

PC Tutor Times



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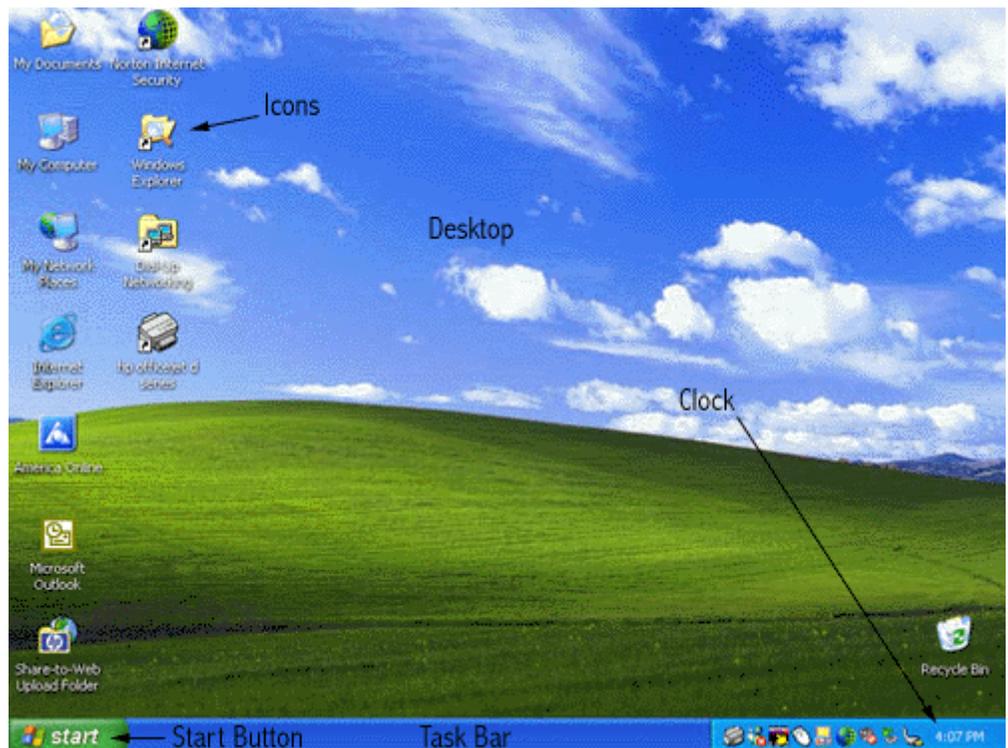
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Tricks & Treats

One of the aspects of computers that I like most is finding little known tricks that make my computer experience more efficient. I scour the computer magazines like [PC World](#), [PC Magazine](#) and [MaximumPC](#) each month looking for that little golden nugget. In this edition of the PC Tutor Times I will share with you some of my all time favorite Tricks & Treats for the following applications:

- [Windows](#)
- [The Keyboard](#)
- [Word](#)
- [Internet Explorer](#)
- [America Online](#)

Windows Tricks & Treats





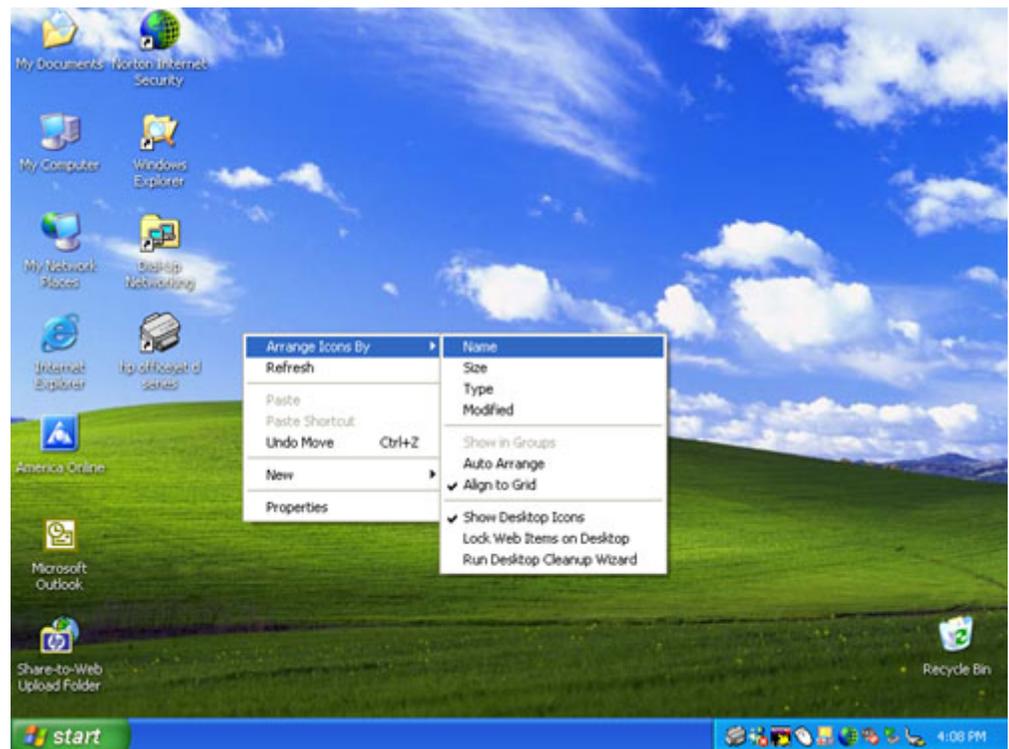
There are many different versions of Microsoft Windows (95/98/ME/XP), the operating system that you either love or hate depending on how well it works for you. An operating system is the software that makes the whole computer work in the first place. It is the software that controls how all your hardware and software "talk" to each other. Most of the Tricks & Treats I will mention will work with all versions of Windows.

