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May 11, 2007
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Adding Shortcuts to the Desktop:

A quick way to open files or folders or start your programs is to place a shortcut icon on the desktop. Here's how. Right-click the START BUTTON and then click EXPLORE (this opens Windows Explorer). Locate the folder or file in the Folders Directory and then highlight the item without opening it. Right-click and choose SEND TO and then click DESKTOP (CREATE SHORTCUT) on the submenu that appears. If you only want a program shortcut, click on the START BUTTON and choose ALL PROGRAMS. Right click and follow the directions as above. Any changes made to a file within the hard drive will be reflected automatically on the desktop shortcut. You can delete the shortcut by dragging it to the recycle bin. This desktop shortcut has no effect on the installation of the program; it remains intact on your hard drive.

Print an Excel Print Area:

Have you ever noticed that MS Excel automatically tries to print everything on your worksheet? This works wonderfully for most things we do, but what about the times when you only need part of a worksheet printed? Your solution is to set the PRINT AREA. Basically, it's a specific area in a worksheet to be printed, ignoring everything else on the sheet. Highlight the cells to be printed. Go to the FILE MENU, PRINT AREA and select SET PRINT AREA from the submenu. That's it. You're done. Now, when you print, you'll get only the information in the cells that you selected. How do we get it all back? It's easy enough. Simply go to the FILE MENU, PRINT AREA and select CLEAR PRINT AREA from the submenu. Poof! Back to where you started.

Change Double Click to Single:

Is double clicking to open a file or program difficult? It is hard for some people. Try this. Click on an item. Now, instead of double clicking, press the ENTER KEY. This is a substitute for the second click. If you want to eliminate the double click entirely and only use a single click, here is how you make the change. Click on START / MY COMPUTER / TOOLS / FOLDER OPTIONS. Under the GENERAL TAB, click in the circle that says SINGLE CLICK To Open an Item (Point to Select). Click APPLY then OK. If you ever want to reverse this, simply uncheck this option and you will return to double click.

Next Issue: Schedule periodic disc cleanup and defragmentation of your computer.

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for on-site assistance at 419-885-4255. Please offer your suggestions for another issue.