
CompuFiciency 101

How to Maintain a
Competitive Edge
And a Highly
Trained Workforce

Presented by Brian T Mickley

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ABOUT COMPUFICIENCY

After 25+ years of intense computer use, study, and teaching, I have observed that the average computer user is—sadly—quite limited in computer skill and knowledge. Professional office workers invest so much time and energy in their daily chores that little time remains for enhancing computer skills, even though it is the primary tool with which they conduct business.

It is fair to say that many computer users are effective, but most are far from efficient.

How can we remedy this? By pursuing CompuFiciency. CompuFiciency is more than training people how to use applications like Word or Excel. CompuFiciency is training a new mindset, a mindset that acknowledges the incredible untapped power of that device sitting on the desk, a mindset that says 'old ways' worked with 'old tools'. The computer is a new tool requiring new ways.

At least two factors contribute to the relatively unchanged personal productivity dilemma despite huge investments in computer hardware and software--Upgrade Fever and Process Patterning.

It is fair to say that many computer users are effective, but most are far from efficient.

Rather than upgrading software and hardware, companies must constantly seek to upgrade their workforce CompuTelligence.

XP... Office 98, then 2000... now 2003 and 2007... should we try Vista? Why is this? Because managers subconsciously hope the new computer or software will fix the endemic problems.

In fact those old computers—in the right hands—can move mountains, launch space shuttles, and design skyscrapers. The problem is lack of training! Newer faster systems only increases the speed with which office workers make mistakes if they lack ability to integrate effectively the applications they only partially use.

In other words, business needs Compu-telligent employees, and that only comes through training.

So, don't upgrade... train, train, train.

PROCESS PATTERNING. Computers replaced typewriters and adding machines. Drive storage replaced file copies. In many cases personal computers replaced personal secretaries. But everyone kept doing things the same old way. Initially, a good thing—retain continuity in the workplace. Ultimately, a bad thing—different tools require different processes!

The computer was (and remains for many) merely a more expensive and confounding typewriter. And we don't even teach typing anymore!!

Faster systems without training only increases the speed with which office workers repeat their mistakes.

Processes in the workplace must change to truly benefit from computerization. The paper-based, forms-based, carbon copy/copy machine model does not ultimately benefit a modern computerized business office.

When did this happened in your company? In one day computers just replaced typewriters. Bang! Gone!

The following day workers simply did what they did the day before –now using a computer instead of a typewriter. Existing processes—all paper-oriented—were (misapplied to the new computer.

Many managers now realize nothing has really changed despite all of the money spent on computers. Why? Because swapping tools (computer for typewriter) without changing processes resulted in cosmetic changes but was unlikely to yield substantive changes.

Whatever training was provided was application-specific—Microsoft Word or Excel or Outlook, etc. But what was not taught was how to migrate mindsets and processes from paper-centered to technology-centered.

Busy professionals must rely upon staff or consultants to (1) research appropriate technology, and (2) integrate it into their existing infrastructure and business processes. Many have taken this step time and again pursuing upgrade after upgrade. Yet they typically continue running the business in a paper driven fashion.

The next technology revolution in business must be CompuFiciency education—and not application training.

We need business workers who understand how to work a computer in ways that maximize CompuFiciency.

One day computers just replaced typewriters. Bang! Gone!

The following day workers simply did what they did the day before –now using a computer instead of a typewriter.

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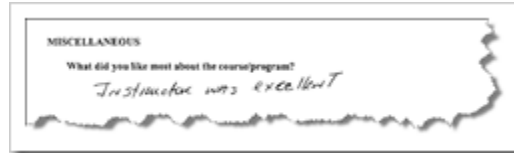
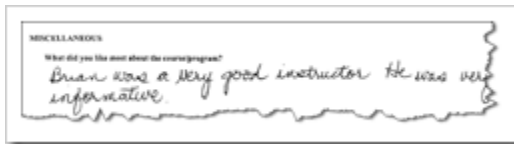
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COMPUFICIENCY 101 TESTIMONIALS

Please visit www.beCompuSmart.com to see much more training feedback.



CLICK on images to ENLARGE



Stark State College Continuing Education **CompuFiciency 101** feedback:

3. What did you like most about this course? *Great information. *Instructor addressed all individual needs. *Everything. *Many time savers. *Content is very informative. *A lot of good information covered; moved quickly from one topic to another. *Ability to flow with needs of participants rather than a rigid curriculum. *Everyone had plenty of opportunity to share and get help with things they needed.

4. What improvements would you recommend? *Session broke down to more classes; too much too fast. *Two days; there is a lot of information to cover also it is great that the information is available online to check out later and take time to digest the information. * Just more time; feel like we barely got started.

