

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

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jwpctutor@gmail.com
419-885-4255

What Is a MP3 and a MP4?:

An MP3 is a digital audio file compressed with a standard defined by the Motion Pictures Experts Group (MPEG). MP3 was developed as an audio extension of that work. Officially known as "MPEG-1, Layer 3", MP3 is a compression modeling to reduce the size of audio files by up to 90%. Just like MP3s work by compressing music and audio files without affecting the audio quality, MP4 files are compressed video files. MP4 is also known as MPEG-4 AVC, or advanced video coding. A MP3 or MP4 player is a small hard drive that is portable. A MP4 player will have a small screen for viewing video.

Decrease a Paragraph's Indent in Word 2003:

One of the common tasks done to break up text is to indent some paragraphs. For instance, you may have several paragraphs indented to set them off from the left margin of the document. If you want to "undo" an indented paragraph, or reduce the indent, you can quickly do so in one of two ways. Click on the Decrease Indent tool on the toolbar or Press SHIFT+CTRL+M. Either of these actions will move the text .5 inches by default.

No Menu Options in Word 2007:

Those familiar with previous versions of Word may wonder where the Options Dialog box went to in Word 2007. When Word 2007 was released, it represented a huge change in the user interface from previous versions of Word. Gone were the traditional menus, being replaced with a tabbed RIBBON that contains various groups of commands. The Options Dialog box used to be accessible by choosing Options from the Tools menu, but this obviously is no longer possible since the menus were done away with in Word 2007. Configuration options can be accessed by clicking on the Office Button (the round icon in the upper-left corner) and then clicking Word Options. Click an option, and the controls available in the dialog box change to represent the selected option. Have fun!

Secure Shopping on The Internet:

I will focus on this topic in-depth later but for now please take note of some things before you submit your credit card. Pay attention to the Address Bar. The HTTP will change to HTTPS meaning "secure". The check-out page may also carry a VeriSign or comparable logo.

Basic Training:

The Catherine Eberly Center for Women on the campus of UT offers basic computer training at very reasonable prices. This is a non-credit series of classes that focuses on the novice user. 419-530-8570.

Next Issue: Excel 2003 vs. 2007

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.