T&T #1 - The Right Mouse Button

Use the Right mouse button to click on things to get a menu. Often you will find a command that is useful to what you are doing at that moment. Depending on what you right click the menu will be different.

1. If you *Right click* the *Desktop* and then click on *Properties* you will be able to change your background picture and screen saver. Or try *Arrange Icons by Name* to straighten up your Icons.
2. If you *Right click* an Icon on your *Desktop* you will get a menu of things you can do to that Icon.
3. Right click the *Task Bar* to get a menu of things you can do to it.

"Try Right clicking everywhere, in Windows, in Word, in AOL to see what's on the menu."



T&T #2 - Sort those Programs

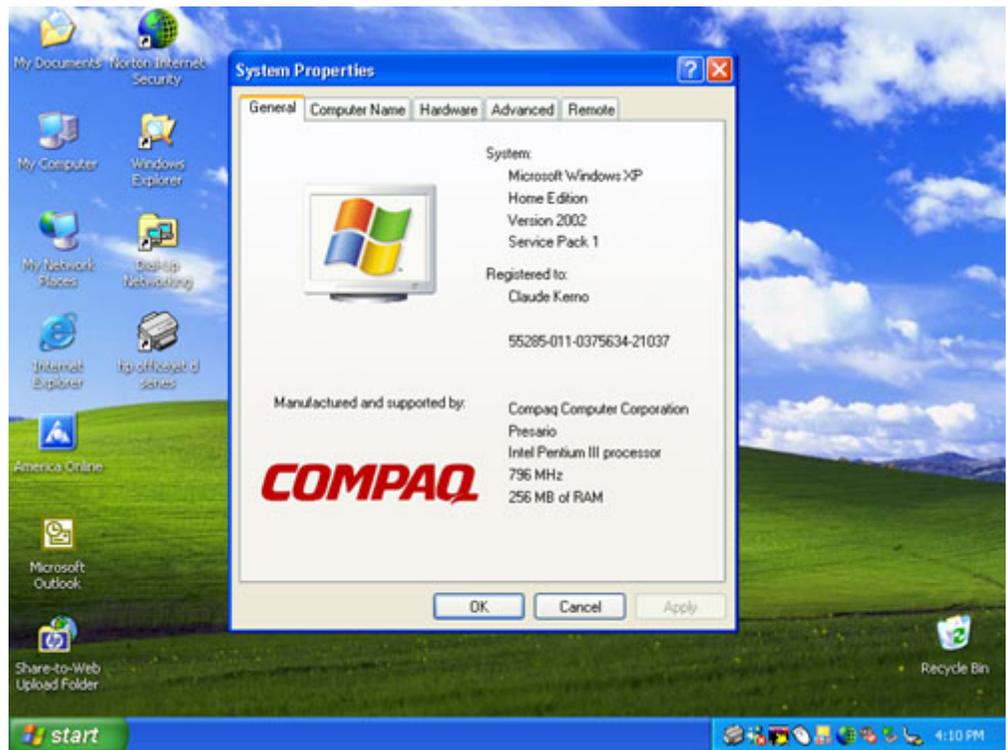
If your list of programs on the Start menu is a mess you can at least alphabetize it.

