Dan's Desktop

Service for Home and Small Business

"Personal Computer Instruction" is prominently displayed on my business cards, brochures, and ads along with the phrase, "tutoring and consulting for your specific needs." The work I do ranges from helping individuals become more productive with their computers to developing customized database applications for small businesses. Consulting and tutoring go hand in hand.

Generally, training and consulting companies do not support the home and small business market because "the money isn't there." I fill this gap by providing valuable services at reasonable prices to the home and small business market.

Services I provide include:

- Individual and small group instruction
- Problem solving and debugging
- "Interpretation" of program manuals
- Software installation
- Software recommendations
- Custom designed databases and database systems
- Software shopping service (pick up, delivery, installation)
- Referrals to specialists

Please see the next page for a list of the types of services I can provide.

Thanks,

Even More Upgrades!

I recently upgraded the RAM on my primary PC to 20 meg. I replaced the 4 meg memory I had previously installed with 16 meg I had bought on sale at CompUSA for $370. I was able to move the 4 meg into my Canon LBP-430 printer. Increasing the RAM and printer memory eliminated the printer problem I described in the December newsletter. However, I also needed to reinstall my print driver to totally rectify the problem.

Two years ago, this computer was a 486SX/25 with 4 meg RAM, 2400 baud modem, and 170 meg hard drive. It is now a 486DX2/75 with 20 meg RAM, 14.4 Kbs modem, and 1.6 gigabyte hard drive. While I do not service or install hardware for my clients, I can recommend technicians that do.

I have also upgraded my Microsoft Office Professional and Publisher software to Windows 95 versions.

Thinking about buying a new PC? Here are some guidelines

With the barrage of features available, it can be hard to come up with the specs that will meet your needs now and in the future.

Here are some suggestions if you are planning to purchase a new machine now.

- Processor: Pentium, 120 MHz
- RAM Memory: 16 meg
- Hard drive: 1.6 gigabytes
- Modem: 28.8 kbs
- CD ROM: Quad speed (4X)

Consider getting a 15 inch or larger monitor with a "flat" screen. Be sure to look at a variety of monitors. Spending $200 extra on a monitor can greatly improve screen clarity and your comfort.

Review pre-installed software and match it as best you can with your needs. Factor into your cost analysis the expense of purchasing any additional software you need for your home or business.

You will find that many of the computer models advertised do not have all of these features. Shortchanging on any of these will likely cost you money down the road as more and more applications require more and more computing power. Current cost to upgrade any one of these features ranges from $200 to $500.

Please feel free to call me if you have any questions.

Bill of Fare

Here are some examples of the types of service I can provide.

TUTORING

Fill in the Gaps
For those who have learned by doing but feel that they are missing some knowledge that would make them more productive using a particular program.

Jump Start
For those who want learn a new application so they can hit the ground running.

You Can Get There from Here
For those who have visualized an end result but would like a pathfinder to help clear a trail there. Also good for those who have taken classes but now have specific tasks they need to accomplish.

Being a Novice is No Vice
For those who feel they are "computer illiterate" or feel somewhat intimidated by the PC.

They Said No Training Was Needed
For those who have been told at work that no training is needed or that only limited training will be available. Maybe training was cut from the budget.

Get Organized
For those who want to reduce the clutter of their computer "desktops" and make it easier to find and back up their data.

Instruction often contains elements of many of these items.
Follow-up phone support is available at no extra charge.

PROJECTS

⇒ Automating Business Functions
⇒ Boosting Productivity with an 'Office Suite"
⇒ Form Letters and Labels
⇒ Creating Mailing Lists
⇒ Writing an Autobiography
⇒ Writing a Novel
⇒ Managing Business Finances
⇒ Managing Personal Finances
⇒ Recording Your Family Tree
⇒ Writing Resumes
⇒ Brochures and Flyers
⇒ Inventory Management
⇒ Recording Your Home Inventory
⇒ Email on the Internet
⇒ How to 'Surf" the Internet
⇒ Organize, Virus Protect, and Back Up Your Data
⇒ Plan a Vacation
⇒ Build a Database System that Supports Your Specific Business
⇒ What a Parent Should Know About the Internet
⇒ Hooking Up with Special Interest or Support Groups on the Internet
⇒ Creating Document Templates
⇒ Keeping in Touch With Family and Friends Using Email
⇒ Banking and Bill Paying
⇒ Sending and Receiving Faxes
⇒ Designing A Newsletter
⇒ Reusing Data Without Reentering It
⇒ Accessing Public Libraries

Projects are not limited to those in this list.
These are just some of the projects that might be of interest.

PERSONAL COMPUTER INSTRUCTION

Tutoring and consulting for your specific needs

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Dan,

ρ Please contact me with more information.

ρ Please call to set up an appointment.

Name _____

Phone _____

Other _____