

Quick Tip

PowerPoint Considerations—

Keep colors and special effects to a minimum. This maintains the audience focus on your information.

Also, take into account the room size, the power of your projection unit, and the demographics of your audience when determining font sizes and colors.

Great Website

www.convertit.com

Do you ever need to convert from miles to kilometers or even the number of days between two dates? If so, then convertit.com is for you. This easy to use site has all types of calculators for all kinds of uses. Did you know that 154 in Roman Numerals is CLIV?

Techie Term

802.11— This term refers to a series of standards developed for wireless communication for networks. The basic 802.11 standard was accepted in 1997. Since that time, there have been additional specifications including 802.11a, 802.11b, and the most recent 802.11g. Basically, the higher the standard, the higher the data transmission speed and the higher the encoding scheme for data.

Windows

Minimize Multiple Windows . . . In One Easy Step

When you have several windows open, it's time-consuming to minimize each in order to get back to your desktop. In all versions of the Windows operating systems, there is a shortcut key combination that can complete this task quickly. The key combination is **START + M**.

To Close Multiple Windows:

1. Press and hold your Windows **START** menu button on your keyboard.
2. Press the **M** key. This will minimize all of the open windows.

Press and Hold



Get to your desktop quickly. . . Use **START + M**

Then Press

M



Security Matters

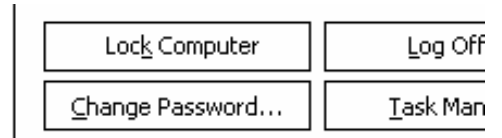


Is it time for a break, a meeting, or lunch? Then it's time to lock your computer.

Locking your computer is so easy. It makes a huge difference in the access that others have to your data and the computer network that there are few reasons not to take this simple step in security.

To lock your networked computer so that others will not have access:

1. Press and hold the CTRL key, the ALT key and the DELETE key in that order.
2. Click on Lock Computer (Workstation) from the screen. You can also just press ENTER since Lock Computer is the active button. Your computer is now locked.



Locking your computer keeps it protected and all of your applications and files remain open for when you return.

To unlock your computer:

1. Press CTRL, ALT, and DELETE as described above.
2. Type your password.
3. Press ENTER.

Locking your workstation is different from shutting down. Be sure to follow your computer user guidelines for shutting down your workstation.

Word Formatting

Hold down **C** and press **b** to make a selection bold

Hold down **C** and press **i** to make a selection italic

Hold down **C** and press **u** to make a selection underline

Hold down **C** and **S** and then press **>** or **<** to increase or decrease the font size



Clip and tape to your monitor for quick reference!



Right-Click On a Link

Have you ever lost track of a Web page to which you wanted to return? Try this simple technique: After finding a page of information that you would like to return, *right-click* on the next hyperlink.

A shortcut menu will appear and one of the choices will be Open in New Window. Click on this command. The next page of information will open in a new browser window, yet allow you to return quickly to the previous page of information by clicking down on the Taskbar.

Right-click on a link to display the shortcut menu. Choose Open in New Window command.

The new window opens and appears on the Taskbar.



To Open a New Browser Window:

1. Navigate the Web until you find a page of interest.
2. Right-click on the next link.
3. Click on Open in New Window – the browser will automatically open the page in a new browser window.
4. Continue browsing.

To return to the previously opened page, click on its reference on the taskbar at the bottom of your screen.

Office

Undo an AutoCorrect Change

While working in the MS Office environment, you may enjoy the many automatic adjustments that the applications perform for you. For example, you may no longer hold down the SHIFT key to capitalize the start of a sentence in a Word document. You may simply rely on the program to do it for you. No Problem, right? WRONG!

The reality is that sometimes MS Office “corrects” things that should not be “corrected.” When this happens, immediately think Undo.

After any Office application makes an automated and unwanted change in your file, immediately click on the Undo button or hold down the **CTRL** key and press **Z**. Either technique will Undo the action.

The AutoCorrect features are great in the different applications, but they are not correct 100% of the time. When they are not, remember to Undo!

Using keyboard shortcuts for international characters.

Locating and using Word’s Selection Bar.

Email considerations.

Learning about social engineering.