



When it comes to office productivity software, Microsoft Office leads the pack. It's file formats are widely supported - files created on one machine with any of the Office programs can easily be transferred and edited by others. And, it's full of features that are designed to save you time with your paperwork. Here are a few to help save you keyboard time:

Word's Spike

Word's Spike feature acts like a super cut-and-paste command that lets you cut different parts of a document and paste them all together. This feature only works in Word. To move an item to the Spike, select the text or graphic you want, and then press CTRL+F3. Click in the document where you want to insert the Spike's contents. Do one of the following: To insert the Spike's contents and empty the Spike, press Ctrl+Shift+F3. To insert the Spike's contents without emptying the Spike, point to AutoText on the Insert menu, and then click AutoText. In the Enter AutoText input box, click Spike, and then click Insert.

Clipboard copying

This is a super copy-and-paste feature within Word, Excel, PowerPoint, and Access. The clipboard holds 24 items. Copy or cut an item from any Office program. Open another file. Move cursor to location to paste item. Click Edit Office Clipboard. Right-click on item and click Paste.

Select non-consecutive items in Word and Excel

This tip is helpful if you want to perform the same task on multiple items, such as deleting them or changing their formatting. Select (highlight) the first item you want, such as a table cell or paragraph. Hold down Ctrl. Select any additional items you want.

AutoCorrect

This is an automatic macro feature that reads shorthand for frequently used phrases. Click Tools > AutoCorrect Options. Make sure a check mark appears in the Replace text as you type check box. In the Replace text box, type an acronym such as WMD. In the With text box, type the expanded word or phrase. Click OK. Type your acronym in step 3. Office automatically types the phrase you typed in step 4.

Closing multiple documents

Rather than close documents individually in Word, Excel, or PowerPoint, you can close them all at once. Hold down Shift. Click File > Close All. (The Close All command only appears when the Shift key is held down.)

That's all for this month - remember that if you've got an internet or computer related question, send it to whiz@kanokla.com and you might see your question in next month's article.

KanOkla
PO Box 111, Caldwell, KS 67022-0111
(620-845-5682)

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KanOkla Headquarters and KanOkla Store
7:30 a.m. - 5:30 p.m.
Office closed Saturday and Sunday
Help Desk
Internet Support
Monday-Friday Saturday
7:00 a.m.-9:00 p.m. 8:00 a.m.-5:00 p.m.
Sunday
Noon-5:00 p.m.

COMPANY TELEPHONE NUMBERS
(No toll charge within KanOkla service area)
Customer Service, Trouble Reporting, and
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Or dial 611 inside the KanOkla Service Area.
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PHONE CHATTER
A member newsletter published by the
KanOkla Telephone Assoc., Inc.

Editor - Pam Schneider
Assistant Editor - Kim Reilly

Survey Winner

Cindy Belmear of Caldwell, KS
Congratulations!
Cindy won a \$25
KanOkla Gift Certificate.

We have a \$50 Winner

**S.C. Fischer of Jet, OK won
the drawing for paying their
bill by the 10th of the month.
Congratulations S.C. Fischer!**

**Is your inbox full and you can't tell which emails are
for you and which are for you kids?
Clean up your inbox by getting everyone their own email.
At only \$1.00 a month it's worth it to save you lots of time.
And with KanOkla email you can control who sends email to your children.
Call the KanOkla Store today for details.**



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100 KanOkla Ave.
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RESIDENCE (or single PC business)
Rate Plan: \$39.95 \$49.95 \$59.95 \$89.95
160k 320k 960k 1280k

