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**Using Tables In MS Word:**

When you set tabs or use the space bar to make rows of information, try tables instead. It is done pretty much the same in the 2003 as well as 2007 versions. The idea is to INSERT a TABLE where your cursor is placed. Tell the table wizard how many rows and columns you may need. This can be altered later. Format the text within the cells that you want to align, etc. Now for the fun part. You can eliminate the lines/borders surround the table leaving it looking perfect. Click on the borders options and choose NO BORDERS. Of course you can opt to have just some line or borders if you want. This is a nice trick to make columns with little effort.

**Delay The Delivery Of Email In Outlook:**

Now you can schedule an email to be sent a future date and time with Outlook 2007. In the message, on the Options tab, in the More Options group, click Delay Delivery Click Message Options. Under Delivery options, select the Do not deliver before check box, and then click the delivery date and time that you want. After you click Send, the message remains in the Outbox folder until the delivery time. Consider this when you need to send a large number of emails in the form of a business newsletter. If you are limited to how many emails you can send in an hour, schedule separate groups of recipients into varied send times.

**Anti-Virus Software:**

Your computer may have come with a trial version of an anti-virus program. Good. Use it. If you like it, keep it. You will have to pay an annual subscription to the provider once it expires. You many decide you want to use a popular FREE anti-virus program like AVG. That is prudent and easily done. REMEMBER...you can only run one anti-virus on your computer. Do not even download and install any new software without uninstalling whatever you are using first. Go to your Control Panel, open your list of programs and REMOVE your current anti-virus. Now you can install the new stuff. If you fail to follow these directions, you will have NO protection. The two programs installed will cancel each other out.

**Next Issue:** Train your excel spreadsheet

**Upcoming Classes:**

I will be teaching WORD 2007 INTRODUCTION beginning May 26 at The Eberly Center at UT. EXCEL INTRODUCTION 2007 classes begin June 16. Contact the center to secure your spot (419-530-8570). I will be concentrating on personal tutoring during the summer. Schedule your training sessions early to ensure the day and time that suits you. Check my website for upcoming classes and register for my email newsletter at [www.ohcomputertraining.com](http://www.ohcomputertraining.com).

Janis Weber, B.A., owner of Ohio Computer Training, is a **Personal Computer Tutor**. Contact her to schedule personal training at reasonable rates. Need a website? She can design and maintain this as well. E-mail questions or comments to [jwpctutor@gmail.com](mailto:jwpctutor@gmail.com). Contact her by phone at 419-885-4255.