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**"THE MOUSE TRAP"**  
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**Holiday Shopping Online:**

Don't run around from store to store, fighting the crowds and hauling heavy bags. Shop online with ease and security. There are many sites that will help you look for bargains and coupons along with free shipping and sometimes no sales tax. DEALALERTER.COM and PRICESPIDER.COM have a service that will email you when your chosen item goes on sale. The sites listed here are wonderful any time of year. Check them out and have fun: CURRENTCODES.COM, RETAILMENOT.COM, SLICKDEALS.COM, FATWALLET.COM, SALESCIRCULAR.COM, DEALIO.COM, CONSUMERWORLD.COM, EBATES.COM, DEALTAKER.COM, SUNDAYSAVER.COM, and EDEALINFO.COM. SHIPGOODER.COM allows you to compare the cost of shipping via DHL, FedEx, UPS, the U.S.P.S and Purolator. Happy Shopping!

**Holiday Gift Creations:**

When the economy is tough, the tough get creative. How about a personalized calendar for your family? What about if you could make a slide show for free of your digital photos? Why not make certificates for special events, chores, or favors? You can do it all with the help of FREE templates on Microsoft.com. Search for templates, download a design that pleases you and personalize it. Sounds easy, huh? Take your time and you will be amazed at your skills. Make slides shows with layouts already predesigned and add your photos. You can even download MovieMaker and make a real movie for a gift. This requires a bit more time and patience but why not give it a try?

**Setting Margins in Word 2007:**

Choose the Page Layout tab, in the Page Setup group, click Margins. Click the margin type that you want. For the most common margin width, click Normal. When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected. You can also specify your own margin settings. Click Margins, click Custom Margins, and then in the Top, Bottom, Left, and Right boxes, enter new values for the margins. To change the default margins, click Margins after you select a new margin, and then click Custom Margins. In the Page Setup dialog box, click the Default button, and then click Yes. To change the margins for part of a document, select the text, and then set the margins that you want by entering the new margins in the Page Setup dialog box. In the Apply to box, click Selected text.

**Basic Training:**

Winter classes are being set to begin in early January. Check my website as they become available. Don't forget to register for my newsletters at [www.ohcomputertraining.com](http://www.ohcomputertraining.com). I will keep you updated with news on upcoming classes as well as hints and tips. Have a MAC? We can help you with that too. Call for information. Need a website? I can design and set this up as well.

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