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# ComputerWise



From Pat

Volume IV  
Issue 3

Nov/Dec 2005

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Printer Not Printing? Select  
START—Settings—Printers

Point to the printer icon and check the Printer Status (it should read Ready). If not, turn it off and on.

If it is still not printing—double click on the icon and pointing to the print job in the queue, select

Edit—Restart

## The Dating Game

Word lets you insert the current date and time using a variety of formats. For example, the date could be inserted as 11/25/05, April 25, 2005 or 25 November 2005. You insert the date and time

by means of the **Insert - Date and**

**Time** command.

You can insert the date and time as **text** or as a **field**. Inserting the date as text has the same affect as typing the date into a document. Fields, however, are updated whenever a document is opened or printed. For example, imagine you create a document on November 25, 2005, and you insert the date as a field. If you had open the document the

next day, then the date will automatically be updated to November 26, 2005. The date and time are inserted as fields whenever the Update Automatically box is checked, as shown at the

bottom-right.

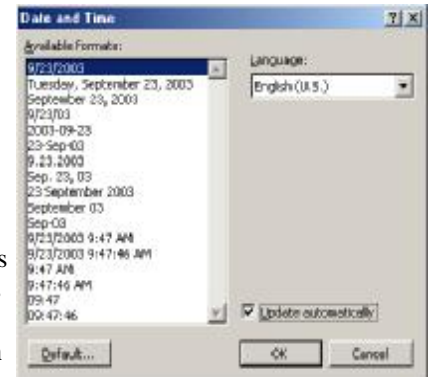
*ALT+DEL+D to insert date*  
*ALT+SHIFT+T to insert time*

### When to Use the Update Automatically Option

Maintaining the original date in a document may be important. For example, the date is important in documents such as business letters and legal agreements. If you insert the date in such documents using the Update Automati-

cally option, then you will lose the original date the next time you open the document.

*To find the original date that a document was created, right-click the document in My Computer or Windows Explorer, choose Properties, and click the General Tab.*



*Use the Update Automatically feature if you want the current date to always appear in your document*



## To Make Your Computer Life Easier Isolate Your Junk Mail with a Dual Identity

Making that lone purchase online seems to have instantly spawned a slew of junk e-mails that are now proliferating your in-box. There's a good chance that your e-mail address was sold to numerous vendors, which means that halting the junk from pouring in is virtually impossible. Here is an idea though that my help alleviate the nuisance.

Why not set up a new e-mail address exclusively for your online shopping? Go to one of the many free e-mail services on the Internet and create a new account. After using this new address it will wind up receiving all your future junk e-mails. Then each week just trash all the spam from this so-called shopping address.

## ENDING the Hassle

### SELECTING A RANGE OF CONTIGUOUS ENTRIES

If you're as much a fan of the <End> key as I am, you undoubtedly use that key to move quickly to the end of any column or row (or in Word, any line or document). In Excel for example, let us say your cellpointer is resting on cell C6, with a column of contiguous entries extending to cell C275. If you press <END>, <DOWN> from your location, you will instantly move to cell C275. This is much quicker than resorting to the use of the down arrow or the page down key.

Did you know that you can highlight a range in the same quick fashion? In Excel, place your

pointer in the first cell and press <End>, <Shift><Right>, <End>, <Shift><Down>, and press <Enter>.

The exhibit shown below depicts a range of contiguous entries in cells A1 through G9. Placing your cellpointer on A1, follow

	A	B	C	D	E	F	G
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9
10							

the key strokes as described and you will highlight the range as shown.

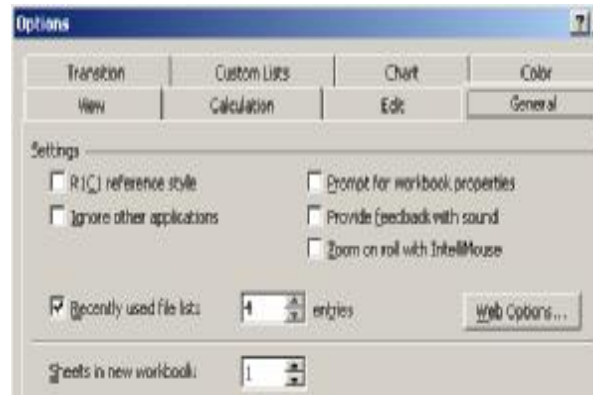
Once highlighted, you can execute a number of tasks, such as, copy, cut, create a range name, or define a print area.

## Under the Sheets

When opening an Excel spreadsheet you automatically have a hat trick worth of worksheets at your disposal. If three isn't enough, you can always add more sheets by selecting **Insert – Worksheet** from the menu. If three sheets is too much and the sheet tabs are annoying, you can easily remove those unwanted sheets by choosing **Edit – Delete Sheet**.

For those of you who grew up using Lotus 1,2,3, you're not used to having additional sheets unless you specifically want them. If this is an issue for you,

then change the default by selecting **Tools – Options** and click **General** in the Options Dialog box. Change the setting for Sheets in new workbook to the desired number (perhaps you always need more than the usual three). Now all new workbooks will have the number of sheets you specified.



## Q&A FONTS are Fontastic

Q.—How do I change the font within Outlook permanently?

A.—You need to be within the Inbox in order to do the following:

From the menu select

**View—Current View**

**Customize Current View**

**Automatic Format**

Click on font and change it from the default 8 pt Tahoma to your selection.

