


From Pat

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Double Click Tricks You'll Fall In Love With



I'm sure you know that one click of the left mouse button provides a selection list; while the old double click either opens or launches something. Searching a few sleeves, I've found some tricks you may not know.

Y If you double-click the title bar of any window you can easily toggle back and forth between a maximized window and its previous size.

Y If you are navigating one of the file path folder trees—you know where you see plus signs aside folders—you can double-click on the folder to expand or collapse the sub folders.

Y Here's a neat one. If you use My Computer or My Network Places in the Detail view (choose View-Details), you can instantly resize any of the columns to automatically fit the widest string of text in the column. Just double-click on the right vertical line separating the heading, such as Name, Size, Type, and Modified. **Bonus Tip**—You can resize all the columns at once by depressing the CTRL Key and hitting the plus sign (+) from the numeric pad located to the right of the keyboard.

Y For home use only. You can adjust security settings by double clicking on the Internet icon at the bottom right of the Internet Ex-

plorer window, or by doing the same at the bottom right of My Computer screen. Doing so will pop up a window containing four categories from which you can change related settings if desired.

Y If you have multiple tool bars active that are out of control because they overlap each other, do this. Double-click the divider bar that separates each of the groupings. This will extract the full tool bar so you can see all the available selections. If you compare the two tool bars below, you'll notice the bottom tool bar contains tools that weren't visible, such as the printer and print preview. By double-clicking the di-

vider bar I am able to see the full Standard and Formatting tool bars. Dragging the extracted tool bar underneath the upper tool bar, will in affect stack the two for easier use.

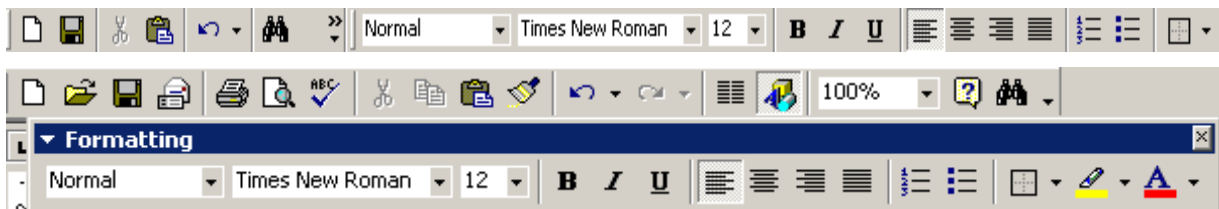
Inside this issue:

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unveils more uses than just opening programs


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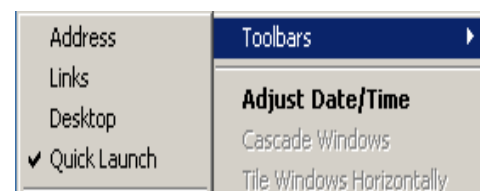


Let's Go Out For A Quick Launch

Located next to the start button,  the purpose of the Quick Launch Bar is to allow the most commonly accessed programs to be opened with a single click on the icon. The availability of the Launch Bar makes it easier to open additional windows without having to minimize active programs that are currently blocking your access to the desktop. Icons can be added to the Quick Launch Bar by clicking and dragging an icon from the desktop to the Quick Launch Bar. For example, if you wish to place an existing icon for Microsoft Word on the Quick Launch Bar, click

and drag it onto the bar and you can then access it through the Quick Launch Bar. It's that easy!

To activate the Launch Bar, place your pointer to the right of Start; right-click the mouse; select Toolbars—Quick Launch.





EXCEL—Featured Function =cell

The =Cell function returns information about the formatting, location, or contents of a single cell or in the case of a range, the upper-left cell in that range.

Syntax is `CELL (info type, reference)`

Info type is a text value that specifies what type of cell information you want. There are a dozen text strings that can be entered as the *Info type*, including some oddities such as “address”, “col”, “row”, and “color”. There are however, some very useful types like these:

“parentheses” 1 if the cell is formatted with parentheses for positive or all values; otherwise returns 0.

“contents” Contents of the upper left cell in reference.

filename Filename (including full path) of the file that contains reference, as text. Returns empty text (“”) if the worksheet that contains reference has not yet been saved.

Reference is the cell for which you want information. If omitted, information specified in *info type* is returned for the last cell that was changed. Using the example below, here’s how =Cell works.

Scenario-A grand total of values encompassing range B22:E31 is summed in cell E35. Because the total is on row 35, I have to go to that particular cell to see this total. I don’t want to move the location of the total because it is where I need it for my printed reports; however, I would like to be able to view

that total at a more convenient location in the spreadsheet without having to go to that cell each time.

Solution using =Cell- I want the

Bonus Tip: You can include the file name and path in your spreadsheet by utilizing the =Cell function along with the “filename” as the *info type*. Try it. Type =Cell(“filename” in a cell. It’s ac-

	A	B	C	D	E
21		Q1	Q2	Q3	Q4
22	Marketing	1234890	2346890	2156580	1900890
23	Sales	2316780	2145670	2134670	2145760
24	Subtotal				
25					
26	Manufacturing	8909800	8769870	7869870	9878760
27	Distribution	3456570	3245670	2314560	3897860
28	Subtotal				
29					
30	Customer Support	93450	72150	63670	93670
31	Human Resources	65640	87890	65670	86780
32	Subtotal				
33					
34	Total				
35	Grand Total				\$65,354,010.00

value to appear in cell E1 so that it is visible at the top of my spreadsheet. In cell E1, write the formula you see in the formula bar in the exhibit below. The result is that the contents of E1 will change in conjunction with any spreadsheet changes that affect the grand total on E35.

ually better than inserting a header or footer if you want to include a file name on a report, because it includes the complete file path, including save name and the tab name.

E1		= =CELL("contents",E35)			
	A	B	C	D	E
1	Corporate Budget				\$65,354,010.00

A Little Chatter about The Print Dialog Box

Most computer users just click the print icon from the toolbar whenever they need to print. Unfortunately, the use of this quick button passes by some valuable options. Next time you need to print, try **File Print** and discover some of the sweet ways you can communicate with your printer .by taking advantage of these features:

Printing specific **Pages From and To** is excellent for printing only those pages in

which corrections were made, thus saving paper.

Printing only the **Current Page** is a good means for checking margins, spacing, etc. before you print all the pages.

Need only a

half dozen copies? Change the **Number of Copies** to 6 and forego the long line at the copy machine.

