HOMEPAGE

Steve Schwartz, PD-go! Web Solutions

Steve Schwartz of PD-go! Web Solutions of Vero Beach will be the guest speaker at the April 2012 General Meeting of the Vero Beach Computer Group.

Steve will be speaking about facebook. Unfortunately more details about his presentation were not available in time to be included in the newsletter.

The meeting will be at 7 pm, Monday, April 2 in the large meeting room at the Main Library, 1600 21st, Vero Beach. The meeting is open and everyone is welcome to attend.

VBCG members please be advised that March was the deadline for renewal and memberships are now considered delinquent. Please renew now if you haven't done so already. You may renew at the meeting on April 2, and thanks for your support!

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Shortcuts for Microsoft Word

http://news.yahoo.com/blogs/upgrade-your-life/8-microsoft-word-shortcuts-probably-don-t-know-200710557.html

Go to the link above to view the tutorial on these shortcuts. They are really good. This information was sent to me from one of our members. Do you have any interesting and helpful hints? Please share them!

Microsoft Word: Love it or hate it, practically everyone uses it. I've been using it so long, Here are some super helpful shortcuts — hidden tricks and timesavers that make Microsoft Word easier and faster.(There are many different versions of Word and this does NOT work on all of them.)

1. Double Click And Drag
If you're like most people, when you want to move a section of text from one place to another, you use Control-C to copy and Control-V to paste. That's fine. It works. But there's a faster way: Double click or highlight what you want to move, then simply drag what you've highlighted to where you want it to land.

2. Double Underline
You know you can affect text by hitting Control-B to make it **bold** or Control-U to underline. But if one line of underlining just isn't emphatic enough, Control-Shift-D will double underline. (On a Mac, use Command-Shift-D.)

If that doesn't make your point, you may have to go to ALL CAPS, and I've got a shortcut for that too…

3. Change Case Change Case button
Instead of retyping everything to change from lower case to Title Case or to UPPERCASE, just highlight the text you want to change, click the case button, and then choose which case you want.

4. Adding Buttons to Your Toolbar
Suppose you just tried using shortcut #3, but the case button isn't on your toolbar, no worries; you can add it (and almost any other command). Go to View, Toolbars, Customize Toolbars, Commands, then scroll to find the command you want — and drag it to where on the toolbar you want it.

Word Shortcuts continued

5. Add the Date

How many times a day do you type the date? If you do it even once, that's too much. Next time, just hit Alt-Shift-D (or Control-Shift -D on a Mac) to add the date automatically.

6. Quick Parts

This next tip builds on what the Autotext function did in older versions of Word: If you have a certain paragraph of text you regularly need to add to a document — like a boilerplate disclaimer, or maybe directions to your office — turn it into a Quick Part. Here's how: Quick Parts

> Highlight the text you regularly use — Click the insert tab — Hit Quick Parts, and choose "Save Selection To The Quick Part Gallery"

Now any time you want to insert that chunk of text into a document, either a new one or an old one you're editing, just hit that Quick Parts button. Just one more click will select which saved Quick Part to insert. This trick will even work as a shortcut for adding a logo or letter-head.

7. Conform Fonts

This one used to drive me crazy: I'd copy and paste some bit of text from another document or from the Web, and then I'd have to click all over the place to get the font size and style to match the surrounding text of my existing document. No longer. Here's all you need to do: Highlight the non-conforming text, then hit Control-Spacebar. Done.

8. Customize Quick Access Toolbar

There is one way to get your most commonly used commands in the same place- that's to customize the Quick Access Toolbar. It's like the center drawer in your desk that has all the stuff you use most in one easy-to-access place. No organization, just (as the name implies) quick access. So take the things you like most and add them to the Quick Access toolbar. Click the little down arrow tab to get to the Customize Quick Access Toolbar drop down menu, hit "more commands" and add whatever you use most. You can also position this toolbar below the ribbon if you prefer it to be closer to your document text.