1. Click on the *Start button*.
2. Click on *Programs (All Programs in Windows XP)*.

3. Right click on any item in the list.

4. Click on *Sort by Name* from the pop up list.

T&T #3 - What's In My Computer?



1. To find out a little something about your computer *Right click* on the *My Computer* icon on your *Desktop*. (In Windows XP if you don't have the *My Computer* icon on your *Desktop* then click on the *Start button* then right click *My Computer*. If you want this icon on your Desktop click on *Show on Desktop*.)

2. Click on *Properties* on the menu that pops up. Now read about your computer. This is where you will find what version of Windows you have and how much RAM ([Random Access Memory](#)) you have. While you are here check and see if you have enough RAM in your computer.



Windows Version	Minimum RAM
95	32 mb
98	64 mb
ME	128 mb
XP	256 mb

T&T #4 - Time to set your clock

We just changed our clocks and your computer may have done it all by itself. But if your system clock is a bit off you will want to set it. BTW, this clock keeps going even if the computer is unplugged. Every computer has a small battery on the [Motherboard](#) that keeps the clock going. Usually this battery needs to be changed in the 3-5 year range. You will know when it is time to change the battery when the clock no longer keeps time.

- 
1. In the lower right-hand corner you will see the *Clock*.
 2. Double click the *Clock*.
 3. Here is where you set the date, time and time zone you are in. There is also a check box to designate whether your area observes Daylight Saving.
 4. To change the time click on the numeric hour and/or minutes and then use the up/down arrows.

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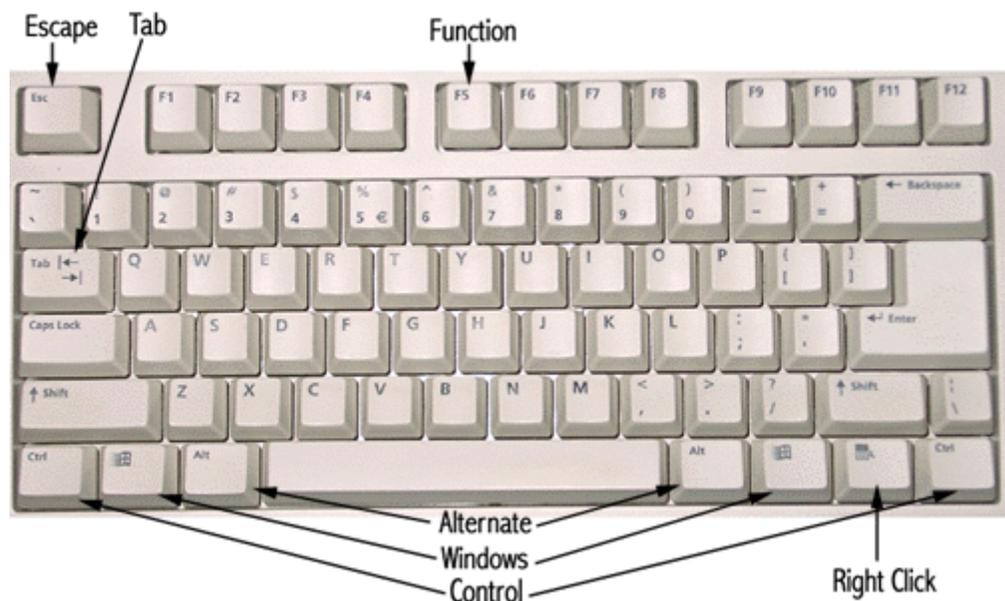
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Keyboard Tricks & Treats

The keyboard is something we all probably take for granted. But buried beneath the surface is a surprising amount of shortcuts. A lot of keys do double duty when combined with other keys.

Tip: If you like Keyboard Shortcuts then [click here](#) to see dozens of them. Warning, there is a mind numbing amount of them.



T&T #5 - The Keyboard Keys

- The *Escape (Esc)* key can sometimes be used to clear a window or menu from the screen.
- Use the *Tab* key to indent when typing in documents. It can also be used to move from box to box when filling out forms in programs and on web sites.
- The *Function keys (F1-F12)* were used heavily in the old DOS days. Today you can find many uses for them when they are combined with other keys. The one key to remember is the *F1* key. This will usually bring up *Help* in most programs.