5. Additional comments? *At times a little too fast screen to screen. *Very good. *Brian presents his information very well. *I am a beginner computer student; it was a little over my head; but I need to be around this, it shows me how far I have to catch up. *I highly recommend this course. *I liked that Brian was willing and happy to answer questions; he was excited about the information.

BASIC SPEED AT THE Keyboard

MONEY MOTIVATE\$ TIME I\$ MONEY. THE POWER OF \$COND\$

We all know money is time, right? Want to add a free week to your work year? Your admin specialist? Let me show you how.

Say you learn 50 **CompuSmart** ways to save 10 seconds a day. 500 seconds = 8.33 minutes

8.33 minutes X 250 work days per year = 2,083 minutes.

That's 34.7 hours, 4.34 days, or **NEARLY ONE WEEK** - **\$aved by the \$econd.**

Applying **compuFiciency** *will* net an office worker 50 opportunities to save 10 seconds—take my word on it! - [TOC](#) -

RIGHT-CLICK, POP-UP MENU... #1 TOP TIME-SAVER BEST TIP \$\$\$ CAN BUY!



Whether you call it 'right-click', 'pop-up menu', or 'context-sensitive' help... it's among my **TOP favorite tricks**.

If you develop the right-click habit, 99% of the time your desired command is right there: copy, paste, format, bullets and numbering, etc.

Even better, commands that *should* be available in a given location *usually are* available. That's the 'context sensitive' part. In a table, you'll find menu items (borders, add row, delete column, etc). In a chart, you'll find chart menu items.

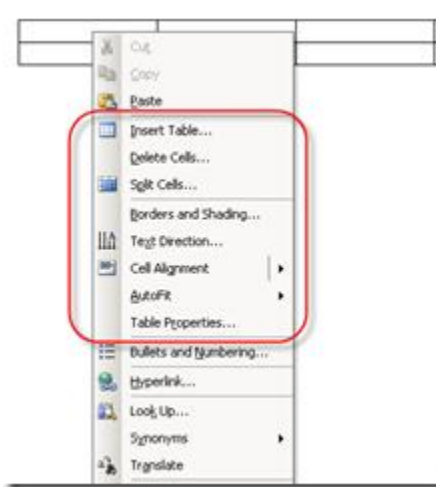
The message is this: no matter where you are** in any MS Office application, simply place your cursor on the desired object, right-click, and you'll find what command you're seeking.

** Exceptions exist, of course. But **you'll be money ahead** by developing the right-click habit and **OCCASIONALLY** not finding, rather than **ALWAYS SEARCHING COMMAND MENUS**.

Watch this. In a normal Word document you might find these command options by right-clicking



But right-click in a table and you'll get a different menu of options (likeliest ones you're needing)



And on a photo you get an entirely different set of menu options.



In most cases, you'll find what's needed **simply by right-clicking WHERE IT'S NEEDED**

Note: this applies to all MS Office applications and most well-written Windows productivity programs. [- TOC -](#)

COMBINATIONS ARE DYNAMITE. MY ONLY **WORN OUT** KEY-THE **CTRL-** KEY!

Can't remember the most time-saving aid in Windows you say? Try this...

Just remember they're on **the bottom left row** of keys and you'll be 99.5% there.



Ctrl-B - turn bold on/off or bold the selection

Ctrl-V - Paste from clipboard

Ctrl-C - Copy selection to clipboard

Ctrl-X - Cut selection

Ctrl-Z - Undo

Just learning these five key combination shortcuts is bound to save any active office worker oodles of time. Try it. [- TOC -](#)

CTRL-DELETE

RAPIDLY deleting entire words can't get much easier than this. Put your cursor in front of the word, hit **Ctrl-** with right thumb and **delete** with right ring finger.

Trust me, you'll never go back to using the **d-e-l-e-t-e** key or cheating and **b-a-c-k-s-p-a-c-i-n-g** whole words.

Why would you? [- TOC -](#)

SINGLE CLICK TO THE DESKTOP AND BACK—WINDOWS-D

Multi-tasking business users typically have lots of desktop icons and lots of applications up-and-running. Peeling them back to get to the desktop can be time-consuming *unless* you know about *Windows-D* (lower left on your keyboard).

Pressing the **Windows-D** key combo **exposes your desktop instantly**. A second time and you're back to where you were.

