

### Access 2003

Import an Excel spreadsheet into Access database  
Keep a column visible while scrolling  
Export an Access table in Excel  
Find duplicate rows using the Find Duplicates query  
Filter a datasheet by selection  
Sort a datasheet by multiple columns  
Change the appearance of a datasheet  
How to: Add a command button to a form in Access 2003.  
How to: Add a field that looks up data in another table in Access 2003.  
How to: Add a new table to an existing database in Access 2003.  
How to: Add an event procedure to a control on an Access 2003 data access page.  
How to: Automatically open a form at startup in Access 2003.  
How to: Change the tab order on a form in Access 2003.  
How to: Convert a form into a report in Access 2003.  
How to: Convert a table into a Microsoft Word document in Access 2003.  
How to: Create a chart in an Access 2003 report.  
How to: Create a database query in Microsoft Excel 2003.  
How to: Create a form by using the AutoForm feature in Access 2003.  
How to: Create a macro in Access 2003.  
How to: Create a memo field in an Access 2003 table.  
How to: Create a new database by using a built-in template in Access 2003.  
How to: Create a query that prompts for criteria data (parameter query).  
How to: Create a relationship between two tables in Access 2003.  
How to: Create a simple calculated field in a query in Access 2003.  
How to: Design a PivotChart in Access 2003.  
How to: Add a background image to a report in Access 2003.  
How to: Add a caption to a field name in Access 2003.  
How to: Add a description for an object in Access 2003.  
How to: Add a page header and footer to a report in Access 2003.  
How to: Add a record in the table Datasheet view in Access 2002 and 2003.  
How to: Add a text box to a form in Access 2003.  
How to: Add or edit data in a form in Access 2003.

How to: Add or edit data in a table in Access 2003.  
How to: Add page numbers to a report in Access 2003.  
How to: Add the current date and time to a form in Access 2003.  
How to: Add the name of the report to the last page of an Access 2003 report.  
How to: Append data from a linked table to an existing table in Access 2003.  
How to: Apply the same properties to more than one control in Access 2003.  
How to: Assign a primary key to a table in Access 2003.  
How to: Back up a table in Access 2003.  
How to: Bypass established startup settings for an Access 2003 database.  
How to: Calculate the average of values in a field in Access 2003.  
How to: Change report columns by using Page Setup in Access 2003.  
How to: Change the format of a form in Access 2003.

### Excel 2003

Create angled column labels  
Insert a function using Function command  
Create dual-label corner cell in a worksheet  
Create vertical heading in a worksheet  
Password protect a workbook  
Draw attention to certain cells using conditional formatting  
Freeze panes in a worksheet  
Create a header or footer  
Sort data by columns  
Create a PivotChart  
Create a PivotTable using Excel data  
Compare two workbooks side by side  
Split panes in a worksheet  
Create a chart in a worksheet  
Create an organization chart within a worksheet  
Add a watermark to a worksheet  
Shade every other row in a worksheet  
Save a workbook as a web page  
Make a copy of a worksheet in a new workbook  
Create a custom AutoFilter  
Use AutoFilter feature  
Use the Loan Calculator to calculate amortization payments  
Draw borders around cells  
Use Auto Fill feature to create data series  
Print row and column headings on each page

Use the Watch Window to see changes in formula values

Locate formula errors

Use trace arrows for formula auditing

Create and use scenarios in a worksheet

Create a Scenario Summary report

Compare and merge workbooks

Create a macro using macro recorder

Create a histogram

Create a list for data entry in a worksheet

Set validation of cells in a worksheet

Create custom views for a worksheet

Prevent duplicate entries

Find unique records in a column using Advance Filter

Create a custom toolbar

View only subtotals

Change scale of the X or Y value axis of a chart

Enforce tracking of changes in a shared workbook

Display fractions in a cell or column

Change a row into a column and vice-versa

Calculate a subtotal

Consolidate data by category

Display changes in a separate worksheet

Accept or reject changes in a shared workbook

Maintain the change history for a shared workbook

Share a workbook

Create a custom list

Copy only selected columns of filtered data

Perform rank and percentile analysis

Link data between cells in different workbooks

Use the CEILING and FLOOR functions

Calculate PMT

Concatenate text strings and numbers

Calculate frequency of values within a range

Create a combo box

Include real-time data from the Internet

Copy a cell value without copying its underlying formula

Create a one-input data table

Import text file data

Automatically refresh imported data

Create a database query

Import data from a Microsoft Access table

Change the Legend of a Chart in Microsoft Excel 2003.

Customize line chart data markers in Microsoft Excel 2003.

Enter the DAVERAGE Function in Microsoft Excel 2003.

Enter the DCOUNT and DCOUNTA Functions in Microsoft Excel 2003.

Enter the DGET Function in Microsoft Excel 2003.

Enter the DMAX and DMIN Functions in Microsoft Excel 2003.

Enter the DPRODUCT Function in Microsoft Excel 2003.

Enter the DSTDEV and DSTDEVP Functions in Microsoft Excel 2003.

Enter the DSUM Function in Microsoft Excel 2003.

Enter the DVAR and DVARP Functions in Microsoft Excel 2003.

Hide or show gridlines in a chart in a Microsoft Excel 2003.

Remove or add a legend in a chart in Microsoft Excel 2003.

Add a Chart Title to an existing chart in Microsoft Excel 2003.

Give 3-D chart wall color in Microsoft Excel 2003.

Import data to Excel 2003 from a web page.

Modify the base color of a 3-D chart in Excel 2003.

