

Super practical tips and tricks for Word



You definitely won't want to miss our April 4, 2006 meeting, because Linda Oltz will once again share her expertise with us. Most of us use the omnipresent Word for our day-in and day-out work, and we may manage very well.

Linda will surprise us, however, with some tips and tricks that will enable us to work even more efficiently with Word. This will not be a quicky overview of what you can do in Word.

Rather, Linda will take some key elements within Word and show us in detail how to save time and trouble. She'll also provide us with handouts that cover each step that she demonstrates so that we can take home the info that will enable us to replicate what she did in her presentation.

Some of her topics will include the following:

- * Macros — major time savers
- * Columns and tables — Why add up the column of numbers when Word will do it for you?
- * TextArt — an easy way to get fancy with titles and headings.
- * Styles and Formatting — Do you use the “double A” icon? It's handy dandy fast, fast, fast!
- * Graphics — A picture is worth a 1000 words. ❖

On our website
— **Links of Interest** —

Go to:

mvpcug.com/index1.htm

* tinyurl.com/fa69w

* tinyurl.com/zjnxc

* tinyurl.com/r762u

* tinyurl.com/hjspf

Click on the links to find out more about these subjects.

COMING ATTRACTIONS

May — Milt Broedel
Bugs and Other Nasty Creatures

June — The Whittles
Picks for the Digital Home: Quality Technologies

Sept. — Guru Nite
Our Annual Q&A Fest

Oct. — Al Fasoldt
The Man Who Tells It Like It Is!

Dec. — Lisa Britt
Do You Know Who Is Watching You?

Tuesday, April 4, 2006 - 6PM at Whitesboro HS Cafeteria



explorer

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The MVPCUG was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

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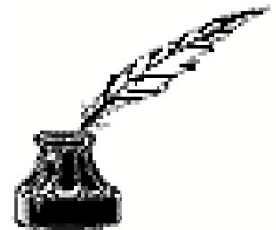
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Meeting Agenda

5:30	Meet and Greet
6:00	Business Meeting
6:30	Program, Part 1
7:00	Break
7:15	Program, Part 2
8:15	Drawing for Prizes
8:30	Adjournment

Editorial Notes . . .

An inventory of MVPCUG equipment has been compiled by Bill Gorrell. Equipment no longer used by the club will be sold. If you are interested in purchasing any of the items, check our website [\[www.mvpcug.com\]](http://www.mvpcug.com) for a list of what will be available at future meetings.



Bob Schaffer's columns will return in the next issue. Some word processing tips can be found in the Did You Know column and the tweaks for Word, by Kim Komando, on page 5 also can be applied in WordPerfect.

Remember to "Spring Forth" on April 2 and turn your clocks ahead. We may lose an hour of sleep, but it will return to us when we "Fall Back" in October.

Stay connected . . . to the MVPCUG
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Minutes of March 7, 2006

— John Hunter, Secretary

*The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President **Jerry Finkelstein** called the meeting to order at 6:03 PM. There were 37 persons in attendance.*

BUSINESS MEETING

Treasurer **Bill Gorrell** reported that income was \$266.23, expenses were \$345.05, and there is a balance of \$3,715.41 as of February 28, 2006.

Jerry told us about reports of people being hearing impaired after using iPods. The volume probably has a lot to do with the damage done to the ears.

In the past few months we've had much discussion about the newsletter and costs. Doing a search for some information regarding user groups, **Donna Gorrell** came upon some interesting facts. Several other user groups are in financial difficulty and are looking to somehow alter their newsletters. Since we have several thousand dollars in the bank, Donna thinks that we should not be overly concerned at this time. Other user groups report that members want a hard copy more than an online digital copy—some up to as much as 75% of the membership wanting a hard copy.

Jerry asked for any questions and **George Bracken** said he had a problem trying to access a hard disk that he had attached to a USB. It was an old disk and he wants to transfer the data to a new internal disk. He was advised to wire it as an internal drive and access it that way.

PROGRAM

At 6:25 PM, **Beverly Choltco-Devlin**, Reference Consultant at the Mid-York Library System, returned for an encore presentation of the resources that are available through the Mid-York web site. Assisted by **Ruth Cosgrove**, Reference Services and Volunteer Coordinator at Kirkland Library, Beverly showed us the various ways to use the Google search engine. Although many of us are familiar with and use Google frequently, Beverly showed how to do advanced searches and how to word things to produce the

desired results. A little known fact is that Goggle is limited to the use of only 10 words. She also talked about the genealogy resources and links that can be found on the midyork.org website. The program concluded at 8:15 PM.