Time For Spring Cleaning

http://www.microsoft.com/athome/setup/

This site tells you how to actually clean your computer hardware. This is important because dust and lint can cause your CPU to heat up and heat is the biggest cause of component failure in computers. Remember dog and cat hair can cause a lot of damage to your computer.. You will be given instructions on how to get into your desktop or laptop step, by step then clean each of your peripherals. At this site you can click on How to, **"Speed up your PC: automate your computer maintenance schedule ".** By simply clicking on the link provided.

http://www.microsoft.com/athome/setup/maintenance.aspx

This site gives you step by step instructions on how to clean up/speed up your computer. And the best way to do this is to, **"Create a preventive maintenance plan for your computer".**

I have been using a plan or schedule for years. My maintenance plan includes the month end backup of my files also. At each month end I make sure that I go to the Internet and **delete all**
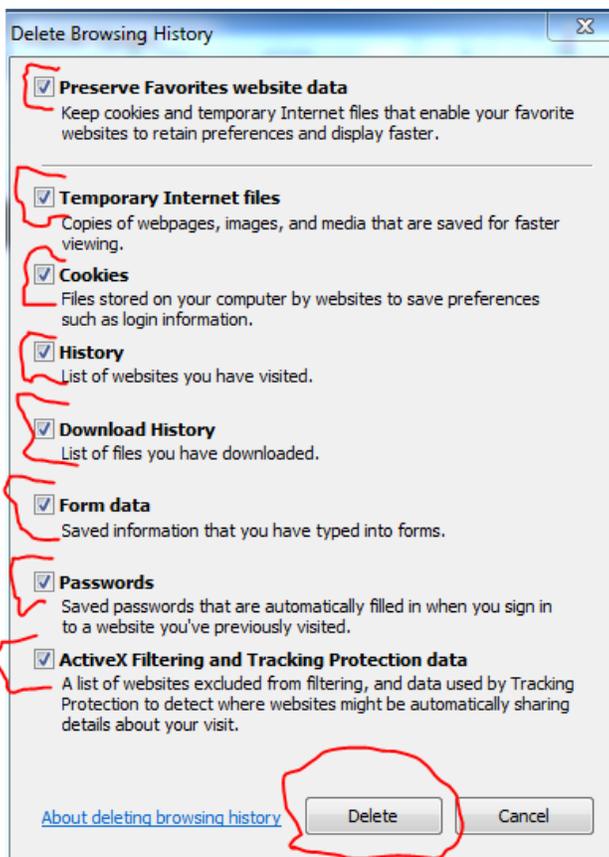
From there I go to Disk Cleanup as explained in this article. With Vista and Win 7 the Disk Defragmenter is run weekly, If I delete software from my computer, I go in and run the defrag manually. When I had Windows XP, I would run it each night before shutting my computer down. Microsoft recommends that you run **Check Disk** weekly. NO WAY!! My computer is 13 months old and has a 1.5 TB hard drive. I ran it yesterday and after the first hour, it was checking the free space on the disk. It took well over four hours to run. I was in the middle of this newsletter and had to move over to my iMac which I got a little over a month ago and still can barely use! At least I learned how to copy and paste from these articles from Microsoft and insert the document I created in Word into my email and send it .rtf to myself, because I still can't send things to a flash drive from the iMac.

More on Spring Cleaning for your PC

http://www.microsoft.com/athome/setup/cleancomputer.aspx

From this same site you can click on the link, "**How to delete programs you no longer need".** http://www.microsoft.com/athome/setup/cleansweep.aspx

This site also covers System Restore, Disk Cleanup, and Empting the Recycle Bin. (I was visiting with my nephew last week an he asked me to check his computer because it was running so slow. I did the regular maintenance and when I got to his Recycle Bin, I found that he had not emptied it since he bought his computer. He said he thought that when you deleted anything that it was gone. I always ask before deleting items from the Recycle Bin, because a friend was using it to store his important files that he wanted to save and use again.. Some were very important history files.