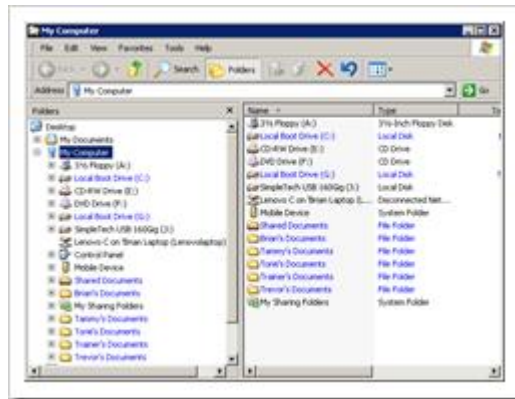
Learn it. Use it. [- TOC -](#)

WINDOWS-E FOR EXPLORER WINDOW (MY FAVORITE KEY COMBINATION)

But you didn't know that hitting the **Windows-E** (key in lower left of keyboard with Windows logo) combination would bring up the **Explorer** in a jiffy!

If you're like me, always jumping all over the network, searching through folders and files, then this is **the perfect tip** to make you more COMPU-ficient today.

Simply hit **Windows-E** and this pops up pronto!



[- TOC -](#)

'SELECT ALL' - ONE STROKE GRABS THE ENTIRE PAGE, LETTER, EMAIL, ETC

Just like the previous post, the need to **HIGHLIGHT AND SELECT AN ENTIRE TEXT** happens all the time for power users.

Very simple again: select **'Ctrl-A'** to select everything, and then (likely) **'Ctrl-C'** to copy it.

Quick, quick, quick! One more way a CompuFicient user can do so much in so little time. [: TOC -](#)

JUMPING TO THE END/BEGINNING OF A DOCUMENT

Whether it's Word, Excel, email, or most anything else, there are thousands of times we go from the bottom to the top and back again.

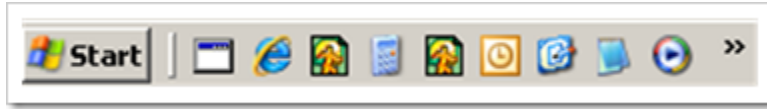
Very simple... toggle between **'Ctrl-End'** and **'Ctrl-Home'** to quickly jump around the document, spreadsheet, etc.

Another **SIMPLE** but big time-saver to maximize CompuFiciency! [- TOC -](#)

A HUGE TIME-SAVER... THE QUICK LAUNCH BAR

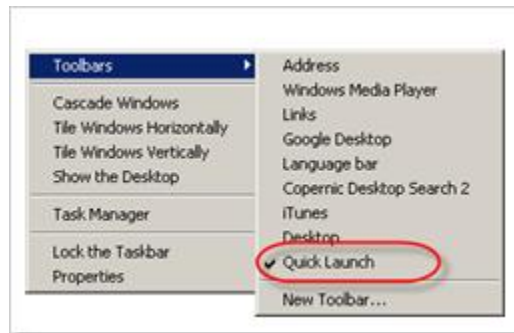
Down at the bottom of the screen, just to the right of your 'Start' button is a gold mine called the 'Quick Launch' toolbar.

CompuFicient users put links (icons) to their most frequently used applications here. Then, you **NEVER** have to wade around menus, desktops, etc. to start your applications... just click the readily available links!



Here's how

1. Right click on the gray area of the bottom toolbar
2. Make sure the 'Lock the Taskbar' option is **NOT SELECTED**
3. Click up to the 'Toolbars' option on that same menu and
4. **Turn on Quick Launch** toolbar option
5. That's all there is to turning it on (enabling it)



How to use it

1. Drag an application icon from your desktop to the 'Quick Launch' toolbar
2. Release the icon
3. Click the new icon to launch the application
4. You can also drag application icons from the menu bar after hitting 'Start, All Programs...'

This one is a dandy! Once you've tried it, you'll never go back to the Easter egg hunt of old! [- TOC -](#)

ANOTHER absolute FAVORITE - ROBOFORM web password manager

RoboForm Web Password Manager [RoboForm Web Site](#)

Best \$29.95 money can buy for busy Internet users.

If you do much business work on the Internet **AT ALL**, the odds are you'll love this program as much as I do.

Imagine never needing to login to sites again, remember countless login names and passwords. Imagine completing tedious forms requesting basic name, address info in one click... well, you get it.

ALL is now done with a simple click due this brilliant and inexpensive little browser (Internet Explorer, FireFox, etc)



How it works

1. Install the browser add-in
2. Give RoboForm some contact information (don't worry, it's all secure) and even credit cards if you order much online
3. Browse to any site requiring a login and password or contact information
4. When you are prompted for First Name, Last Name, Phone, etc. RoboForm pops up and allows you to automatically fill it in with one click
5. When you navigate to a password protected site, as soon as you 'Submit' your login, RoboForm intercepts it and asks if you want to save it? You click 'Yes' and from now on RoboForm enables you to click **DIRECTLY** to that site and does the filling in for you! You can zip through five password protected sites (e.g. bank account, web mail, personal Google or Yahoo account, company or school intranet login) in seconds.

Talk about **CompuFiciency!** Tools like RoboForm will save you oodles of time immediately.

