. Below are just a handful of the classes we offer:

- **Windows 98/2000/XP**- These classes are an ongoing favorite for users who are upgrading to a newer version of Windows, as well as first time users of Windows. The basics of working in Windows are thoroughly covered, including using the desktop and Start menu, working with multiple applications, managing files and folders and using the search feature.
- **Word 2000/XP** - Word can be used to do much more than write simple letters and memos! Our classes cover everything from the basics to advanced functions like desktop publishing and working with long documents. Participants emerge from these classes able to produce polished, professional documents with ease.
- **Excel 2000/XP** - Our Excel curriculum is designed to meet the needs of users of all levels. Once the basics of working with

spreadsheets are mastered, students can choose from a series of half-day classes that focus on specific features, including charts, functions, linking and data analysis. In these classes, we emphasize shortcuts and “real world” applications.

- **Access 2000/XP** - Our Access classes cover the basics of database creation and management, making a complex topic easy to understand. The Intermediate and Advanced level classes build on this knowledge by focusing on complex queries, form and report design and macros.
- **Project 98/2000** - Project training is in high demand as organizations require users to simplify and/or standardize the scheduling and management of projects. Students learn how to efficiently use this program to create, track, evaluate and manage project schedules.

If you are interested in registering for one of our classes, complete course descriptions and a quarterly training schedule are available on our website at www.trilliumconsulting.com. ♦

Outlook

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Outlook is not simply an e-mail and calendaring tool. It can actually serve as a “launching pad” for everything you need to do on your computer. You can, for example, access all your files, start other applications and browse web pages without ever leaving Outlook. This is accomplished by creating shortcuts to network drives, files, applications, web pages and Outlook folders on the Outlook bar. In addition, Outlook 2000 and XP have an integrated Web toolbar that you can

use to browse web pages in the main part of your Outlook window.

The Outlook bar is divided into three default shortcut groups: Outlook Shortcuts, My Shortcuts and Other Shortcuts. The Outlook Shortcuts group provides shortcuts to commonly used Outlook folders; e.g., your Inbox, the Deleted Items folder. The My Shortcuts group often contains shortcuts to personal Outlook folders and web pages. The Other Shortcuts bar is typically used for shortcuts to frequently used folders and files stored on your computer. When you click on a shortcut in this group (e.g., My Documents), your Outlook window provides file management functionality similar to Windows Explorer.

Although each group has a traditional purpose, you can create shortcuts to any type of item in any group. For example, you can add a shortcut to a network folder to the My Shortcuts group. Or, add a shortcut to a web page to the Other Shortcuts group. You can also rename the default groups and create new groups.

Over the past three years, Trillium has been heavily involved in helping several clients roll out Outlook 2000 and XP to their desktops. Using a combination of hands-on classes, customized presentations and desk-side consulting, we have successfully helped companies more fully utilize Outlook in their everyday work environments. ♦

For more information on Outlook 2000/XP training and consulting, give us a call at (425) 957-4649 or toll free at 1 (800) 844-1450.



Computer Fun Facts!

Did You Know...?

- There are over 150 million Internet users worldwide - 100 million of which are in the U.S.
- At the end of 1998, the number of PCs in use worldwide was over 364 million and by 2000 that number had jumped to 579 million.
- In 1995, each American used an annual average of 731 pounds of paper, more than double the amount used in the 1980s. Contrary to predictions that computers would replace paper, we are using more than ever!
- The average American depends on more than 264 computers per day, from the smallest microprocessor to the biggest mainframe.
- A ¼-inch square silicon chip has the capacity of the original 1949 ENIAC computer, which occupied a full city block!

Not Just Training...

Looking for professional and technical writing services or development of custom PowerPoint presentations?



Our team can create custom documentation and presentations to meet your specific needs. Some of our projects over the past couple of years have included:

- New employee orientation manuals
- "Best Practices" guides
- Corporate-specific procedure manuals; e.g., remote access procedures
- Third party and proprietary software documentation
- Style and formatting standards guide
- Visual communications; e.g., marketing and training presentations in PowerPoint

Windows eXPerience

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Although Windows XP is very reliable, it does have some built-in features for problem solving that make even more compelling reasons to switch. If you happen to run into a system issue which you cannot solve, the System Restore and Device Driver Rollback features act as virtual time machines that take the system back to its pre-problem state. Each time you make a system modification to the computer, Windows XP keeps a log of that change and allows you to rollback or restore the computer to the state it was in prior to the change. These features will allow you to identify the modification you made that caused the system to stop functioning properly.

Improvements have also been made to your ability to get help from others. How many times have you called someone on the phone with a computer problem and had to try to describe what you were seeing on the screen? Or maybe you have received a call for support and have been unable to help simply because you couldn't see what the caller was trying to describe. Both scenarios can be frustrating for end users and support staff. With Windows' Remote Access features, you can grant permission for another Windows XP user to remotely see and control what is happening on your computer. This could lend itself to timesaving troubleshooting and more efficient help desk support.

More and more, business and individuals are discovering the advantages of the Windows XP operating system. Not only is it extremely stable, secure and compatible with many applications, it is fun to use and easy to work with. Enjoy the eXPerience! ♦

Microsoft
CERTIFIED
Partner

Our Favorite Websites...

Many of us have turned to the Internet not only as a source of information, but also as a method of entertainment and relaxation. We thought it would be fun to share some Internet sites that we find interesting and informative. Happy browsing!

www.refdesk.com - This is a great reference website where our staff claims, "...you can find anything!"

www.dictionary.msn.com - A great word and spelling reference.

www.freetranslation.com - Instantly translate text between English and many other languages, including, French, Spanish, Norwegian and Portuguese.

www.google.com - Our favorite search engine.

www.howstuffworks.com - Use this website to find out how and why practically anything works.

www.epinions.com - Check out user reviews of any product, including, computers, software, appliances, movies, hotels and restaurants. Also provides online vendor information and price comparisons.

www.web100.com - Find out what websites users like the most. This web site lists links to the top 100 websites based on user ratings and reviews. Their rankings are updated hourly so there is always a new "hot" site to check out.

Contact us:
Trillium Consulting
(425) 957-4649
1 (800) 844-1450
trillium@trilliumconsulting.com
For online information:
www.trilliumconsulting.com

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