Just remember, you paid a lot of money for your computer, it does require a little of your time to make it run smoothly. When you buy a car you make sure it has gas, the tires are good and you do the other maintenance as scheduled. So make a schedule for your computer maintenance.
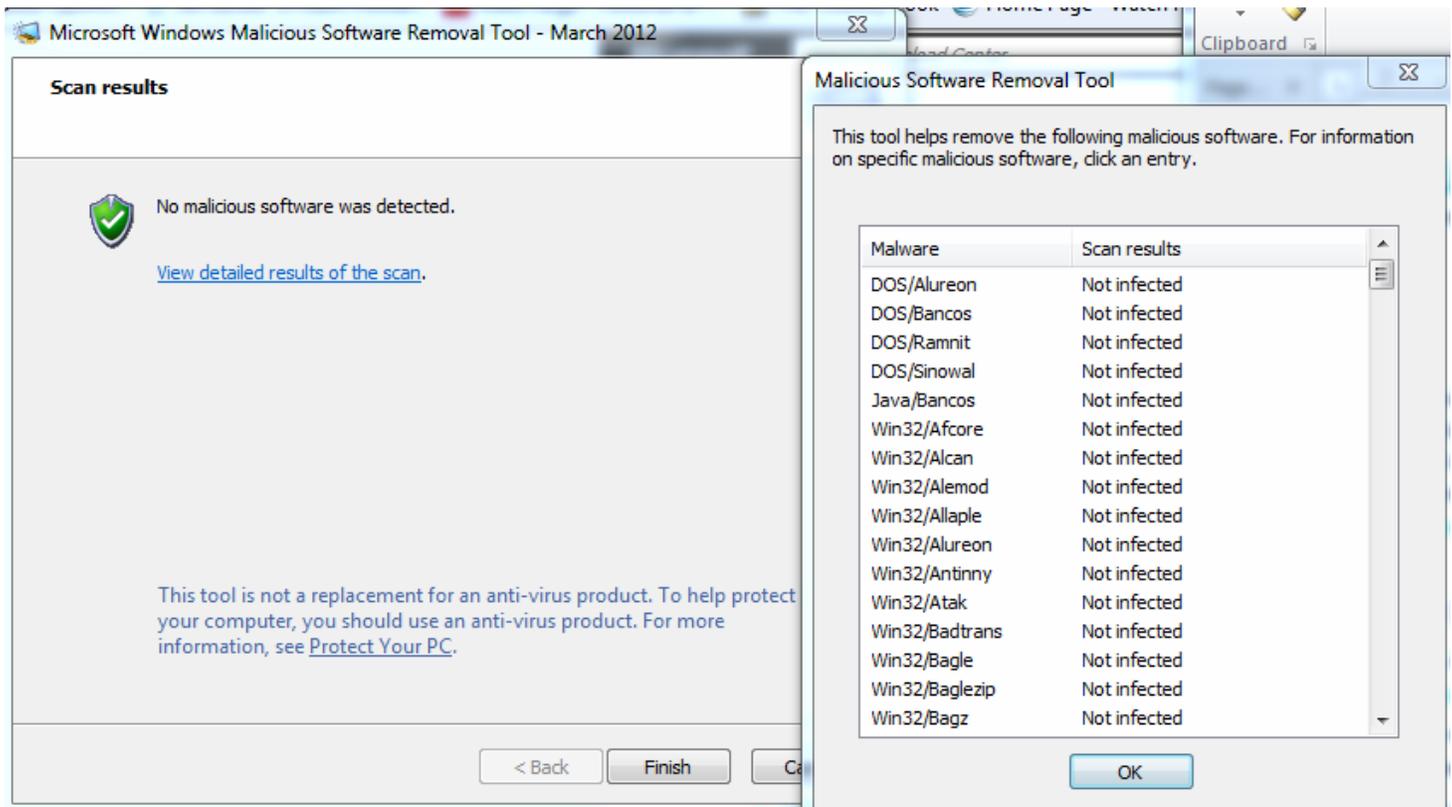
Vero Beach Computer Group

Meets at the IRC Main Library
1st Monday most months
(Check schedule on web site)
7:00 to 9:00 PM
Help desk before meeting
Email: webmaster@vbcg.org

New Tablet SIG:
Forth Monday, 6:30 pm
For users of all tablets -
iPad, Android, HP, etc.

Public Welcome — Membership appreciated!
Held at Technology Partners,
2955 20th Street, Vero Beach

**Please visit our web site for the full schedule of SIGs,
the rest of which are held at the Main Library**

WWW.VBCG.ORG

The Vero Beach Computer Group provides support to all members interested in improving their knowledge and use of computers. Our motive is to share our experiences as a self help group that gives everyone a chance to learn and help each other. Annual dues are $20.00 for a family membership. For more information visit our web site.

Malware? Don't fall for it! Malwarebytes says:

If viruses are mischief, malware is mayhem. Malware doesn't just want to disrupt your network, it wants your keystrokes, logins, passwords, address book, data, credit card information, favorite t-shirt and possibly your cat. Malware is not going away any time soon. Malware is growing, developing, constantly evolving. Malware is becoming more difficult to detect, and even harder to remove. Only the most sophisticated anti-malware techniques can detect and remove malicious programs from your computer.

Microsoft Security Essentials is free from Microsoft and Malwarebytes also has a free version. It would be good for you to download one of these.

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