EQUIPMENT
Modem: Rental \$9.95 per month Purchase \$150.00

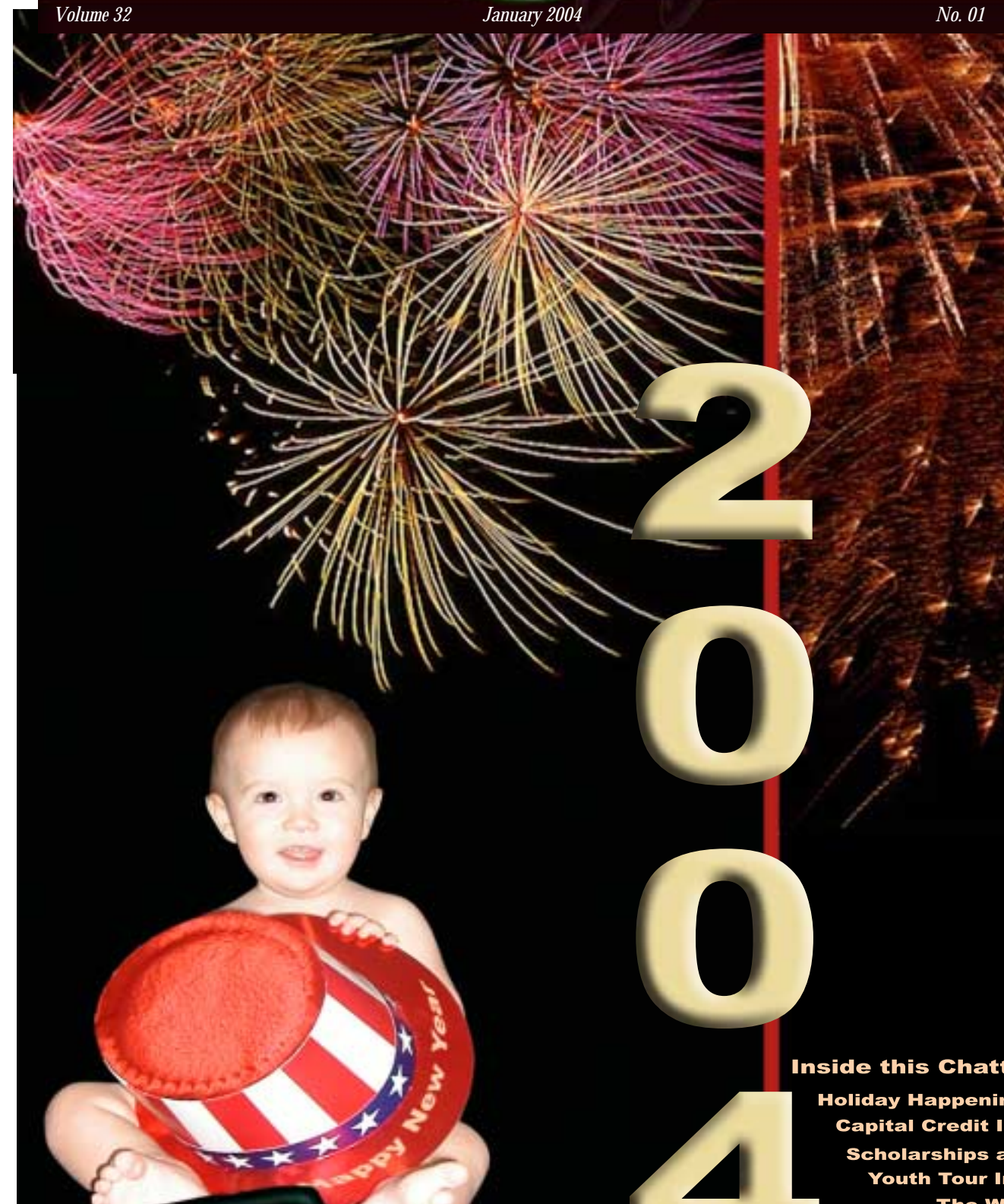
Signature: _____



Volume 32

January 2004

No. 01



Inside this Chatter
Holiday Happenings
Capital Credit Info
Scholarships and
Youth Tour Info
The Whiz



Zach Shelton waits to get some goodies.



Barb Schlotlog serving our customers during Open House.



Suzie Yunker and LuAnn Jamison smile for the camera.



Rosie greets customers at Open House.



Beverly and Robert Worthington and Jim Jindra take in KanOkla's Open House.



Christmas Open House 2003



Kali Friend enjoying the goodies!

Would you like your family and friends to call year round, instead of just during the holiday season?
Then you need a KanOkla 800#.
It is charged right on your phone bill and you only have to pay when it is used.
Sign up today!

HAPPY
NEW
YEAR

Bylaws Proposal and Town Meetings 2004

I hope you had a safe and wonderful holiday season, and may 2004 be your best year ever. I'm finally getting used to using the new century without thinking much about it.

As most of you know, the bylaws changes that the board proposed at the 2003 Annual Meeting did not pass by the needed 2/3 majority. The board was trying to improve the voting process for our members, and they still think it is important to improve it.

Actually, the proposal failure in November was a mixed blessing. Even though the board spent countless hours on the first proposal, they have been able to come up with some even better ideas that we plan to explain over the next several months. Information will be mailed out in advance, and the major topic at the town meetings this year will be the bylaws. We still plan to bring the new proposals to a vote at the 2004 November meeting, but we plan to get the new ideas out of rough draft early in the year, and spend several months explaining the new proposals and answering members' concerns.

Through all of the hours of discussion, I can tell you that your best interests were always the utmost concern. Watch your mail for the announcement of your district's town meeting.

~Greg Aldridge, CEO/General Manager

The little lad on the front page is Jadon Brown. He is the son of Jimmy and employee Jennifer Brown.

IMPORTANT CAPITAL CREDIT INFORMATION

Allocation notices for 2003 fiscal year were completed on December 3, 2003 and mailed out on December 10, 2003. Remember, the fiscal year is July 1, 2002 thru June 30, 2003. If you had service in that time period you should have received a notice informing you of the amount of capital that has been posted to your capital credit account. It will be retained in your account until the Board of Directors retires it. Please check the personal information on the notice for accuracy. If there are any errors, I would appreciate you calling or writing me so that I may maintain your records correctly.

Have you done a Life Estate Reserved Assignment for your capital credit account? This is good financial planning. Nothing will appear or affect your capital credit account during your lifetime. However, in the event of your death, the person to whom you assign your capital credits to will have quick access to the funds in that account. It also simplifies paperwork required otherwise. So please, if you have not done one for your account yet, call me and let's work together to get your assignment done.

If your account is in the name of a deceased person, please give me a call. I am here to help you make application for and receive the capital credits for that person's capital credit account.

Thank you for your attention and help with your capital credit account.

Rosie Bernard, Capital Credit/Membership Representative

KANOKLA
Keeping You Connected

SENIORS-YOU COULD WIN!...one of
8 - \$1,000 KanOkla Scholarships
25 - \$2,500 FRS Scholarships
JUNIORS-YOU COULD WIN!
1-FRS Youth Tour to Washington D.C.

For more information call toll free 620-845-5682 or applications available online www.kanokla.com

January 2004						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
25	26	27	28	29 Braman Red Cross Blood Drive @ City Hall 10a.m - 2 p.m.	30	31
February 2004						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Braman City Hall County Assessor will be present. 9a.m.-12p.m.	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

For more details check out the KanOkla's Community Calendar at www.kanokla.com.