DOOR PRIZES

[furnished with club funds]

- 15 CDRs **Helen Russell**
- 10 DVD+Rs **Don Jennings**
- Surge protector **Richard Eades**
- Photo paper 8x11 **Fred Cole**
- Photo paper 4x6 **Howard Netzband**

[donated by Que/Sam's Pub Co]

- Secrets to Online Shopping **Kay Janowsky**

The meeting adjourned at 8:30 PM.

Donna Gorrell, acting secretary



Did You Know . . .

— by Donna Gorrell

. . . that you could use Stationery in Outlook Express mail? This stationery is background graphics which may be pleasant to some people; annoying to others, so be careful of what you choose. Some stationery is built into Outlook Express, others may be downloaded from the Internet. To use stationery when sending email: On the Compose menu, click New Message Using, then click the design you want. In version 5, click New Message Using on the Message menu, then the design. Click on More to see more than what is on the list. Then write your message and click send.

. . . that you can go to <http://tinyurl.com/8zznb> and find out what hardware you'll need to run Windows next operating system now known as Vista? This is a Microsoft TechNews site that will give you all the particulars from Microsoft's viewpoint. Another site to check is <http://tinyurl.com/bnp7h> on which Fred Langa outlines and explains his top decision points when purchasing new desktop hardware. Both give extensive information that you should take into consideration before you purchase that new PC.

. . . that last month's *Explorer* [Bob's Book Review] held an excellent tip for those of us who have trouble seeing the text on our computer screens? He said a tip from the *MS Office Word 2003* book was to hold down the Ctrl key while rotating the wheel on your mouse. Not only does it work in Word, but try it in your other programs—not necessarily from MS either. It works in *WordPerfect*, *Firefox*, and *Eudora* just to name a few. While holding down the Ctrl key, scrolling the wheel one way will increase the size of the text, while scrolling it the opposite way will decrease the text [which will allow you to view a page in its entirety]. What a marvelous convenience!

. . . that you can change the drive letters of your CD/DVD player? Go to Control Panel, select the System icon then Device Manager tab. Select the drive you want to change; click the Settings tab. At the bottom, you will see the current drive letter, followed by two boxes called Start Drive Letter and End Drive Letter. Click the drop-down arrow in the Start Drive Letter and choose the drive letter you want. Click

Apply and reboot.

. . . that you can insert a blank line when doing a numbered or bulleted list? By pressing Shift+Enter after an item you will insert a blank line, or more if you want [just keep pressing Shift+Enter to insert the desired blank lines]. To continue with the numbering or bullets, just hit Enter.

. . . that there is a program that will allow you to reformat to rtf so that documents can be read by your software programs? Go to: artise.com/to-rtf/ The ToRTF file format converter, by Artise, can convert these file formats to portable RTF:

- * Windows WordPad (*.wri);
- * Microsoft Word 2, 6.0-95, 97-2002 (*.doc);
- * Word Perfect (*.doc, *.wpd);
- * HTML (*.html, *.htm);
- * other types.

If you have Microsoft Office installed, it can convert Microsoft Excel documents (*.xls) and many other types. The program has very easy and efficient user interface and fast multithreading engine. Simply drag and drop your files or directories from Windows Explorer to the program window to begin. [Thanks to **Jim Pease** for this info.]

. . . that there are free programs available that rival most of the more expensive Microsoft software?

A word processor, AbiWord, is available at abiword.com/ or OpenOffice, at openoffice.org/

Go to: gnome.org/projects/gnumeric/ for a spreadsheet that will import Excel documents. For a list of functions see <http://tinyurl.com/mfhc6>.

Looking for a program to rival Photoshop or PaintShopPro? Look at GIMP at gimp.org/. GIMP is a good graphics program which has been available for the past 10 years.

There is a web authoring program that can be downloaded at www.nvu.com/ for those of you who would like to build your own website.

And last of all is Mozilla's Firefox—a browser, and it's email client, Thunderbird. Each is available at mozilla.com/firefox/ and mozilla.com/thunderbird.

. . . that you can sort a list in Word? To do so, highlight the list. Then open the Table menu and select Sort. Make sure Text is highlighted, then choose ascending or descending and click OK. ❖

Word's Toolbar Tweaks

— by Kim Komando

Use Microsoft Word every day? Millions do simply taking the way its developers designed the program's menus as the way it has to be. With a few customizations, you can make changes that better suit the way you use the program.

A toolbar is an area in Word (and other Microsoft Office programs) that contains buttons or menus or a combination of both. Generally the toolbars are located just below your menu options (File, Edit, View, Insert, etc.). The buttons and menus displayed allow you to perform certain actions called commands.

You are probably most familiar with the Standard and Formatting toolbars. The Standard toolbar lists the icons to save a document, print a document, spell check and more. The Formatting toolbar is the area for changing the font, font size, left or right justify, to name a few.