Use the MINVERSE function in Microsoft Excel 2003.

Add a trendline to a chart in Excel 2003.

Add and remove page breaks in Microsoft Excel 2003.

Break a link between workbooks in Microsoft Excel 2003.

Change a 2-D chart to a 3-D chart in a Microsoft Excel 2003.

Change the source workbook for all the links in Microsoft Excel 2003.

Check the status of a linked workbook in Microsoft Excel 2003.

Configure AutoRecover feature in Excel 2003.

Create a Pie Chart in Excel 2003.

E-mail a single worksheet from an Excel workbook.

Enhance pie chart slice in Microsoft Excel 2003

Find links in a workbook in Microsoft Excel 2003.

Find the average of a data set in Microsoft Excel 2003.

Find the largest value in a data set in Microsoft Excel 2003.

Find the middle value in a data set in Microsoft Excel 2003.

Find the most common value in a data set in Microsoft Excel 2003.

Find the smallest value in a data set in Microsoft Excel 2003.

Hide zeros values in worksheet in Excel 2003.

Link data in a cell to a chart in Microsoft Excel 2003.

Open the source of a link in Microsoft 2003.

Perform regression analysis in Microsoft Excel 2003.

Perform Sampling analysis in Microsoft Excel 2003.

Protect a worksheet in Microsoft Excel 2003.

Select and create a chart from worksheet data in Microsoft Excel 2003.

Select columns and rows as print titles in Microsoft Excel 2003.

Turn off hyperlinks for more than one cell in Excel.

Use MATCH in Excel.

Use the EXACT function in Microsoft Excel 2003.

Use the FIND function in Microsoft Excel 2003.

Use the IF statement in Microsoft Excel 2003.

Use the LEN function in Microsoft Excel 2003.

Use the SUBSTITUTE function in Microsoft Excel 2003.

Use VLookup in Excel 2003.

Use WordArt in charts in Microsoft Excel 2003.

Adjust page margins in Microsoft Excel 2003.

Automatically see the average of selected cells in Excel 2003.

Calculate internal rate of return (IRR) in Microsoft Excel 2003.

Calculate net present value (NPV) in Microsoft Excel 2003.

Calculate number of days between two dates in Microsoft Excel 2003.

Enable smart tags in Microsoft Excel 2003.

Export a Task list to Excel from Microsoft Outlook 2003.

Export contacts to an Excel file in Microsoft Outlook 2003.

Format numbers in Microsoft Excel 2003.

Modify page breaks in a worksheet in Microsoft Excel 2003.

Move to the right instead of down after pressing ENTER in Excel 2003.

Perform F-Test analysis in Microsoft Excel 2003.

Perform Moving Average analysis in Microsoft Excel 2003.

Print a selected area of a worksheet in Microsoft Excel 2003.

Print gridlines on a spreadsheet in Microsoft Excel 2003.

Print the formulas in a worksheet in Microsoft Excel 2003.

Scale a worksheet to fit on a printed page in Microsoft Excel 2003.

Search and replace formatted text in a workbook in Microsoft Excel 2003.

Perform Fourier analysis in Microsoft Excel 2003.

### Excel 2007

How to: Create a chart in Microsoft Excel 2007.

How to: Create a hyperlink to an e-mail address in Microsoft Excel 2007.

How to: Create a table in Microsoft Excel 2007.

How to: Display hidden data and empty cells in a chart in Microsoft Excel 2007.

How to: Hide row or column in Microsoft Excel 2007.

How to: Print a table in Microsoft Excel 2007.

How to: Save an Excel 2007 workbook to Excel 97-2003 format in Excel 2007.

How to: Save a chart as a template in Microsoft Excel 2007.

How to: Set a password for a workbook in Excel 2007.

How to: Share a workbook in Microsoft Excel 2007.

