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Saving With Deals On The Internet:

Coupons are a wonderful way to cut on the products you buy. Here are some sites I like: couponmom.com, couponcabin.com, mycoupons.com, overstock.com, coolsavings.com, ebates.com, retailmenot.com, grocerycoupons.com, smartbargains.com, fatwallet.com, edeals.com, pricegrabber and shopzilla.com. Along with these specific sites, I suggest signing up for email deals from known local retails like Meijer, Wal-Mart, Riteaid, Walgreen, Kroger and Giant Eagle. You will stay ahead of what's on sale where. Combine your coupons with specials at your favorite stores.

A Simple Chart In Word 2007:

Microsoft Graph is a simple graphing program provided with Word. It includes the ability to view your graph data in both spreadsheet and graph formats. The graphs you create can be inserted directly into your documents. Graph is not as full-featured as Excel, but it does allow you to quickly add graphical information without the need of using Excel. If you want to insert a new chart, display the Insert tab of the ribbon. Click the Object tool in the Text group. Word displays the Object dialog box. Choose the Microsoft Graph Chart object type and click on OK. You can now insert information into the data portion and see it reflected in the chart.

Link Or Embed Excel Chart Into Word:

If an Excel chart already exists, it's a simple matter to link or embed one into an MS Word document. A well-placed chart can show at a glance the trend or relationship among the numbers. While you can create a chart from scratch in MS Word, you don't need to do so if the chart already exists in Excel. Follow the steps below to link or embed an Excel chart into a Word document. Launch MS Word and Excel. Open both Word and Excel files. Switch to Word and place the insertion point where you want the chart to be inserted. Choose Edit | Paste Special to see the dialog box. Click Paste and Microsoft Excel Chart Object to embed, or click Paste Link to link the chart. If you chose link, any changes you make in the Excel data will be reflected in the Word document. Very cool.

Next Issue: Using Tables in Word

New Classes:

I will be teaching Word 2007 Introduction beginning May 26 at The Eberly Center at UT. MS Excel Introduction 2007 classes begin June 7. 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 classes and register for my email newsletter at www.ohcomputertraining.com.

Janis Weber, 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.