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- The *Alternate (Alt)* and *Control (Ctrl)* keys are used with other keys to perform commands. See the [Keyboard Shortcuts](#) page for details.
- The *Windows* keys are just like clicking on the Start button to bring up the Start Menu. They can also be combined with certain letter keys to bring up certain parts of Windows.
 - Windows key + E = Windows Explorer
 - Windows key + F = Find
 - Windows key + R = Run
 - Windows key + D = Desktop
 - Windows key + L = Log Out
- The *Right Click* key is the same as clicking on the right mouse button.

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Word Tricks & Treats

Microsoft Word© is one of the workhorses of the computer world which means there should be plenty of ticks & treats. Here are some of my favorites.

T&T #6 - Selection Nightmare

Selecting text in a document can sometimes be a nightmare. If it is a long document that spans more than one page and you try to use your mouse to drag over the text, sometimes the document starts to scroll down at lightning speed. It is virtually impossible to stop at the location you desire. Here is a better way to select text.

1. Click your mouse at the beginning of text you want to select.
2. Hold down the *Shift* key with your left hand.
3. With your right hand use the *four arrow keys* on the keyboard to move down, right, left or back up.

With this method you can precisely select just the text you want.

Tip: Now that you have text highlighted (selected) Right click on the text to see a pop up menu with Cut, Copy and Paste on it.

T&T #7 - More Selection Tricks

1. Double click a *word* to select it.
2. Triple click a *paragraph* to select it.
3. CTRL + click a *sentence* to select it. (This means hold down the CTRL key on the keyboard and click on the sentence you want to select.)

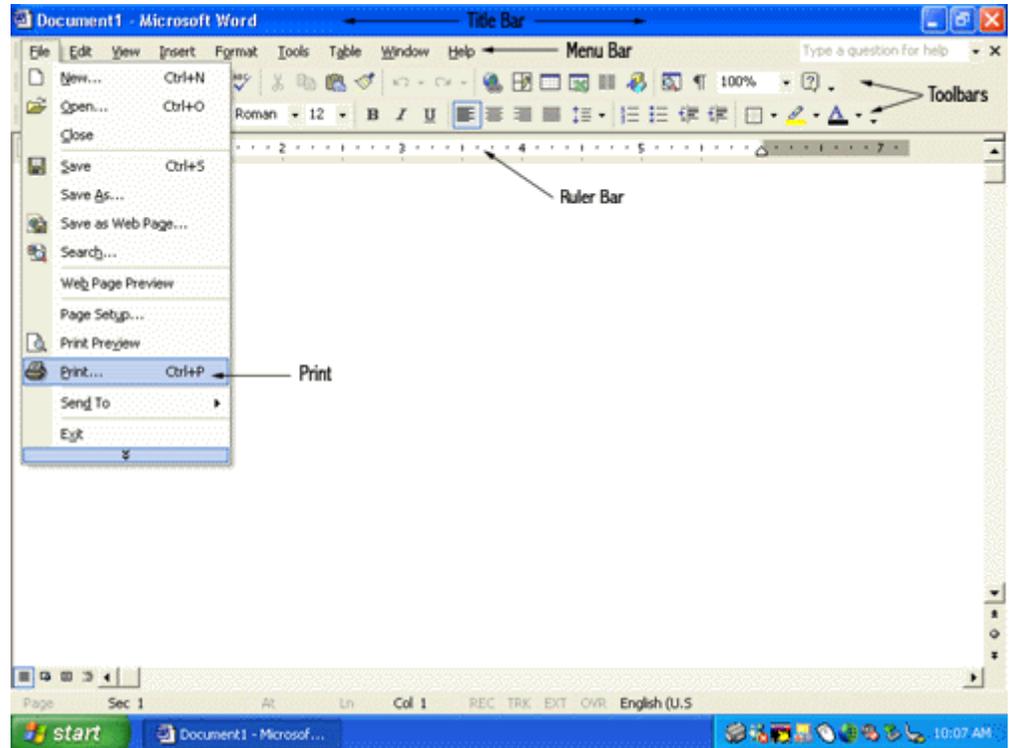
Tip: "If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW

selects the text from the insertion point to the beginning of the next word."