### Outlook 2000

Show two time zones in the Calendar

Create a recurring appointment

Use the Out of Office Assistant

Create a rule using the Rules Wizard

Color code mail messages using the Organize feature

Color code contacts by Category

### Outlook 2003

Create a signature for outgoing mail messages

Use the Out of Office Assistant

Create mailing labels from Contact list

Show two time zones in the Calendar

Export contacts into an Access file

Filter appointments and meetings

Create a rule using a template

Create a rule from a blank rule

Customize background of mail messages

Group contacts by Category

Send meeting request to only part of a distribution list

Configure calling card information for a contact

Shade group headings in the Inbox

Configure Junk E-Mail Filter options

Create a meeting request

Configure automatic spell check for outgoing messages

Export Contacts to an Excel spreadsheet

Change the default font for reply messages

Change the display of messages in the Inbox

Create a distribution list from Contacts

Create a distribution list from the Global Address List

Create a custom toolbar

Add holidays to the Calendar

Transfer address book to another computer

Export rules

Add voting buttons to a mail message

Color code mail messages using the Organize feature

Insert a table into a message

- Create a template for frequently sent messages
- Create a recurring task
- Create a recurring appointment
- Color code Calendar items using labels
- Filter Calendar items by keyword
- Filter Calendar items by Category
- Save a Calendar as a web page
- Share a Calendar with another user
- Create and send a new task request
- Automatically send custom reply messages
- Create a custom view
- Create form e-mail from a Contact list
- Create a custom search folder
- Print an address booklet
- Create a group schedule
- Send a message at a specific time
- Retrieve an already sent message
- Auto Archive for Calendar items
- Import calendar items from a PST file
- Backup items from the calendar
- Link a document to a contact
- Create a template for contacts
- Create a contact
- Import contacts from Access
- Import contacts from Excel
- Insert hyperlink in email with Word as editor
- Locate and view archived items in Microsoft Outlook 2003
- Add an additional mailbox in Microsoft Outlook 2003
- Abbreviate appointment times in Outlook 2003.
- Add an e-mail address to Safe Senders list in Microsoft Outlook 2003.
- Add columns to View of a list of information in Microsoft Outlook 2003.
- Allow a delegate to see private appointments in Outlook 2003.
- Always show full menus in Microsoft Outlook 2003.
- Change location where my personal contacts are saved in Outlook 2003.
- Change ScreenTips on the toolbars options in Microsoft Outlook 2003.
- Change the order contact lists are searched in Microsoft Outlook 2003.
- Choose the startup folder for Microsoft Outlook 2003.
- Clear large mail messages from your Inbox in Outlook 2003.
- Compare schedules for nonconsecutive dates in Microsoft Outlook 2003.
- Configure Outlook 2003 to send copies of meeting messages to delegates.
- Convert an Outlook vCalendar in an e-mail message into an appointment.
- Convert your Personal Address Book to a Contacts folder in Outlook 2003.
- Copy a contact in Microsoft Outlook 2003.
- Create a Business Contact Manager report in Microsoft Outlook 2003.
- Create a contact from a note in Microsoft Outlook 2003.
- Create a reminder to follow up on an e-mail message in MS Outlook 2003.
- Create a vCalendar file in Microsoft Outlook 2003.
- Create an opportunity in Microsoft Outlook 2003.
- Custom print items in Microsoft Outlook 2003.
- Designate a person to be a delegate for your mailbox in MS Outlook 2003.
- Disable Add-ins from Microsoft Office Outlook 2003.
- Disable WordMail from being the default e-mail editor in Outlook 2003.
- Display the header information on the Reading Pane in Outlook 2003.
- Export Notes from Outlook 2003.
- Find all messages sent from the same person in Outlook 2003.
- Follow up on an important e-mail message in Microsoft Outlook 2003.
- Know if a receipt request is placed on messages in Outlook 2003.
- Make a vCard from your own contact information in Outlook 2003.
- Make message unavailable to recipients after specific date in OL 2003.
- Make new mail alerts less visible in Outlook 2003.
- Open another users Calendar in Microsoft Outlook 2003.
- Open multiple Outlook 2003 windows.
- Prevent invitees from proposing a new meeting time in Outlook 2003.
- Prevent others from seeing your appointments in Microsoft Outlook 2003.
- Recover deleted items in Microsoft Outlook 2003.
- Save a message as a draft in Microsoft Outlook 2003.
- Schedule a meeting using date smart tags in Microsoft Excel 2003.
- Send group email with each recipient seeing only his address in OL 2003.
- Set the Calendar to 24-hour time format in Outlook 2003.
- Share the Contacts folder with other users in Microsoft Outlook 2003.
- Show the Calendar when starting Microsoft Outlook 2003.
- Sort messages by multiple columns in Outlook 2003.
- Start the newsgroup reader in Microsoft Outlook 2003.

Create a form letter from Contact list in Microsoft Outlook 2003.  
Create a Template for a frequently sent message in Outlook 2003.  
Find all related messages in Outlook 2003.  
Forward an e-mail to a mobile device in Microsoft Outlook 2003.  
Make Outlook 2003 the default program for E-mail, Contacts, Calendar.  
Specify folders available for offline use in Outlook 2003.  
Turn Autocomplete feature on or off in Microsoft Outlook 2003.  
Turn off Encryption of all outgoing messages in Microsoft Outlook 2003.  
Turn off the new mail notification window in Outlook 2003.  
Use AutoDate to schedule a meeting in Microsoft Outlook 2003.  
Use the AutoPreview feature in Outlook 2003.  
Use the Find Feature in Outlook 2003.  
View AOL email in Outlook 2003.  
View MSN Hotmail in Outlook 2003.  
View Yahoo! email in Outlook 2003.  
Respond to e-mail message with Instant Messenger in MS Outlook 2003.  
Set per-recipient message formats in Outlook 2003.  
Create a form E-mail from a Contact list in Microsoft Outlook 2003.  
Copy voting results from Outlook 2003 to Excel.

### Outlook 2007

How to: Create a folder in Microsoft Outlook 2007.  
How to: Filter messages in Inbox in Microsoft Outlook 2007.  
How to: Set priority for outgoing messages in Microsoft Outlook 2007.  
How to: Enable sound alert when new mail arrives in Microsoft Outlook 2007.  
How to: Enable auto spell check in Outlook 2007.  
How to: Attach file to a message in Microsoft Outlook 2007.  
How to: Create a signature in Microsoft Outlook 2007.  
How to: Add contact in an address book in Microsoft Outlook 2007.  
How to: Create and send message in Microsoft Outlook 2007.  
How to: Create a new contact in Microsoft Outlook 2007.

