

Leading

newsletter

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Advanced Computer Education Center

Shop the High-Tech Way

Beginning November 1, order textbooks for your ACE Center classes **on-line**. Ace is creating a safe, quick, economical ordering system linked to its home page. All books will be completely searchable by title, author, ISBN number, and ACE course number. Publishers include Microsoft Press, Prentice Hall, and MacMillan.

All books that ACE uses in its classes will be available, as well as many other technical and computer oriented books. The description of each book will include a picture of the book along with its title, author, publisher, number of pages, and expertise level. In addition, you will see a list of the ACE Center courses that use the book.

To order, you can just point and click, and then enter a credit-card number. The server is secure,

so credit-card numbers will be safe. Within 10 to 14 days, your book will be delivered to you by mail. As for cost, all books will be discounted 10-20% below cover price, and monthly specials will offer even greater savings.

This system will be accessible through the ACE Center home page (www.ace-center.com).

Please call ACE for further information.



This Month's Issue...

- Shop the High-Tech Way
- US Internet
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- Web Watch
- Adobe Acrobat
- Tips & Tricks
- Class Calendar

U.S. **INTERNET**

U.S. Internet and the ACE Center join to offer Internet access and software training. If you sign up for Internet access through the ACE Center we will give you 20% off the price of your next regularly priced course.

U.S. Internet offers a cost effective way to gain access to the World Wide Web. Now through this relationship an individual can get training in many Internet related courses, browse the Internet, and send/receive e-mail all through one package.

To sign up please call (540) 231-2409 or send an e-mail to usit@ace-center.com.

MISSION: UNTRACKABLE

It happens the same way every time. A Project Manager starts by laying out his project in painstaking detail. He crosses all the T's, dots all the I's, and checks all his resources. Then he puts in hour after hour getting it all down on a Gantt chart. The chart takes a place of prominence on his office wall. He is ready, he is organized, he is prepared.

And then the project begins.

Ninety-nine times out of a hundred, that project will not go exactly to plan. Someone will be out with the flu at a crucial point. The manager will have underestimated how much time a task will take. Mistakes will be made. Deadlines will get missed.

And that Gantt chart will be meaningless.

A finished Gantt or PERT chart is not an end unto itself. It is not meant to be hung on the wall as a piece of modern art. The real advantage to using Gantt and PERT charts (or Microsoft Project) is to help you track your project as it progresses. And that's the part that most project managers forget.

A well-built project plan will give you estimates – how much time will this project take, how many man-hours, and at what cost? A well-tracked plan will give you actuals, correcting the estimates as the project progresses, helping you make adjustments along the way.

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An automated tracking system like Microsoft's Project makes all the tracking and adjustments to your plan easier. It also gives you a tool that can help you to cut the time a project gets pushed back by organizing information about resource availability. So when Team A is behind on a Critical Task and your project is caught in a bottleneck, Project will tell you if pulling Team B in to help will speed up the project, have no effect, or slow it down more.

Project can help you with this, because it allows you to build the project plan with information about a task that goes beyond the traditional Gantt

Chart. You might make a note on your chart that the duration for a particular task is not resource-driven (that no matter how many people you assign to that task, it will still take a set amount of time to accomplish), but that won't necessarily stop you from sending more help when the task is delayed

and it's panic time. Project will.

It will also show you how the changes you make, such as adding more people to work on a time-sensitive task, or just getting some folks to work a little overtime, will affect your bottom line, in terms of dollars and deadlines. It keeps you from making mistakes, like scheduling two meetings in the same room for the same time, or assigning more people than you have available to work on a task. And it updates and revises your Gantt charts painlessly.

Whatever tool you decide to use to plan and track your projects, remember: thorough planning is important to the success of your overall project, but it's only the beginning. After all, a road map doesn't do you much good for telling you where you are, if you haven't kept track of where you've been.

Web Watch

Download, View or Print ACE Course Syllabi

Through the use of Adobe Acrobat Reader, you can now download, view or print all of the ACE Center course syllabi. The process is very easy - go to <http://www.ace-center.com/downloadreq.html> and complete the download request form.

This form allows ACE to find out a little bit about who is downloading forms. Submit the form and you will then see a list of information for download. Get a FREE copy of Adobe Acrobat Reader at <http://www.adobe.com>.



Adobe Acrobat 3.0

Educational Seminar

Come join the professionals at ACE on Friday, October 17, as they give an introduction to Adobe Acrobat 3.0.

The seminar will be from 12:00-1:00 and will be held in the Board Room of the Garvin Innovation Center at the Virginia Tech Corporate Research Center. The first fifteen individuals that sign up will receive a free lunch provided by Virginia's Center for Innovative Technology.

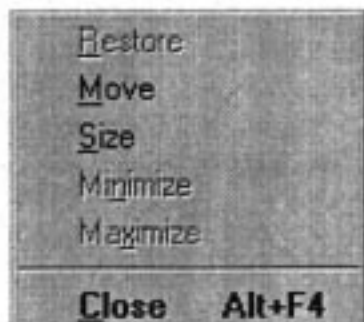
Please call (540) 231.2409 to register for this FREE seminar! *(Limited to 30 people)*



Tips & Tricks!

Minimize All Windows-Fast

Press Ctrl+Esc, followed by Alt+M, and all open windows will be instantly minimized.



Mouseless Moves

You can move or resize open Windows applications by using only your keyboard. First, press Alt+Spacebar to bring up a menu. Press S, then use the arrow keys to resize the window. Press M and move the window using the arrow keys. Press Enter to keep your changes or Esc to return the window to its previous state.



Class Calendar, October, 1997

Saturday/ Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
4 5	6 N) Intro. Computers (#97703)	7 D) Access 97 - Intro. (#97231) N) Word 97 - Intro. (#97201A)	8 D) Access 97 - Inter. (#97232) N) Excel 97 - Intro. (#97221A)	9 D) QuickBooks Pro - Intro. (#97511) N) Intro. Computers (#97703)	10 D) QuickBooks Pro - Inter (#97512)
11 12	13 D) Word 97 - Intro. (#97201) N) PowerPoint 97 (#97221A)	14 D) Word 97 - Inter. (#97202) N) Word 97 - Intro. (#97201B)	15 D) Visual Basic - Intro. (#97821) N) Excel 97 - Intro. (#97221B)	16 D) Visual Basic - Intro. (#97822) N) Windows 95 - Intro. (#95101A)	17 D) Visual Basic - Inter. (#97823)
18 19	20 D) AutoCAD R14 (#97601) N) PowerPoint 97 - Inter. (#97211B)	21 D) AutoCAD R14 (#97602) N) Word 97 - Inter. (#97202A)	22 D) AutoCAD R14 (#97603) N) Excel 97 - Inter. (#97222A)	23 D) AutoCAD R14 (#97604) N) Windows 95 - Intro. (#95101B)	24 D) AutoCAD R14 (#97605)
25 26	27 D) LabVIEW 4.1 (#97621) N) Windows 95 - Intro. (#95101A)	28 D) LabVIEW 4.1 (#97622) N) Word 97 - Inter. (#97202B)	29 D) LabVIEW 4.1 (#97623) N) Excel 97 - Inter. (#97222B)	30 D) LabVIEW 4.1 (#97624)	31 D) LabVIEW 4.1 (#97625)



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