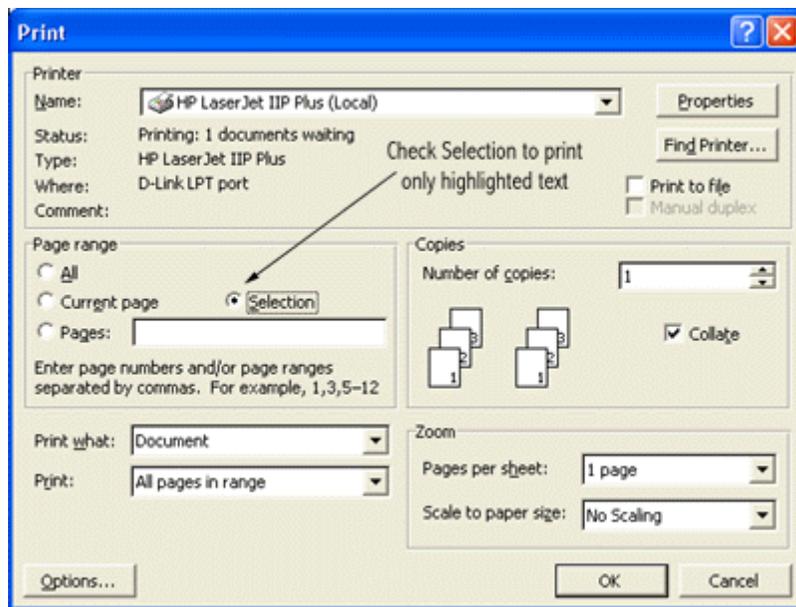
T&T #8 - Finding Shortcut Keys from the Menus

To quickly find the shortcut keys for menu items just look to the right of the item on the menu. Most people do not notice that the shortcut key combination was right in front of them all the time.



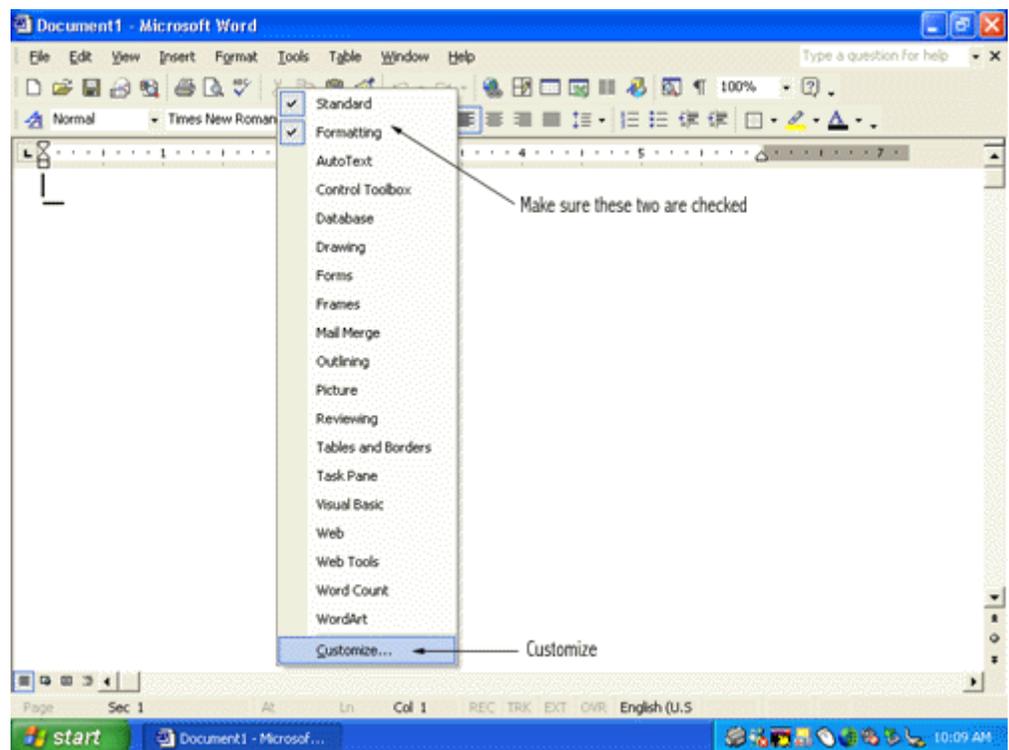
1. For example, click on the *File* menu.
2. In the list look to the right of *Print*.
3. Notice that it says the shortcut key combination for *Print* is *CTRL+P*.
4. This means hold down the *CTRL* key with your left hand as you press the *P* key.
5. This will bring up the Print window where you can specify print parameters.

Tip: If you only want to print text that you have highlighted in the document check the circle next to Selection. It will only print the part of the document you want. This trick works great on web pages also.