### PowerPoint 2003

Use clip art as a watermark  
Create a PowerPoint presentation from a Word outline

Include slide transitions in a slide show  
Create a chart in a presentation  
Insert a table into a presentation  
Add Background to master slide in PowerPoint 2003.  
Apply a design template to a presentation in PowerPoint 2003.  
Check a PowerPoint 2003 presentation for consistency and style.  
Copy multiple PowerPoint 2003 slides into a Word document.  
Create a new default template in PowerPoint 2003.  
Create a PowerPoint 2003 presentation based on a blank presentation.  
Create a presentation based on a template in PowerPoint 2003.  
Import data from Excel into PowerPoint 2003 chart.  
Make a new slide in PowerPoint 2003.  
Make an object appear on every slide in a PowerPoint 2003 presentation.  
Print specific PowerPoint 2003 slides, handouts, notes or outline pages.  
Record a macro in PowerPoint 2003.  
Save a presentation as a web page in PowerPoint 2003.  
Send presentation as attachment for reviewing in PowerPoint 2003.  
Set up a macro to run in a presentation in PowerPoint 2003.  
Set up animation on object to activate on mouse click in PowerPoint 2003.  
Split the text on a slide into two slides in PowerPoint 2003.  
Change the order of slides in a PowerPoint 2003 presentation.  
Make an effective PowerPoint presentation.

### PowerPoint 2007

How to: Enable AutoCorrect options in Microsoft PowerPoint 2007.  
How to: Add the date and time to a slide in Microsoft PowerPoint 2007.  
How to: Add slide transitions to a presentation in Microsoft PowerPoint 2007.  
How to: Apply custom animation effect to a text or an object in Microsoft PowerPoint 2007.  
How to: Add password to a presentation in Microsoft PowerPoint 2007.  
How to: Add a picture to a photo album in Microsoft PowerPoint 2007.  
How to: Add a table to a slide in Microsoft PowerPoint 2007.  
How to: Add sound to a slide in Microsoft PowerPoint 2007.  
How to: Print slides of a presentation in Microsoft PowerPoint 2007.

How to: Create a hyperlink to a slide in Microsoft PowerPoint 2007.

### Word 2003

Add a border around a page  
Track changes in a Word 2003 document  
Insert a graphic in an address label  
Add a header or footer  
Insert a table into a document  
Paste a Microsoft Excel worksheet in a document  
Use Style Gallery templates  
Create a macro  
Split text into columns  
Create linked text boxes  
Create labels from Outlook contacts  
Create an Excel worksheet within Word  
Wrap text around an image  
Add gradient fill to a text box  
Create a table of contents for a document  
Create a custom toolbar  
Use the Mail Merge Wizard to send form letters  
AutoSummarize a document  
Use the Format Painter tool  
Password protect a document  
Print an envelope  
Insert current date and/or time in a document  
Create a new table style  
Split cell into multiple cell  
Align a table horizontally  
Create a drop down list box  
Create a help message for a form field  
Use a special symbol for a footnote or endnote  
Insert an endnote  
Insert a footnote  
Create a review route for a document  
Add a border around text  
Insert an AutoShape  
Add text to an image using a callout or label  
Activate smart tags recognizers in Microsoft Word 2003.  
Add a caption to a graphic automatically in Microsoft Word 2003.  
Add a decorative underline in Microsoft Word 2003.  
Add a fraction to a Word 2003 document.  
Automatically hyphenate the entire document in Microsoft Word 2003.  
Compare Two Documents Side by Side in Word 2003.  
Display readability statistics in Microsoft Word 2003.  
Filter the records to be merged in Microsoft Word 2003.

Find an antonym for a word in Microsoft Word 2003.  
Locate alternate words for a given word in Microsoft Word 2003.  
Merge cells into one cell in a table in Microsoft Word 2003.  
Paste text from an Adobe PDF file into a Microsoft Word document.  
Remove a custom dictionary in Microsoft Word 2003.  
Remove the blank startup document in Word 2003.  
Seal your document with a digital certificate in Word 2003.  
Set a tab stop in Word 2003.  
Set location for automatically recovered files in Microsoft Word 2003.  
Set mirror margins for facing pages in Microsoft Word 2003.  
Translate text into other languages in Word 2003.  
Turn off automatic spelling and grammar check in Microsoft Word 2003.  
Use handwriting recognition in Microsoft Word 2003.  
Use the dictionary in Microsoft Word 2003.  
View Multiple Documents Simultaneously in Microsoft Word 2003.  
Work with Word Count in Microsoft Word 2003.  
Create embedded objects from a file in Microsoft Word 2003.  
Create notes as hidden text in a Word 2003 document.  
Detect and repair Office Applications from Word 2003.  
Edit text in Print Preview in Word 2003.  
E-mail documents to someone without a compatible Word version.  
Find and Replace Formatting in Microsoft Word 2003.  
Force user to save document with different file name in Word 2003.  
Have Word 2003 stop helping me type.  
Increase or decrease vertical space between paragraphs in Word 2003.  
Indent the First Line of a Paragraph in Microsoft Word 2003.  
Insert data from Access in Microsoft Word 2003.  
Make a Hanging Indent in a Paragraph in Word 2003.  
Prevent a Single Line of a text from Ending or Starting a Page in Word.  
Quickly change a word from lower to upper case in Word 2003.  
Remove unwanted space or symbols from imported text in Word 2003.  
Set a Bookmark in Microsoft Word 2003.  
Troubleshoot issues with custom dictionary in Word 2003.

Use encryption options to protect documents in Microsoft Word 2003.  
Use handwriting tools to draw in Microsoft Word 2003.  
Use Smart Tags in Word 2003.  
View One Document in a Split Window in Microsoft Word 2003.  
View One Document in Two Windows in Microsoft Word 2003.  
Set the macro security level in Microsoft Word 2003.  
Convert Office documents into password-protected Adobe PDF files.  
Recover files if a program is not responding in Microsoft Word 2003.  
Add text to an image using a callout or label in Microsoft Word 2003.  
Animate text in Microsoft Word 2003.  
AutoFormat Documents in Microsoft Word 2003.  
Automatically correct text in another language in Word 2003.  
Change header/footer from previous section in Word 2003.  
Change line spacing in Microsoft Word 2003.  
Change the default folder in Word 2003.  
Automatically remove extra spaces, add headings to a Word 2003 document.

