INNER CIRCUITS

A Technology Newsletter for Extension Specialists

Also in this Issue:

What Will the Next Century Bring?

by Bill McFarland
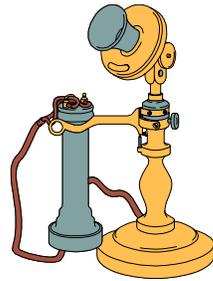
This is the last *Inner Circuits* of the 90's, the last of the 20th Century, and the last of this millennium. My Dad (86 years young) helps me comprehend the century, but I don't even try to comprehend the millennium. Of course he has seen much change in Pettis County during the 20th Century. This century started with a threat of the automobile and telephone, but not even a hint of radio, TV, computers, airplanes, space ships, or supermarkets, not even the 40 hour week. Information Technology was the telephone.

The telephone was the beginning of personal technology. The first commercial phone network went online before 1900, but unlike other inventions such as electric lights and indoor plumbing, the telephone did more than merely improve on some existing technology. It came out of nowhere to fill a need that no one even knew they *had* until the telephone arrived. Other industrial networks like the telegraph and railroad connected one community with another, but the telephone connected individuals. Dad tells me how excited they were when they got their first phone, and how they would sit around a primitive radio set trying to listen to Fibber McGee and Molly.

The phone connected him to other phone users, first through "Central", then the rotary dial - an upgrade that allowed him to connect to any other user on his own, if he knew the number. The radio connected him to a few who were broadcasting what they hoped he wanted to hear, if he knew the frequency and was in range. As the century moved on, the phone became a push button device, sometimes without wires. The radio included images (TV) and for many comes into the house on wires. Both technologies give Dad a source of information. In the last two years of this century, Dad decided that he needed to be able to store some of this information for use later, so I installed a phone answering machine, and a VCR. Programming the VCR to record remains a challenge. But

a bigger challenge is lurking and calling out from these familiar technologies. Dad puts it like this: "What in the world is this dot com stuff that is all over the TV? Everybody seems to have a www.something."

Well Dad, it is just the beginning of what might replace your favorite technologies, and storing its information in a manner so that you will be able to replay it as you wish. It was first called the Internet, but now most refer to it as the Web, short for the World Wide Web (WWW). The catch is how do you get it in your house, and what can you pick up on it when you get it? Then can you learn to use it, and how disadvantaged will you be if you don't use it? Will the next century soon see this web thing replace the phones and the TV, filling a need that you don't even know you have, yet?

Right CLICK

by Kristie Sapp

If you're not using the right click button on your mouse, you may be going the long way around completing a task. If you will right-click with your mouse while in a Word Document, PowerPoint Document, Excel Document, or Publisher 98 Document, you will get a list of options relative to the point where you right-clicked. (Not where your cursor is located on the page.) The following are some examples of using the right-click button that could save you some time and effort.

• When you have a misspelled word in any document, if you right click on the red underlined word, you will be given relevant choices of the correct spelling of the word. Select the correct one and the misspelled word will be replaced with the word you selected.

• When you right click on a selected section, the choices to Cut or Copy will appear. Selecting one of the options and then right clicking in the spot where you want to paste the selection will result in a paste option to select.

• When you right click within a cell of a table created in Word, you can format the cell to turn the text direction to read up or down instead of horizontal.

These are just three examples of the many things you can accomplish with the right-click button. Next time you're working in a document you might want to experiment with the right click. It won't do anything to your document unless you pick one of the options presented, so be brave and try something new in the New Year!!

NOTE: Of course, if you are left-handed, you will need to adjust your clicking accordingly.

Inventory Checklist Mailed

By Jeanne Meyer

ETCS has mailed inventory sheets this past week to Extension offices to be checked against equipment located in each office. Please check these sheets for accuracy and return to ETCS with corrections, deletions, and additions by December 31, 1999. Included on these lists are

computers, printers, digital cameras, projectors, etc. It is very important that we keep this information up-to-date and would appreciate your cooperation. If, for some reason, your office has not received this information, please contact me and I will send the information again.

Training Schedule

by Kristie Sapp

Classes being held in the ETCS Training Room, 22 Heinkel Building are as follows:

January
Tuesday, January 18th Introduction to Word 97 - 9:00 a.m. to 3:00 p.m.
Wednesday January 19th   Intermediate Word 97 - 9:00 a.m. to 3:00 p.m.
Thursday, January 20th   Publisher 98 - 9:00 a.m. to 3:00 p.m.
Tuesday, January 25th Intermediate Excel 97 - 9:00 a.m. to 3:00 p.m.

I will post detailed course outlines on our website under training - http://etcs.ext.missouri.edu. To sign-up for one of these sessions, contact ETCS by telephone at 573-882-2096 or send an e-mail to ETCS@missouri.edu.

• •

Inner Circuits **Mailing List Corrections/Additions** - Send an e-mail message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.