

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

December 10, 2007
jwpctutor@gmail.com
419-885-4255

What is a Macro?:

A macro is a shortcut to a task you do repeatedly. Think about the center align operation. You first highlight the word you want centered, and then click the centre icon in the toolbar. This is a macro. It's the short way of performing the centre task. Try this. Open a new Word document. Type in a few words of text. Highlight your text, or just a single word of the text. From the menu bar, click on Tools. From the drop down menu click on Macro. A sub menu appears. Click on RECORD NEW MACRO. When you click on this, you get the Macro dialogue box pop-up. The first thing to do is to give your macro a name. Do not put a space between the two words. You have to put the name of your macro as all one word. You are given the choice of either Toolbars or Keyboard. Assign a shortcut that is not already assigned like CNTL1. Once you have given your macro a name, click the OK button and return to the document. Test the Macro by using the shortcut you assigned to the highlighted text or to a new starting point. Did it work? Great!

Vista Permission Pop-ups:

In Windows Vista, every time you try to change something, you download or install something new onto your computer, etc., a little message pops up that says something like: "A program needs your permission to continue." You can then either hit the Continue button to go on or the Cancel button. Go to START / CONTROL PANEL / USER ACCOUNT. You will then see a link that says "Turn User Account Control On or Off." Click that. Next, just uncheck that box and then restart your computer. That's all there is to it! Once you do all of that, the annoying pop up will be gone for good. Microsoft highly recommends that you do not turn this feature off. If you decide to do this be aware that a little shield icon with a red x will sit in your taskbar until you turn the feature back on. It's just a constant reminder of the security risk you're taking. But, you can get rid of that too! To do so, go to START / CONTROL PANEL / SECURITY and then click on the Security Center link. On the left hand side of that window, click on the link that says "Change the way Security Center alerts me." Next, choose the option of "Don't notify me and don't display the icon (not recommended)" those nagging pop ups will be gone FOREVER.

Next Issue: What is new for 2008?

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