### Word 2007

How to: Insert table in a document in Microsoft Word 2007.  
How to: Set page margins in a document in Microsoft Word 2007.  
How to: Insert WordArt in a document in Microsoft Word 2007.  
How to: Print a document in Microsoft Word 2007.  
How to: Remove paragraph marks in Microsoft Word 2007.  
How to: Use the find and replace feature in Microsoft Word 2007.  
How to: Change the default file location of documents in Microsoft Word 2007.  
How to: Insert a picture as a bullet in Microsoft Word 2007.  
How to: Translate a word into different language in Microsoft Word 2007.  
How to: Set password to open a document in Microsoft Word 2007.

### Windows XP

Create a VPN connection in Windows XP  
Map a network drive or folder  
Change the background on the desktop  
Change the size of icons on the Start menu in Windows XP

Add contacts to the Address Book in Microsoft Windows XP  
Add new fonts to your system in Microsoft Windows XP.  
Backup files and folders in Microsoft Windows XP.  
Cancel a print job in Windows XP Professional.  
Change a file association in Windows XP.  
Change your password in Microsoft Windows XP.  
Configure offline file settings in Windows XP SP2.  
Display my most recently opened documents on Start menu in Windows XP.  
Map a network drive or folder in Microsoft Windows XP.  
Revive the printing of a document in Windows XP SP2.  
Add a network printer in Microsoft Windows XP.  
Compress an existing folder to save space in Windows XP Professional.  
Copy files to a compact disc (CD) in Windows XP Professional.  
Create a new compressed folder in Microsoft Windows XP.  
Create a shortcut on the Desktop in Microsoft Windows XP.  
Make a network folder available offline in Microsoft Windows XP.  
Set a default printer in Microsoft Windows XP.  
Set a screen saver in Microsoft Windows XP.  
How to: Access the task manager of remote system in Windows XP Professional.  
How to: Add a new shortcut icon to the Quick Launch toolbar in Windows XP.  
How to: Apply a view to all folders in Microsoft Windows XP Professional.  
How to: Assign a keyboard shortcut to a shortcut in Microsoft Windows XP.  
How to: Assign permissions to a folder in Windows XP SP2.  
How to: Automatically run applications on start up in Microsoft Windows XP.  
How to: Change the number of programs that appear on Start menu in Windows XP.  
How to: Clear the My Recent Documents list in Microsoft Windows XP.  
How to: Configure other languages in Windows XP.  
How to: Connect to an available wireless network.  
How to: Create a compressed (zipped) folder in Windows XP Professional.  
How to: Create a new folder in Windows Explorer in Windows XP.  
How to: Delete items permanently in Microsoft Windows XP.  
How to: Delete items without confirmation in Microsoft Windows XP.  
How to: Display a thumbnail image on the folder in Microsoft Windows XP.

How to: Display full path in the address bar in Microsoft Windows XP.

How to: Display the Quick Launch bar in Microsoft Windows XP Professional.

How to: Extract all items from a compressed folder in Microsoft Windows XP.

How to: Hide a file or a folder in Microsoft Windows XP.

How to: Set a default printer in Microsoft Windows XP.

How to: Turn off a monitor automatically when idle in Microsoft Windows XP.

How to: Add a color profile to a printer in Windows XP SP2.

How to: Add a Control Panel tool to a category in Microsoft Windows XP.

How to: Arrange desktop icons in Microsoft Windows XP.

How to: Assign rights to a file in Windows XP Professional.

How to: Block messages from a sender in Outlook Express with Windows XP SP2.

How to: Change animated search character in Microsoft Windows XP Professional.

How to: Change the appearance of desktop icons in Windows XP Professional.

How to: Change the default country settings in Microsoft Windows XP.

How to: Change the display font in Notepad in Microsoft Windows XP.

How to: Change the folder that opens automatically in Windows Explorer in XP.

How to: Change the High Contrast appearance scheme in Windows XP Professional.

How to: Change the mouse pointer in Microsoft Windows XP.

How to: Change the orientation of a page in Windows XP SP2.

How to: Change the print quality in Windows XP Professional.

How to: Change the video mode in Windows XP SP2.

How to: Chat using NetMeeting in Microsoft Windows XP.

How to: Check network card status in Windows XP SP2.

How to: Clear Secure Sockets Layer (SSL) state and AutoComplete history in SP2.

How to: Collect files and settings for transfer in Microsoft Windows XP.

How to: Configure Pop-up blocker for safe zones in Windows XP SP2.

How to: Configure the system to recognize two monitors in Windows XP.

How to: Connect to a network drive in Windows XP SP2.

How to: Control notification when active content is run from the Internet.

How to: Control notification when pop-up window is blocked in Windows XP SP2.

How to: Create a text document in Microsoft Windows XP.

How to: Customize each folder in Microsoft Windows XP.

How to: Customize individual interface elements in Microsoft Windows XP.

How to: Delete files from the Offline Files folder in Windows XP Professional.

How to: Disable the visual effects in Windows XP Professional.

How to: Disconnect from a remote system in Microsoft Windows XP.

How to: Establish remote desktop connection in Windows XP Professional.

How to: Group taskbar buttons in Microsoft Windows XP.

How to: Hide a file or a folder in Microsoft Windows XP.

