

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

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jwpctutor@gmail.com
419-885-4255

How To Find A Good Technician:

This can be a tough question. It is like finding the right medical doctor. Word of mouth and reputation are the best places to start. Unless you know someone who is really good, I suggest you pick a computer shop that has been around for a good amount of time and guarantee their work. Here are some that I like: Stone Computer, Computer Discount, Virtual PC and Computer Renaissance. These folks have been in business for numerous years for a reason. If you have some other suggestions I will post your thoughts and reviews on my website. Let's gather information for everyone. Email me your experiences.

Convert Text To A Table And Vice Versa In Word:

When you convert TEXT TO A TABLE, you separate text with a comma, tab, or other separator character to indicate where a new column should begin. Use a paragraph mark to begin a new row. Indicate where you want to divide text into columns by inserting the separator characters you want. For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table. Select the text you want to convert. On the Table menu, point to Convert, and then click Text to Table. Under Separate text at, click the option for the separator character you want. Select any other options you want. To convert a TABLE TO TEXT: Select the rows or table that you want to convert to paragraphs. On the Table menu, point to Convert, and then click Table to Text. Under Separate text with, click the option for the separator character you want to use in place of the column boundaries. Rows are separated with paragraph marks. Give it a try.

The Difference Between WAV and MP3:

The WAV file format is very basic. Unlike MP3 and other compressed formats, WAVs are just digitized sound samples. Manufactured music CDs are WAV files. The MPEG-1 Audio Layer 3 (MP3) process compresses a sound sequence into a very small file, while retaining its original quality by eliminating certain sound frequencies. This format compresses the file to approximately 1/12 the size. You can see why the MP3 player has become so popular. Yes, you can convert your WAV music to MP3.

Next Issue: Craig's List versus EBay

New Classes:

I will be teaching Computer Basics starting March 3 at The Eberly Center at UT. Contact the center to secure your spot (419-530-8570). Excel 2007 will be next. I will also be teaching a Computer Basic class at Lourdes College (419-824-3707) starting March 12. I will be at MCCC (Bedford, MI 734-847-0559) Feb. 28. Check my website for details and register for my newsletter at www.ohcomputertraining.com.

Janis Weber, owner of Ohio Computer Training, is a personal computer tutor. Contact her to schedule personal tutoring. Need a website? I can set up and design this as well. E-mail questions or comments to jwpctutor@gmail.com. Contact her by phone at 419-885-4255.