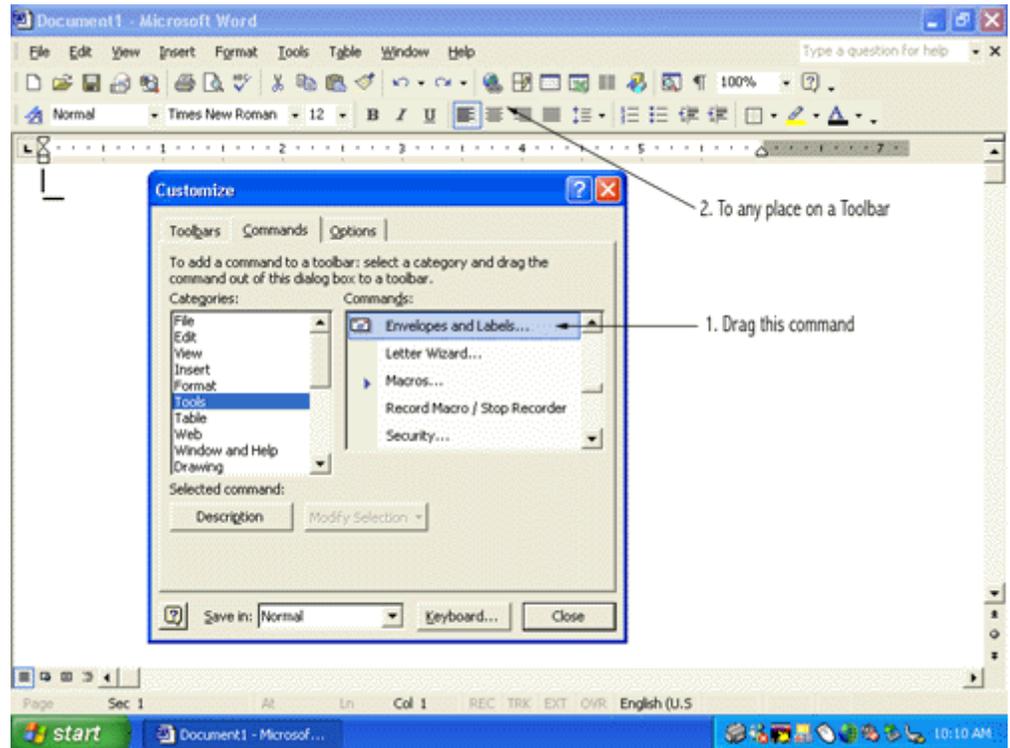
T&T #9 - Customize the Toolbar

We all have our favorite ways of doing things and in Word you can customize the Toolbars to add the commands you use most.



1. Right click any *Toolbar*. (Note: This is also how you can get back any toolbars that have disappeared. The *Standard* and *Formatting* toolbars are the ones you always want checked. Click on them if they are not checked.)
2. Click on *Customize* at the bottom of the list of toolbars.
3. Click on the *Commands* tab.
4. The *Categories* list corresponds to the *Menus* in Word. Click on the *category* that has the *command* you want on a toolbar.
5. In the *Commands* list click and drag the *command* to the toolbar and let go near the spot where you would like the button.

6. Click Close.



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Internet Explorer Tricks & Treats

Internet Explorer is Microsoft's [Browser](#). A Browser is the software we use to view web pages on the Internet. (Note: If you use America Online you do your web page browsing within the AOL software which is covered in the next page of this newsletter.)