How to: Lock the taskbar in Microsoft Windows XP Professional.

How to: Make hidden files and folders visible in Microsoft Windows XP.

How to: Manually synchronize an offline file in Microsoft Windows XP.

How to: Modify mouse pointer schemes in Windows XP SP2.

How to: Place a call using NetMeeting in Microsoft Windows XP.

How to: Prevent submenus from opening when moving mouse over them in Windows XP.

How to: Remove unused shortcuts from the desktop in Microsoft Windows XP.

How to: Restore default icons on the Desktop in Windows XP.

How to: Schedule a task in Microsoft Windows XP.

How to: Set the Caps Lock Alarm in Windows XP.

How to: Switch mouse buttons in Microsoft Windows XP.

### Blackberry

Automatically add a signature to the end of an e-mail

### Internet Explorer 6.0

Add a webpage address to the links toolbar

Disable third party browser extensions in Internet Explorer 6.0.

Find when a web page was last updated in Internet Explorer 6.0.

Recreate the icon on the Desktop for Internet Explorer 6.

Remove only one AutoComplete login username/password in IE 6.0.

Use your Internet Explorer 6.0 favorites on multiple computers.

Add URL to restricted sites in Microsoft Internet Explorer 6.0.

Block all cookies from Web sites in Microsoft Internet Explorer 6.0.

Change Pop-up Blocker settings in Windows XP SP 2.

Change security level for internet zone in MS Internet Explorer 6.0.

Disable animations on web pages in Microsoft Internet Explorer 6.0.

Enable AutoComplete feature for forms in Internet Explorer 6.0.

Play videos in Web pages in Microsoft Internet Explorer 6.0.

Prevent pop-up windows.

Protect your computer from untrusted sites in Windows XP SP2.

Show user friendly urls in Microsoft Internet Explorer 6.0.

Specify another language for web page content.

Stop blocking files downloads being blocked by the Information Bar.

Change the default search service used in IE 6 running on Windows XP.

Clear the Temporary Internet Files folder in Internet Explorer 6.0.

Find pages you have recently visited in Internet Explorer 6.

Print a Web page and all of the pages that are linked to it in IE 6.0.

Save the complete Web page (including graphics).

Turn off automatic image resizing in Internet Explorer 6.0.

Improve browser speed in Internet Explorer 6.0.

How to: Add a new favorite to the Links toolbar.

How to: Add a toolbar button to the Standard toolbar in Internet Explorer 6.0.

How to: Add web site to local intranet zone in Microsoft Internet Explorer 6.0.

How to: Adjust the size of Standard toolbar buttons in Internet Explorer 6.0.

How to: Assign a Web site to a security zone in Internet Explorer 6.0.

How to: Block submission of nonencrypted form of data in IE 6.0.

How to: Change privacy settings in Internet Explorer 6.0.

How to: Change the font size used to display page text in Internet Explorer 6.0.

How to: Change the startup home page in Internet Explorer 6.0.

How to: Configure Internet Explorer automatic download prompts.

How to: Delete all cookies from your computer in Internet Explorer 6.0.

How to: Reset security zones to the default settings in Internet Explorer 6.0.

How to: Set preferences for the Media Bar in Internet Explorer 6.0.

How to: Turn on Profile Assistant.

How to: Use Profile Assistant to create a user profile in Internet Explorer 6.0.

How to: View the HTML source of a Web page in Microsoft Internet Explorer 6.0.

How to: View web sites when not connected to Internet Explorer 6.0.

### Internet Explorer 7.0

How to: Block all cookies in Internet Explorer 7.0.

How to: Disable add-ons on your computer in Internet Explorer 7.0.

How to: Ignore formatting on Web pages in Internet Explorer 7.0.

How to: Remove all the existing cookies from Internet Explorer 7.0.

How to: Turn off AutoSearch from Address Bar in Internet Explorer 7.0.

How to: Turn off the AutoComplete feature in Internet Explorer 7.0.

How to: Add search engine to the Internet Explorer 7.0 Search Box.

How to: Open multiple tabs at same time in Internet Explorer 7.0.

How to: Add a Web page to the Favorites folder in Internet Explorer 7.0.

How to: Enable the quick tabs feature in Internet Explorer 7.0.

How to: Set the search provider as a default for the address bar.

How to: Make an existing favorite item available offline.

How to: Delete the contents from history folder in Internet Explorer 7.0.

How to: Subscribe to an RSS feed in Internet Explorer 7.0.

How to: Enable sound notification when RSS feed is found in Internet Explorer 7.

How to: Save a group of tabs in Internet Explorer 7.0.

How to: Add a Website to a Trusted sites zone in Internet Explorer 7.0.

### Microsoft Visio 2003

How to: Add a border to a diagram in Visio 2003.

How to: Add a legend to your network diagram in Visio 2003.

How to: Add a text field to a shape.

How to: Add milestones to a Visio 2003 timeline.

How to: Add names to an organization chart in Visio 2003.

How to: Add navigational links to a flowchart shape in Microsoft Visio 2003.

How to: Add shapes to an organization chart in Visio 2003.

How to: Add text to shapes in Visio 2003.  
How to: Add Visio drawings to PowerPoint using Microsoft Visio 2003.  
How to: Change page size in Visio 2003.  
How to: Change the drawing scale in Visio 2003.  
How to: Connect shapes using the connector tool.  
How to: Continue a flowchart on a separate page.  
How to: Create a 3-D directional map in Microsoft Visio 2003.  
How to: Create a basic diagram in Visio 2003.

