



ComputerWise



From Pat

INSIDE THIS ISSUE:	
Your Print Screen Test— Learn how to utilize the Print Screen key	1
Word On Security – guides you through the steps to protect your WORD doc from change	1
Summary Slide Command— shows you how PowerPoint can automatically create a summary slide	2
Quick Tips on— Minimizing, the Clock, & Volume Control	2
Top 5 Internet Shortcut Keys	2

Cut! Get Ready for Your Print Screen Test



For me, a feature I use most often is the ability to capture a picture of my screen. I am constantly using this capability in order to present a visual for a training session, pictures to enhance instructions, or to relay an on-screen error message to the technical support group.

There are all sorts of software on the market that you can purchase, such as *Screen Shots*, that take a snapshot of your screen display and saves it to a file. Alternatively, you'll find freeware screen capture utilities on the Internet. However, Windows comes with its own display capture tool that is available at the press of a finger.

The Print Screen key is located within the series of three keys at the top-right of the keyboard. The key is

actually a misnomer, as it no longer prints anything (it use to send things to the printer back in the days when computers ran on fossil fuel). Pressing it does however copy an image of your screen to your Windows Clipboard. The clipboard is where your cuts and copies are stored. Select Start-Programs-Accessories-Paint to load the software. Select Edit-Paste from the menu line to paste the image into the workspace. If the default Paint workspace is too small, click Yes to allow it to enlarge the area to accommodate the screen shot. Once the image appears, you can crop out the specific area you desire.

To cut out a specific area, click the cropping push button to activate the demarcation indicator, which

draws a dotted line around the area to be cut or copied. In the depiction below, you'll notice that the Paint shortcut has been differentiated by the dotted line. By selecting Edit-Copy, you can paste just that icon image. That image can be pasted in Paint, Word, Excel, PowerPoint, Publisher; anywhere you are allowed to paste an image.

Save the file as usual.



What's the Answer?

DVD stands for...

1. Digital Visual Display
2. Digitized Virtual Disk
3. Digital Video Disk
4. Display View Digitally

Answer:

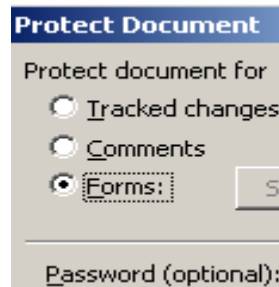
3 - Digital Video Disk

The WORD on Security

You have a WORD document that you don't mind sharing with others, but you sure as heck don't want them to make changes to the contents. Here are the steps for protecting your work while allowing others to open the document without having to establish password protection.

Select Tools-Protect Document

Select Forms in the Protect



Document dialog box
Click OK and now try to make a change. Your cur-

sor will only go to the first position of the document.

If certain people are allowed to change the document, type a password of your choice in the Password field and click OK.

Confirm the Password as prompted, and click OK again. Share the password with only those who can make changes.

To remove the protection for editing, open the document and select Tools Unprotect Document and enter the password you assigned and click OK.



Work Smarter in PowerPoint The SUMMARY SLIDE Command


Having sat through numerous PowerPoint's in my time, I can appreciate the effort that goes into developing a good presentation. Typically, a summary or overview of the presentation is offered at the start of any good program. This however adds another aspect to finishing the presentation, that being the creation of an additional slide that basically features the headings of all your other slides.

If your presentation is large, say several dozen slides, this creates quite an effort on your part. This tedious task can be simplified

by utilizing the built-in Summary Slide. To generate a Summary Slide, follow these steps:

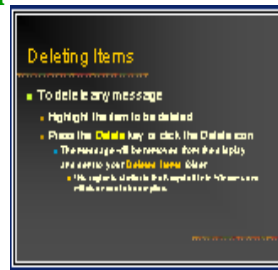
- Open a presentation
- Select View-Slide Sorter to change the view

Select the slides you want to include in the summary (hold down the [Ctrl] key to pick and choose non-sequential slides).

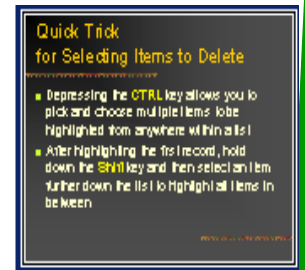
- Click the Summary Slide button on the Slide Sorter Toolbar 

PowerPoint creates a summary slide that can now be

your overview or agenda slide, based on those selected. If you switch to the sorter view, you'll notice that the new Summary Slide has been placed before the first slide you selected for inclusion. Generating all your slides first will make it easy to create your Summary Slide.



3



4



Tip Chart
15% & 20%

	15%	20%	15%	20%	15%	20%
1	15	20	15	20	15	20
2	30	40	35	45	30	40
3	45	60	50	65	45	60
4	60	80	65	85	60	80
5	75	100	80	110	75	100
6	90	120	95	130	90	120
7	105	140	110	150	105	140
8	120	160	125	170	120	160
9	135	180	140	190	135	180
10	150	200	155	210	150	200
11	165	220	170	230	165	220
12	180	240	185	250	180	240
13	195	260	200	270	195	260
14	210	280	215	290	210	280
15	225	300	230	310	225	300

Quick Tips on Minimizing, Date-Time, and Volume Control

MINIMIZING

Do you find it difficult to click on that tiny minimize button located at the top, right corner of the window? You can easily minimize a window without hitting the button or having to use the Ctrl + -, then M. Instead, click on the program's icon on the task bar, this will automatically minimize it if the window is active. Click on it again to bring back the full screen view.



CLOCK

The time shown at the bottom right of your screen, or in other words the right end of the task

bar, can also tell you the date. Simply hold the cursor over it for a few seconds and the complete date will appear. You can also adjust the computer's clock and the time by right clicking on the clock. A window will appear to adjust everything from the exact second to the time zone.



VOLUME CONTROL

The computer's volume can be adjusted, via the icon of the speaker, typically displayed on the lower right hand side of the task bar. With one click, you can adjust the

volume or mute all sound. A small window with a slide will appear so you can make a volume adjustment or click the box for muting. To hide it, simply click elsewhere on the screen after you're finished making your adjustment. By double clicking on the icon, you can access the volume control window, which allows you to control different parts of volume. You can also adjust the balance of the volume between the speakers or mute certain volume settings.



TOP 5 INTERNET EXPLORER SHORTCUTS KEYS

1. **Ctrl A**—selects all
2. **Ctrl C**—copies
3. **Ctrl V**—pastes
4. **F4**—drops down the address bar
5. **Ctrl P**—prints the current page