

**JANIS WEBER**  
**"THE MOUSE TRAP"**  
**Sylvania Advantage, Sylvania, OH**

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**jwpctutor@gmail.com**  
**419-885-4255**

**Extend Flash Drive Life:**

Your flash drive lasts around two years. They can be written to millions of times. It is possible for cells in flash memory to go bad. But that won't prevent you from using the rest of the drive/card. You just won't be able to write to that one section. Some flash memory includes wear-leveling algorithms. They're designed to prevent the computer from repeatedly writing to the same cells. It chooses different areas of the memory to which to write. This prevents specific areas of memory from wearing out quickly. It is unlikely that your flash memory will wear out quickly. If you plug and unplug the flash drive a lot, it can cause problems with the USB connector. If the connector goes bad, you can't access the card's data. One example: removing the drive while the computer is writing to it. Or, maybe you're using the flash drive with a laptop. If the laptop is low on juice, errors are possible. In these cases, the drive can be saved. Just format it. Simply attach it to your computer. In Windows Explorer, right-click on the drive. Select Format and wait while it goes through the steps. This should fix any data errors introduced into the card. All of this assumes you're using flash drives from reputable manufacturers. Some shadier operations use inferior memory. Spend a little extra to buy name brand flash memory.

**Templates:**

There are plenty of templates for your use on the Internet. Need a starting place for a resume, brochure, spreadsheet, a greeting card or newsletter? You can find these and more on Microsoft's website. Go to [www.office.microsoft.com](http://www.office.microsoft.com) and choose the tab TEMPLATES at the top. There are over one thousand to pick from. Once you find something that looks interesting, you will have to download the template and then open it. Now you can make alterations and save it on your computer.

**Convert a Table to Text:**

There may be times when you want to convert an existing table into text. To do this, follow these steps. Select the entire table you want to convert to text. If you are using Word 97, choose the Convert Table to Text option from the Table menu. If you are using a later version of Word, choose Convert from the Table menu, then chose Table to Text from the resulting submenu. Either way Word displays the Convert Table to Text dialog box. Select the appropriate character that Word should use to separate the columns of text (tab or comma). Click on OK.

**Next Issue:** What is a Macro?

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail questions or comments to [jwpctutor@gmail.com](mailto:jwpctutor@gmail.com). Contact her for personal or group training at 419-885-4255. Visit [www.ohcomputertraining.com](http://www.ohcomputertraining.com) for archived articles and more.