### Microsoft Publisher 2003

How to: Add text from a document in another application in Publisher 2003.  
How to: Aligning text to the baseline guides in Publisher 2003.  
How to: Arrange merge fields in the catalog merge area in Publisher 2003.  
How to: Create a custom-sized Web page in Publisher 2003.  
How to: Create a data source listing text and pictures in Publisher 2003.  
How to: Create a Web site using a wizard in Publisher 2003.  
How to: Create an E-mail publication from scratch in Publisher 2003.  
How to: Set up margin guides for a two-page spread in Publisher 2003.  
How to: Use E-mail Wizard to create a publication in e-mail in Publisher 2003.

### Microsoft Project 2003

How to: Create a calendar for a task in Project 2003.  
How to: Create a custom form in Microsoft Project 2003.  
How to: Create a custom report in Microsoft Project 2003.  
How to: Create new resource in Microsoft Project 2003.  
How to: Add a header and footer for a project in Microsoft Project 2003.  
How to: Change the dependency of tasks linked between different projects.  
How to: Copy a task from Excel worksheet into Microsoft Project 2003.  
How to: Create a budget report in Microsoft Project 2003.  
How to: Create a new project in Microsoft Project 2003.  
How to: Enter a daily recurring task in Microsoft Project 2003.  
How to: Estimate task duration using PERT analysis.  
How to: Import information from an Excel file into Microsoft Project 2003.

How to: Use resources of one project in another project in Project 2003

### Lotus Notes 7.x for Windows

How to: Add a Reminder to the calendar in Lotus Notes 7.  
How to: Add an Appointment to the calendar in Lotus Notes 7.  
How to: Add an attachment to an e-mail in Lotus Notes.  
How to: Add frequently mailed users to the local address book in Local Notes 7.  
How to: Apply letter head to mail message in Lotus Notes 7.  
How to: Archive E-mail in Notes 7.  
How to: Automatically reply to invitations in Lotus Notes 7.  
How to: Check for amount of free space in the mailbox in Lotus Notes.  
How to: Configure Out of Office AutoReply in Lotus Notes.  
How to: Create a mail rule in Lotus Notes.  
How to: Create a meeting in Lotus Notes 7.  
How to: Create a new contact in Lotus Notes.  
How to: Create a Personal Journal in Lotus Notes 7.  
How to: Create a personal To Do in Lotus Notes 7.  
How to: Create a QuickRule in Lotus Notes.  
How to: Create a reminder from an E-mail message in Lotus Notes.  
How to: Create a Welcome page displaying the calendar in Lotus Notes 7.  
How to: Encrypt a message in Lotus Notes.  
How to: Export Notes view data to a CSV file in Lotus Notes 7.  
How to: Import Outlook contacts into Lotus Notes.  
How to: Mark a message for follow-up in Lotus Notes.  
How to: Prevent recipient from copying or forwarding a message in Lotus Notes.  
How to: Print a document in Lotus Notes.  
How to: Print a list of documents in a View in Lotus Note 7.  
How to: Read all unread E-mail in Lotus Notes.  
How to: Reply to a message in Lotus Notes.  
How to: Request a Return Receipt for a message in Lotus Notes.  
How to: Save Web pages using Notes with Internet Explorer in Lotus Notes 7.  
How to: Setup a delegate in Lotus Notes.  
How to: Use a group calendar in Lotus Notes.  
How to: Accept a meeting invitation in Lotus Notes 7.  
How to: Add comments to a document using Permanent Pen in Lotus Notes 7.

How to: Add entries to personal address book from domain address book in Notes.

How to: Assign a color to messages from certain people in Lotus Notes 7.

How to: Block e-mail from a sender in Lotus Notes.

How to: Change color of the calendar entries in Lotus Notes 7.

How to: Change dictionary to another language in Lotus Notes 7.

How to: Change translation of note characters in Lotus Notes 7.

How to: Change your password in Lotus Notes 7.

How to: Check invitee status for a meeting in Lotus Notes 7.

How to: Configure calendar views in Lotus Notes 7.

How to: Configure spell check to ignore words with numbers or all uppercase.

How to: Configure the Launcher in Lotus Notes 7.

How to: Configure the My Work Collaboration tab in Lotus Notes 7.

How to: Configure the My Work Team tab in Lotus Notes 7.

How to: Configure the My Work Today tab in Lotus Notes 7.

How to: Create a folder in Lotus Notes 7.

How to: Create a link hotspot in an E-mail in Lotus Notes.

How to: Create a new To Do entry by drag and drop method in Lotus Notes 7.

How to: Create a reminder from an E-mail message in Lotus Notes.

How to: Create different calendar views in Lotus Notes 7.

How to: Customize an existing toolbar in Lotus Notes 7.

How to: Decline a meeting invitation in Lotus Notes 7.

How to: Disable the calendar mini view in Lotus Notes 7.

How to: Display a localized secondary calendar in Lotus Notes.

How to: Display an additional time zone in the calendar in Lotus Notes.

How to: Drag and drop e-mail messages to create new messages in Notes.

How to: Drag and drop to make a new calendar entry in Lotus Notes.

How to: Edit and save an attachment in an e-mail in Lotus Notes 7.

### Adobe Acrobat 7.0

How to: Add actions to a PDF document in Adobe Acrobat 7.0.

How to: Add security to a PDF document using certificates in Adobe Acrobat 7.0.

How to: Attach a file to a document in Adobe Acrobat 7.0.

How to: Batch process PDF documents using Adobe Acrobat 7.0.