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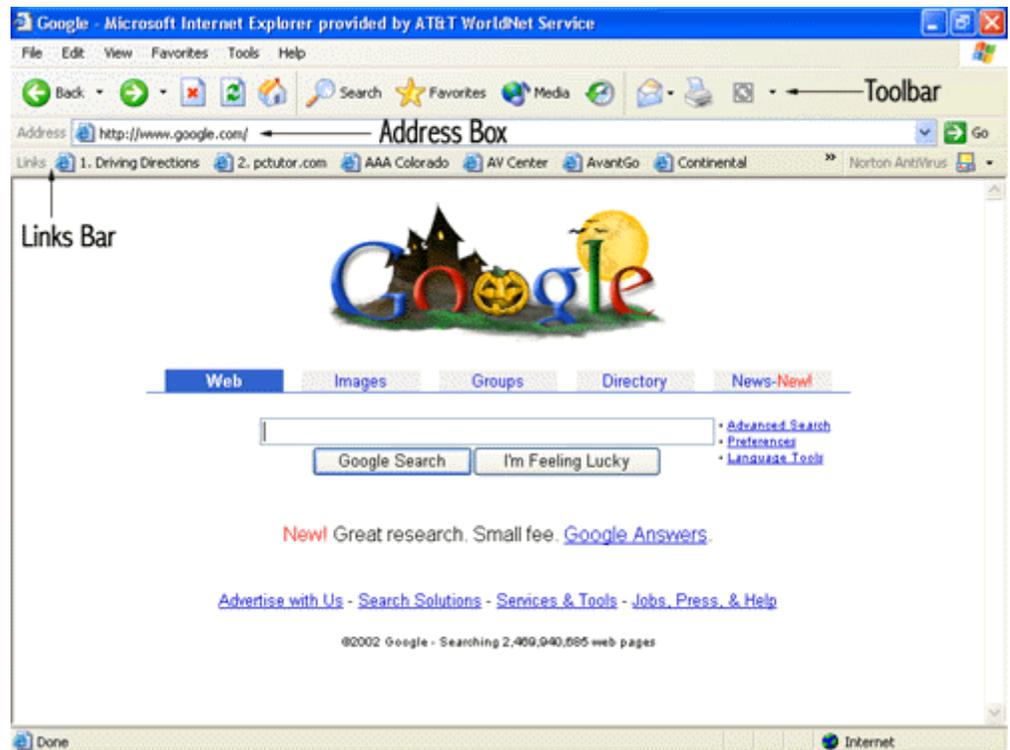
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T&T #10 - The Links Bar

One of the extra Toolbars that you can use in Internet Explorer is the *Links Bar*. It sits right below the *Address Box*. If your *Links Bar* is not showing follow these steps.

1. Right click the *Toolbar* and make sure there is a check next to *Links*. If not, click on *Links*.



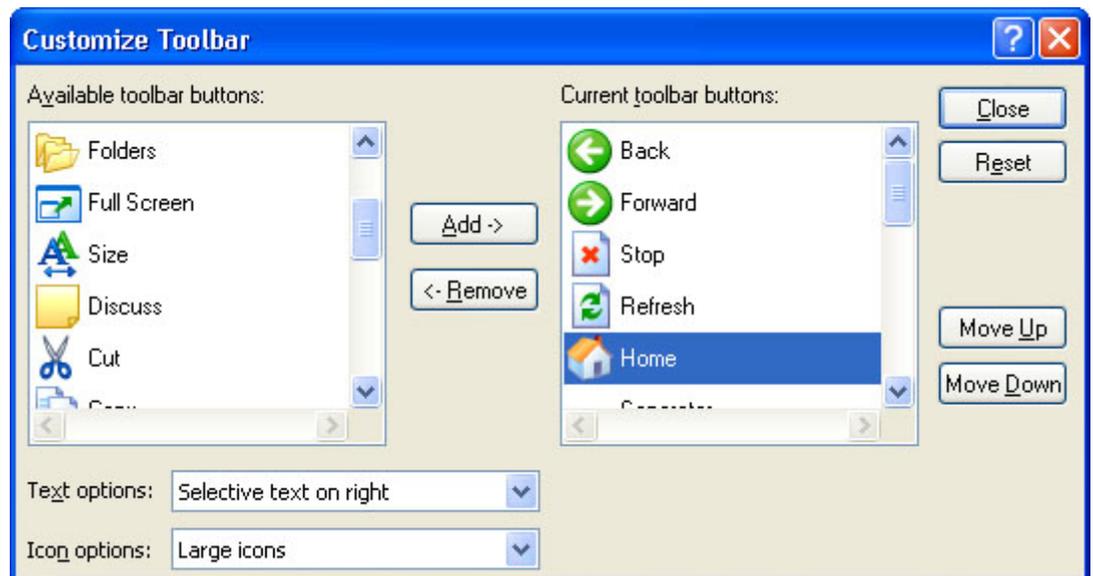
2. If you see *Lock the Toolbars*, make sure there is **not** a check next to it.
3. Now *Links* should show up to the right of the *Address Box*. Click on *Links* and drag it just below the *Address Box*.
4. Now you should have the *Links Bar* below the *Address Box* as in the picture above.

The *Links Bar* makes it fast and easy to return to the web sites you frequent most. Here is how you add a web site to the *Links Bar*.

1. Go to a web site you want on the *Links Bar* by either typing the [URL](#) (the web site address) in the *Address Box* and clicking Go, or by going to one of your *Favorite Places*.
2. Once you have the web site on the screen click and drag the blue "E" icon next to the address from the *Address Box* down to the *Links Bar* and let go.
3. If you want to Rename the *Links Bar* button right click it and click on *Rename*.
4. If you want to remove a *Links Bar* button right click it and click *Delete*.