You may not know that you can change these toolbars to display only the buttons of the commands you use most often. This helps clear out clutter and makes the precise action easier to find.

For example, over two-dozen buttons can be assigned to the Standard toolbar. Many of those commands, such as Document Map (a separate pane that displays a list of headings in the document), you'll probably never use.

To remove Document Map from the Standard toolbar, click Tools>>Customize. Click the Toolbars tab and make sure Standard is highlighted. Left-click the icon for Document Map and drag the button off the toolbar. In the Customize dialog box, click Close.

Or, click the Toolbar Options (this is the little arrow on the far-right side of the Standard toolbar) and place your mouse over Add or Remove Buttons. Clear the checkmarks next to any type of command you don't use regularly. Alternatively, you can add buttons to the toolbar by placing a checkmark next to the command.

You can also add commands to a toolbar that aren't listed in Toolbar Options. For example, I use the Word Count command often when writing my columns. Instead of clicking Tools>>Word Count, I can add that command to a toolbar.

To do this, click Tools>>Customize. Click the Commands Tab. Scroll to Tools in the Categories pane. In the Commands pane, scroll down until you find Word Count. Left-click on Word Count and drag it up to a toolbar (you can drag it to any toolbar).

Once the commands that you want in the toolbars are displayed, make it easier on yourself by displaying the name of the command along with the icon. For example, the icon used for the command to "paste" is a picture of a clipboard with a tiny document over it. You can see that icon every day for years and still have a hard time associating it with the command "paste."

To change the icon, click Tools>>Customize. Place your cursor over the icon and right-click on the button. Here you can select a different button image, select Text Only or Image and Text.

There are more than the Standard and Formatting toolbars. Click View>>Toolbars to access them. You'll probably never need many of the toolbars. But some are worth exploring. If you track changes of documents, the Review toolbar will come in handy. You'll also find toolbars for Drawing, Forms and more.

Finally, understand that you can change the location of toolbars. You might find it useful to dock one toolbar at the top of the screen and another at the bottom or the left side of the screen. To move a toolbar, place your cursor on the leftmost side of the toolbar. The cursor will turn into four arrows. Left-click the mouse and drag the toolbar to the area you want it. ❖

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Sites to Visit on the 'Net

— by John Hunter

The television ad pictures a friendly, earnest young man who tells us that he has found out his credit score and that information has improved his chances of getting a loan at a reduced interest rate. The engaging actor then suggests viewers contact the XYZ company to receive their “free credit scores.” Unfortunately, in some instances, this ad and others like it are simply ploys designed to lure the unsuspecting to a web site that charges a fee for the free credit information consumers are entitled to by law.

But don't be put off. Examining your personal information contained in credit bureau files can be helpful. Where can consumers go in safety to find (and if necessary, correct) personal credit information? The answer awaits at www.annualcreditreport.com. The three credit reporting companies maintain this site: *experian*, *EQUIFAX* and *TransUnion*. By Law, consumers are entitled to one free report every 12 months from each agency.

A credit score results from data analyzed by a complex formula to determine credit worthiness. The higher the score, the better the credit rating. Many lenders use this credit score to determine interest rates in loan agreements.

You may purchase your credit score when you sign up for the free credit report. This site assures that all information will be confidential and describes how your data is protected. Anyone unsure about this procedure may also visit www.ftc.gov (The Federal Trade Commission) at the official agency web site. This site also provides a form letter for consumers who dispute information in their credit report.

Another example of your taxes at work. Happy worry-free borrowing.

Last month we visited a number of food fair web sites. To continue our culinary journey, visit several related web sites featuring information about tea. A click on www.geocities.com/lgol27/HistoryTea.htm reveals that tea has been cultivated for four or five millennia, beginning in Southern China. By the tenth century CE, Venice became a powerful trader in eastern goods and by the thirteenth century the Venetian city-state held the monopoly on trade with the Levant.

European literary mention of tea first occurred in

1559 as “Chai Catai” or Tea of China. According to the web site, there are many kinds of teas that exhibit many types of processing. The tea drunk today comes from many areas of the world and includes more or less processing according to type.

Tea lovers eschew tea bags, preferring to drink only loose tea. Tea found in bags is known as “dust” because it contains broken pieces of leaf that are not considered top grade. Who knew?

White tea comes from tender new buds picked from the top of the tea plant and is barely processed. Green tea leaves have been lightly processed and include the Japanese Sencha tea and the Chinese Dragonwell tea.

Black tea comes from tea leaves that are heated and dried longer than tea leaves for green tea. Oolong and Pouchong teas (medium and full bodied teas) come from Taiwan and other areas.

Tea is pricey. But according to the experts, tea-drinkers who use multiple infusions (adding additional water to the pot) can make 200 cups of tea per pound. Even at \$60 a pound, this converts to 30 cents a cup. Not a bad cost.