How to: Combine multiple files into one PDF document in Acrobat 7.

How to: Compare two PDF documents using Adobe Acrobat Professional 7.0.

How to: Convert a PDF file into a Microsoft Word document.

How to: Convert an Access report to a PDF file in Adobe Acrobat 7.0.

How to: Convert PDF file to Excel sheet.

How to: Create a Job Definition Format using Adobe Acrobat 7.0.

How to: Create a new bookmark using Adobe Acrobat 7.0.

How to: Edit PDF document metadata using Adobe Acrobat 7.0.

How to: Optimize a PDF document using Adobe Acrobat 7.0.

How to: Search PDF document using metadata in Adobe Acrobat 7.0.

How to: Set form preferences in Adobe Acrobat 7.0.

How to: Sign a PDF document using Adobe Acrobat 7.0.

How to: Transfer comments to a Word document using Adobe Acrobat 7.0.

How to: Validate a signature using Adobe Acrobat 7.0.

### Adobe PhotoShop 7.0

How to: Act upon all layers at the same time in Adobe Photoshop 7.0.

How to: Add a mask that hides an entire layer in Photoshop 7.0.

How to: Add a mask that shows only a selected area in a layer in Photoshop 7.0.

How to: Add a soft light effect to an image in Photoshop 7.0.

How to: Apply a color to a portion of an image in Photoshop 7.0.

How to: Apply a drop shadow effect to text in Photoshop 7.0.

How to: Automatically create clouds on a layer in Photoshop 7.0.

How to: Blur an image in Photoshop 7.0.

How to: Change the color of text in Photoshop 7.0.

How to: Change the pixel dimensions of an image in Adobe Photoshop 7.0.

How to: Change the size of a work canvas in Photoshop 7.0.

How to: Check the spelling of text in Photoshop 7.0.

How to: Convert a color image to Bitmap mode in Photoshop 7.0.

How to: Convert a grayscale image to indexed color in Photoshop 7.0.

How to: Convert a layer to grayscale in Adobe Photoshop 7.0.

### Microsoft Visio 2003

How to: Add a background to a diagram in Visio 2003.

How to: Add a color scheme to a diagram in Visio 2003.

How to: Add a column or new task to a Gantt chart in Visio 2003.

How to: Add a hyperlink to another page in a Visio 2003 organization chart.

How to: Add a macro developer to the list of trusted sources in Visio 2003.

How to: Add a shape to Favorites in Microsoft Visio 2003.

How to: Add a vertex to a line or arc in Visio 2003.

How to: Add interval markers to a timeline in Visio 2003.

How to: Add map shapes to a geographical region in Visio 2003.

How to: Add text to a connector in Visio 2003.

How to: Align Network Diagram shapes evenly in Visio 2003.

How to: Apply a design theme to an organization chart in Visio 2003.

How to: Assign a shape and master to a layer.

How to: Avoid printing a particular shape of a diagram.

How to: Change a shape's line thickness and color in Visio 2003.

### Adobe FrameMaker 7

How to: Add a master page in FrameMaker 7.0.

How to: Add a new character style in FrameMaker 7.0.

How to: Add a new cross-reference format in FrameMaker 7.0.

How to: Apply the page layout of a specific master page in FrameMaker 7.0.

How to: Automatically delete empty pages at the end of FrameMaker 7.0 document.

How to: Change a font used in a character format in a FrameMaker 7.0 document.

How to: Change a font used in a paragraph format in a FrameMaker 7.0 document.

How to: Completely delete a character tag in FrameMaker 7.0.

How to: Convert a FrameMaker 7.0 document into a Word document.

How to: Convert a FrameMaker 7.0 document to PDF.

How to: Convert a Microsoft Word file to FrameMaker 7.0.

How to: Create a book in FrameMaker 7.0.

How to: Create a new FrameMaker 7.0 document by using a built-in template.

How to: Create a new FrameMaker 7.0 document from scratch.

How to: Create a new paragraph style in FrameMaker 7.0.

### Mozilla Firefox 1.7

How to-Add a language in Firefox

How to-Add Live Bookmarks manually in Firefox

How to-Change text sizes and colors in Firefox

How to-Change the default location for saving the downloaded file in Firefox

How to-Disable the Adobe Reader browser plugin in Firefox

How to-Enable Adblock in Mozilla Firefox

How to-Open multiple sites when the browser starts in Firefox

How to-Prevent images from loading on a Web page in Firefox

How to-Provide maximum viewable space in Firefox

How to-Receive alert while closing multiple tabs in Firefox

How to-Set page properties for printing in Firefox

### Norton Internet Security 2006

How to: Add a rule to a custom rule set in Norton Internet Security.

How to: Add an Ad Blocking string in Norton Internet Security 2006.

How to: Add email address and domains to Allowed list in Norton 2006.

How to: Add email addresses and domains to Blocked list in Norton 2006.

How to: Change a password for a user account in Norton Internet Security 2006.

How to: Change the network location in Norton Internet Security 2006.

How to: Edit existing firewall rule sets for Web-enabled programs in Norton.

How to: Enable or disable Automatic Program Control in Norton Internet Security.

How to: Enable or disable Norton Internet Security or Norton Personal Firewall.

How to: Enable or disable the Ad Blocking feature of Norton AntiSpam 2006.

How to: Enable or disable the Pop-up Window Blocking of Norton AntiSpam 2006.

How to: Import email address book to the Allowed list in Norton AntiSpam 2006.

How to: Log on to the Supervisor account.

How to: Manage a Private Information alert in Norton Internet Security 2006.