



# ComputerWise



From Pat

## Inside this issue:

Heads Up— instructs you on maintaining your row and column headers on each printed page.	1
Inquiring Minds Want To Know - answers your questions regarding Word and the Internet	1
OTW—visits the American Memory historical collection.	2
Amazing Discoveries— shows you how to highlight a range quickly and trigger programs without using the mouse.	2
Create a Dual Identity— to handle junk mail.	2

## Heads Up— Print Row/Column Headers

It can be frustrating to print a multi page report from Excel and not knowing what exactly the column headings are once you get past the first page. It would be nice if you could turn to page 6, for example, and see the headings.

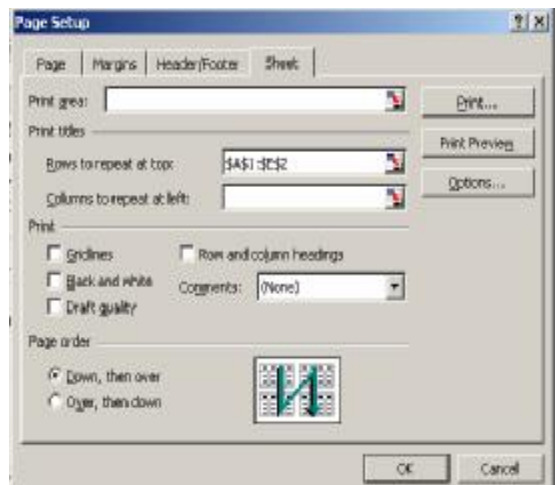
In order to have the column headings print on every page you need to do the following:

1. Place your pointer somewhere in the sheet being printed.
2. From the menu line click on **File – Page Set Up**
3. From the dialog box, click on the **Sheet tab**
4. In order to have column headers repeat on each page, click on **Rows to**

**repeat at top,** and then enter the range, or highlight the area that contains the column labels.

If you want **row headers** to print on each page, click on **Columns to repeat at left.**

I know this seems a bit confusing considering that in both instances, the headings are referred to as col-



The sheet tab within Page Setup allows you to print row or column headings on each page of a printed report.

umns, however, to keep it straight in your mind focus on the fact that one repeats the top (columns) and the other the left (rows).



## INQUIRING MINDS WANT TO KNOW

### WORD

**Q.**—Can I move a line of text without having to you cut and paste?

**A.**—You can, by dragging the highlighted line(s) of text while the cursor is in the form of an arrow.

### INTERNET

**Q.**—I seem to have lost that line that you type the www.com into when I'm on the Internet. How do I get this back?

**A.**— The line you refer to is known as the Address Line.

To display the address line, click on View from the menu, select Toolbars and click on Address Bar. This by the way holds true for the address line in My Computer and My Network Places.

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## OTW " On The Web <http://memory.loc.gov>



The premise behind an American Memory is to establish a place on the Internet for storing the outstanding collection of Americana currently housed by the Library of Congress. Maps, journals, photographs, sound and video are digitalized, and presented online along with excellent introductions and background information.

See George Washington's Diaries, Alexander Graham Bell's letters, or Confederate Battle maps. You can pay a visit to the Thomas Edison collection where you can listen to early phonograph recordings; or watch 100-

year-old film footage from the Spanish American war.

The site also contains the complete Thomas Jefferson Papers, from the Manuscript Division at the Library of Congress, consisting of approximately 27,000 documents. It is the largest collection of original Jefferson documents in the world.

According to information provided, there are dozens of teacher created, classroom tested lesson plans ranging on topics from U.S. History to civics to literature. Supposedly, they are there and ready to use.

### Browse Collections by Topic

<a href="#">Advertising</a>	<a href="#">Literature</a>
<a href="#">African American History</a>	<a href="#">Maps</a>
<a href="#">Architecture, Landscape</a>	<a href="#">Native American History</a>
<a href="#">Cities, Towns</a>	<a href="#">Performing Arts, Music</a>
<a href="#">Culture, Folklife</a>	<a href="#">Presidents</a>
<a href="#">Environment, Conservation</a>	<a href="#">Religion</a>
<a href="#">Government, Law</a>	<a href="#">Sports, Recreation</a>
<a href="#">Immigration, American Expansion</a>	<a href="#">Technology, Industry</a>
	<a href="#">War, Military</a>
	<a href="#">Women's History</a>



### EXCEL-

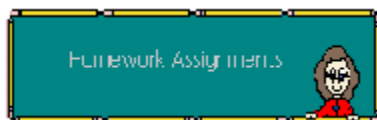
#### Quick Range Highlight

To highlight a group of cells quickly, click on the first cell, keep the **Shift** key depressed and click on the last cell. Viola! Note that if you select the top-left and the bottom-right cells needed to highlight a particular range you'll get all subsequent cells in between.



#### Without The Mouse

If you are constantly in search of keystrokes that allow you to not have to abandon the comfort of your keyboard, then press **Ctrl - ESC** (the very first key on the keyboard) to activate the Start button. From there you can select anything from the menus by simply using your arrow keys. Pressing **Esc** several times will close the menu.



## Create A Dual Identity

### Extra E-Mail Address

You purchase a single item online and it somehow manages to generate at least three dozen junk e-mails. Tired of all the junk mail? You may want to consider creating a new e-mail address exclusively for your online shopping. I have a dummy address that I use

whenever a web site asks for an e-mail address. The address winds up receiving all my junk e-mails. Every so often I access that account and just trash all the spam. Use one of the free e-mail services and create your own personal

## Top 3 Most Frequent Problems Encountered in School and their Usual Remedy

**My printer doesn't work.** Typically, a print job is hung up in the print queue. Press **Start—Settings—Printers** and double-click on the printer icon. Cancel any jobs that may be there.

**I can't get to common on the network.** Try from another machine. If you still can't get there, then you can presume the network is temporary down (call me). If not, check your network connection (blue cable) to make certain that it is lit where the cable connects to your PC.

**I can't find my grades.** All grade folders can be found on the network, under your log in on Common. Open the IGPro Data folder, click on folder 006 to locate your designated, password protected folder.