Visit www.specialteas.com to experience the wide range of teas and tea prices. For example, China Green tea costs about \$30 per pound. If green tea doesn't appeal to you try black tea, oolong tea, white tea, Pu Erth tea, blended teas, herbal teas, fruit blend teas, and, for the real aficionado, Formosa Tung Ting Jade Oolong tea at \$65.60 per pound. [At my visit, this tea was sold out. Whew!]

The site also provides brewing instructions and sells tea pots and other paraphernalia for the tea drinker.

A click on www.theculturecup.com brings up a site featuring tea, chocolate and coffee. At this site you can purchase chocolate pots, tea pots, coffee pots, books or sign up for beverage tastings at the brick and mortar store in Dallas, Texas.

Don't leave your cup in the sink! Wash it out and put it away.

Until next time . . .




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Gleanings from other sources . . .

— Donna Gorrell

Both Kim Komando and *Smart Computing* recommend caedes.net as a free site for downloading pictures to use as wallpaper for your desktop. You can register for free to get the most from the site, but you don't have to in order to download their pictures. Caedes offers tutorials for improving your images and offers the opportunity for you to upload your images as well as downloading. Download the pictures you desire, saving them in .bmp format and put them into the Windows Directory on your main drive.

Do you know the difference between Wallpaper and ScreenSaver? The two are not the same—wallpaper is what is used as the background image for your desktop. A screensaver is an image that kicks in when your monitor is idle. Screensavers are not really necessary with the modern monitors but some people still use them. My screen merely goes black after about 15 minutes of inactivity. I have set it that way. To do so, right-click anywhere on a blank portion of your desktop, then choose Properties from the dialog box. In the Display Properties dialog box choose ScreenSaver tab. Go to Energy Saving Features | Setting button. Adjust the settings to your desire. Turn Off Monitor has a drop down list from which you may choose any time setting of your liking.

To set Wallpaper, after you've downloaded an image from a site, right-click an empty area on the desktop, choose Properties. In the Display Properties dialog box choose Background, then select the filename of the image you want. In the Display drop down list choose Stretch or Center, then click OK. Your image should now be what you see as a background on your desktop.

According to an article in *AARP Bulletin*, CDs that we burn at home are unlike the professionally pressed CDs used to produce music and/or software. User burned CDs typically last only two to five years. Heat can also degrade a CD, which is why you should store them out of sunlight and in a cool place [not your car]. Physicist Kurt Gerecke suggests keeping data or photos on magnetic tape, which can last 30 years, or on a high quality hard drive. ❖

Byting Remarks

— Jerry Finkelstein

Get a life. In PC language it means get connected. It is not genetic. Right now, it's a choice. It's a lifestyle that can't help but get you smarter, sharper, wiser, funnier. If there is still any doubt in anyone's mind that your connection to the Internet is your lifeline to the future, that it orients you to the present, that it's your neat link to your past. Genealogy is only part of it. Google is the champ but there's more to the Internet than browsing. People buy computers just for its Email capabilities. Let's not forget the shoppers of the world; it seems that Ebay is one of the gods of the Net. Educational and all manner of research opportunities are there for you at the touch of a key. Internet use is as varied as the user accessing it. Let's face it, whoever you are, whatever you are, to be a good one you'll need a connection.

Today's desktop personal and business applications are on their way to be online applications. At this very moment Google is ready to compete with Microsoft Office. Desktop applications, however, will probably be in the mainstream for some time; the online applications may be waiting in the wings but they will need to be feature rich before they're accepted.

Most news media, TV, newspaper, magazine, have their online editions on the Web. A few have expanded their online news service to amount to a new News Channel. CNN is one that serves up a 24 hour news channel, CNN Pipeline. It's gotten great reviews. The New York Times offers "Times Select," a new service providing online access to special newsworthy articles, commentaries, reports. There is a subscription price for these online news services; the cost varies considerably from one news service to another. I enjoy MSN Slate, a cultural, political, entertainment online magazine that seems to have something for everyone. I particularly enjoy its daily summary of what's in the major U.S. newspapers. This one is free. Check it out.

What are your favorite websites? Let's hear from you. We'll share them with our members. ❖

explorer

Linda Oltz with Tips and Tricks for *Word*
Tuesday ★ April 4, 2006 ★ 6:00 PM ★ Whitesboro High School



what's.com/ing					April 2006	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 Passover - April 13-20						1
2 	3	4 Monthly General Meeting 6:00 PM Whitesboro HS	5	6 Q & A SIG 6:30 PM St. John's	7	8
9	10	11 Board of Director's Mtg 6:30 PM	12	13	14	15
16 	17	18	19	20	21	22  Earth Day
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