Now whenever you want to return to a web site on your *Links Bar* just click on the button.

T&T #11 - Customize the Toolbar



Once again it is possible to customize the buttons on your *Toolbar*.

1. Right click on the *Toolbar*.
2. Click on *Customize*.

3. Here is where you can add or remove buttons, move them up or down your toolbar and select the size of the icons.

T&T #12 - Internet Explorer Options



Internet Explorer options is where you can:

- Set your *Home page* (the first web site you see when you open IE)
- Delete your *Temporary Internet files* (a.k.a. [Cache](#)) and [Cookies](#)
- Clear your *History* and specify how many days to keep your history

To open the Options screen:

1. Click on the *Tools* menu.
2. Click on *Internet Options*.
3. Make your changes and click *OK*.

T&T #13 - Saving Pictures from Web Sites

If you come across a picture that you like on a web site, it is possible to save a copy of the picture on your own computer.

1. *Right click* a picture you want to save.

- 
2. On the menu that pops up click *Save Picture As*.
 3. In the *Save As* window that pops up specify the folder where you want the picture and a name that you want to save it as.
 4. Click *Save*.

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America Online Tricks & Treats

America Online 8.0 was just released this month (October 2002) with some new features that you may like to know about. [Upgrade to AOL 8.0](#)

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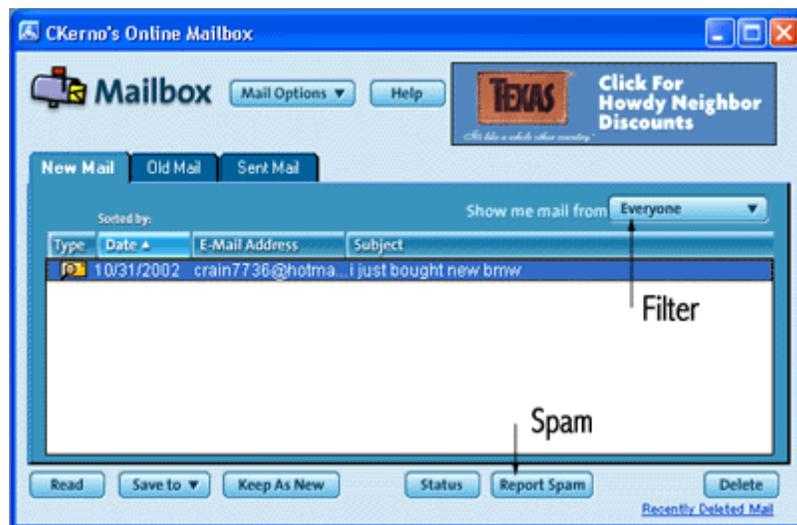
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T&T #14 - Tell AOL it's Junk

Now when you receive an e-mail message that is junk tell AOL and block the sender.

1. Click on the message in your *Inbox*.
2. Click the *Report Spam* button.
3. Click *Send and Block* on the next screen

Any future e-mails from this sender will be blocked. (Note: Unfortunately, spammers know to change their e-mail address frequently to keep ahead of e-mail blocks.)

For more information on what AOL can do to help you with junk mail see [AOL Scams & Spam](#).

T&T #15 - Filter your Inbox

Now you can filter the new messages in your *Inbox* to see only e-mail from people you know.

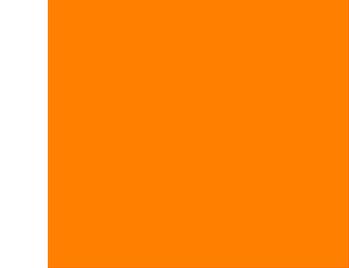
1. In your *Inbox*, click the button next to *Show me mail from*.
2. Click on *People I Know* (This means view e-mail from only those people who are in your Address Book or Buddy List.)

T&T 16 - Know your way around the AOL Toolbars

AOL does have colorful graphics so lets take a look at what some of these wonderful icons do.



1. Click the *Back* button to go backwards through the pages you have viewed.
2. Click the *Next* button to go forward through the pages that you have gone back from.
3. Click in the *Address Box* to type a web site (i.e. www.pctutor.com) that you want to go to and click *Go*.
4. Click the *Heart* when you find something you want in your Favorites or on the Toolbar.
5. Click the + sign next to the *running man* to place a link to what you have found in an *Instant Message*.

- 
6. Click the + *sign* next to *the pen and paper* to place a link to what you have found in an *E-mail Message*.

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