

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

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jwpctutor@gmail.com
419-885-4255

Make Vista Start-Up Menu Look Like Windows XP:

Are you new to Vista but familiar with Windows XP? Are you having a difficult time using the start-up menu because it looks so different? You can revert back and forth from the classic look of WXP to Vista with the click of a few buttons. Follow this procedure carefully. Right click on the start button and choose Properties. In the Properties box, select Classic Start menu, and click OK. Next bring back the desktop, right click a blank part of the screen and choose Personalize. Choose Theme and then choose Windows Classic from the Theme pull-down menu. Click OK. Open your Documents folder from the Start menu. Then click the Organize button, choose Folder and Search Options, and choose Use Windows Classic Folders. Click OK. Want the Vista look back? Reverse everything you just did.

Hibernation:

You can save power and not-quite-exactly turn your PC by making it hibernate. When your computer hibernates, it saves all the memory (everything the system is doing) then turns the computer off. Hibernating means your computer is really and truly off, not just sleeping. To hibernate your computer, you must program one of the power buttons. Open the Control Panel and choose System and Maintenance (aka Power Options). Select Change What the Power Buttons Do. This item appears below the Power Options heading or as a link on the left side of the Power Options window. Select Hibernate from the drop-down list to the right of the button that you want to program. You can program the console's power button or the console's moon button (if it has one). After you program one of those buttons, pressing it hibernates the computer. If you do not want your computer to turn off or hibernate, uncheck the previous buttons.

Preparing To Find That New Job:

I have heard it numerous times. I only know so much about my computer and I need to know more in order to make myself more marketable. I certainly do not want to read computer books and manuals. My time is valuable. What programs should I learn first? My suggestion is that you must feel comfortable with Microsoft Word and be able to function within Microsoft Excel. For you MAC users, the same thing applies but in the Apple version of these programs (iWork). Word processing and financial spreadsheets are the backbone of the business world. You will be empowered.

Next Issue: How to Extend the Life of Your Laptop Battery

New Classes:

I will be teaching Excel Basics starting April 7 at The Eberly Center at UT. Contact the center to secure your spot (419-530-8570). Basic Skills will begin again on April 25. I will also be teaching a Word & Excel basic combo class at Lourdes College (419-824-3707) starting April 13. 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 training. Need a website? She can design and maintain this as well. E-mail questions or comments to jwpctutor@gmail.com. Contact her by phone at 419-885-4255.