



ComputerWise



From Pat

Front and Center with the Merge and Center Button

The Merge and Center button (shown here) joins selected cells together and then centers the alignment of the merged cells. This technique is most useful in centering headings or titles across several columns of a spreadsheet.



Press the Merge and Center icon and the heading will be centered across the selected columns as shown in this resulting example.

Note: The entry still resides in cell A1 and only appears to be resting in another cell address.

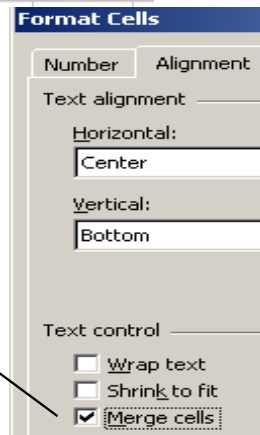
The following example shows a heading centered on row 3, across columns A through E.

	A	B	C	D	E
1					
2					
3	Quarterly Sales				
4	Food Sale	Q1	Q2	Q3	Q4
5					

To Center a Heading:
Highlight the range (A3:E3) encompassing the columns in which you want the text centered.

To perform the same task using the menu:
Select **Format – Cells**
Click on the **Alignment** tab
Click the check box indicated as **Merge cells**

	A	B	C	D	E
1					
2					
3	Quarterly Sales				
4	Food Sale	Q1	Q2	Q3	Q4
5					



Conrad Weiser
High School

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Get Instant Highlights on the Address Bar

Oftentimes, the mouse and I are just not in sync. I move it one way and it goes another. Because of my ineptness in mouse wrangling, I am a seeker of keyboard shortcuts for many of the everyday mouse maneuvers. One in

particular that I've been using quite often is a key combination that will highlight the text inside the Internet's Address Bar.

Hold down the ALT key and press D. Alt-D will instantly

highlight the entry in the address line regardless of the location of your mouse pointer.

This combination works whether it's the Internet or even the address line from My Computer or My Network Places.

Training Opportunity

Intro to
EXCEL

THURSDAY 4 to 6

Part I September 22

Part II September 29

Part III October 6

Dial X665 for details

Cast a Spell Check to Dismiss Misspellings

There is no reason for anyone to have misspelled words in Excel, Word or Publisher thanks to their spell checking capability.

To check spelling on the fly:

Right click on the misspelled word.

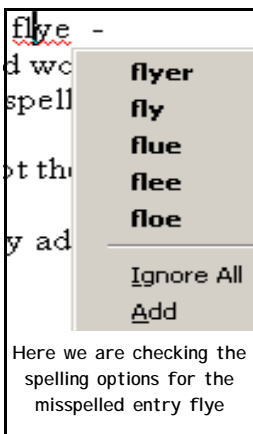
From the list of possible spelling choices, click the desired spelling

OR

Click **Ignore All** to accept the word as is

OR

Click **Add** to permanently add the word to the programs dictionary.



To check spelling for an entire document
Click **Tools - Spelling and Grammar** to open the spelling and grammar box.

OR

Click the **Spelling and Grammar** button.



The first misspelled word that you encounter (indicated by a red-wavy line) will appear in the Not in Dictionary text box. You can do one of the following:

- Click the correctly spelled word in the **Suggestions** list and click the **Change** button.
- Click the correctly spelled word in the **Suggestion** list and click the **Change all** button to correct all identical misspell-

- ings throughout the document.
- Click the correctly spelled word in the **Suggestion** list and click the **Auto correct** button to automatically correct the word's identical misspelling when you type it in the future
- Click in the **Ignore** button to leave the word as it is and go on to the next word.
- Click the **Ignore all** button to ignore all instances of the word.
- Click the **Add** button to add the word to the dictionary for future spell checks.

OTW

Ask Uncle Sam

FEDSTATS

The gateway to statistics from over 100 U.S. Federal agencies

I bet you didn't know that the average farm operators' household income was nearly \$8,000 greater than the U.S. average household income in 2002 or that there were 4,269 deaths in 2001 due to something as seemingly innocuous as asthma. Did you know that the average age of prison inmates is 38 or that women across the board have a

higher absence rate from work than men?

If you love trivia and statistics like I do, or you need some stats to support your senior project presentation on, let's say, tobacco use, then you'll love perusing WWW.FEDSTATS.GOV.

At this site you'll find where the federal government has spent some of your tax dollars.

Whether you want stats on drug crimes, railroad accidents, or poultry populations, here's your ticket to the endless archives of government information. You have the ability to search by keyword, topic, state, or agency to get survey data, reports, and more stats than hair on an ape - that stat is probably there too.

Tired of Long Drives – Take the Bus

Technology can sometimes be a wonderful thing, especially when new products come along such as the memory stick. This small device, about the size of a pack of gum, supplies convenient storage for your documents, pictures, presentations and music files. This extremely portable gadget makes it easy to move files between home, work, school—or any other place you need to go. It is Versatile, compatible and user-friendly.

You'll find them in any store that carries blank CD's and floppies, but unlike those forms of media, the stick can hold up to 512MB (also available in 128 and 256). The price ranges from twenty to sixty dollars depending on the capacity.

To use this wondrous piece of technology, simply insert the stick in the USB port - typically located in the back of your PC. You'll recognize it as a one of two slots in which your printer is likely connected. Just slide the stick

into the other available port.



Memory Stick

USB by the way stands for Universal Serial Bus – thus the bus reference in my title.



USB Port