Disclosure: I am not getting one dime for this recommendation. [- TOC -](#)

FORMATTING AS YOU GO JUST SLOWS YOU DOWN! TRY THE FORMAT PAINTER

If you're like most people, you want the words to look perfect as soon as you type them. So, you spend time bolding, underlining, centering, numbering, etc.

Don't waste your time. It's far more **CompuFicient** to do it after all of the editing is done. Once you've got the content nailed, then start at the top and select something that needs formatted (bold, colored font, underlined, etc) and format it. Then, **with it selected**, double-click the format painter and 'apply' that format everywhere it is called for. Do the same with other formats.



Note: single click only gives you ONE chance to apply the format elsewhere. Double-click stays on until you click it off (or hit Esc). Remember that or you'll get frustrated!

This is **REALLY** helpful for compound formats like a **red, bold, underlined text**. One double-click loads your paintbrush for applying it all over the place! [- TOC -](#)

REPEAT THE last action

Here's a handy trick to know.

We often find ourselves making an editing decision that we then need to **reapply throughout an entire document or spreadsheet**. For instance, you may want to change the indent of your paragraphs.

As long as you **DON'T MAKE ANY OTHER ACTIONS**, you can **repeat that action** throughout your document. It's as simple as selecting the F4 key.

This is one of those understated CompuFiciency tricks.

[Repeat the Last Action](#)

Actions are generally defined as **things you do** with menus and title bars, like merging, formatting, running macros, etc, not typing in a cell. Sometimes you may like to repeat the last action easily, without going back through the menus again, there's a shortcut!

Shortcut: Repeat the Last Action - Keys to press: **F4** - [- TOC -](#)

RAPIDLY SWITCH BETWEEN APPLICATIONS - 'ALT-TAB'

If you ever find yourself referring back and forth between two different programs (say a web browser and word processor, or email and accounting package) then you're going to love '**Alt-tab**' which **alternates you between most recent programs**.

Casual users may press Alt-Tab once to alternate between the two most recent tasks, but used to its full potential, **repeatedly pressing Alt-Tab can switch to any running program**. - [TOC](#) -

KEYBOARD SHORTCUTS - KEYS FOR THE OFFICE INTERFACE

[Keyboard shortcuts – Excel – Microsoft Office Online](#)

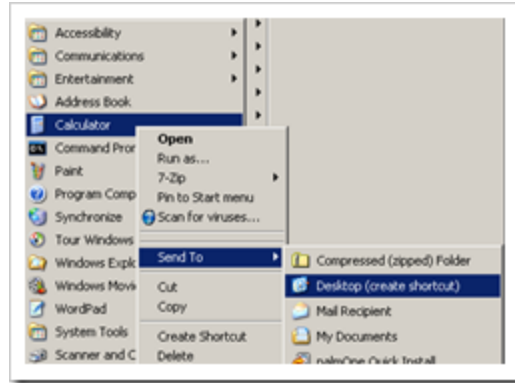
Keyboard shortcuts lists are all over the place. Here is one that neatly organizes and catalogs the entire Microsoft office suite in a very handy fashion.

Browse the page and see how many new ones you can learn that fit within your work style — everyone has different requirements and not everyone benefits from the same set of shortcuts. But everyone benefits from shortcuts **THAT MATCH THEIR OWN PERSONAL WORK REQUIREMENTS** — learn yours!

GENERAL COMPUTING

PLACE A CALCULATOR ON 'QUICK-LAUNCH' TOOLBAR

1. Us computer users routinely need a calculator
2. A FREE calculator comes with the operating system (buried 5 layers deep!)
3. Take 68.3 seconds and make it [one click away](#) — NOW!



Here's how:

1. Drill down your Start, Program menu to 'Calculator'
2. Right-click on 'Calculator'
3. Select 'Send To'
4. Drill overdown to 'Desktop (create shortcut)'
5. Close Start and Program menus
6. Go to Desktop.
7. Drag the 'Calculator' shortcut icon to the ['Quick Launch'](#) toolbar
8. Launch 'Calculator' [- TOC -](#)

WIRELESS KEYBOARD / MOUSE – DE-CLUTTER YOUR DESKTOP

Desktop space and computing freedom are priceless, so why not make the most of them? For less than a meal for two you can cut two cords that bind you more than any others.

Just like your cordless phone, your keyboard and mouse are paired to a tiny receiver, and all inputs are made without wires. Talk about liberating. For a business computer user, it's greater than a TV remote or the cordless phone—and you have invested in these, right?

Time to install: 5 minutes. **Cost:** as low as \$29.99 for a Logitech EX110 at TigerDirect.com. **Payback:** priceless. [- TOC -](#)

CUSTOMIZE YOUR MS OFFICE TOOLBARS

We do **not** need to accept Word or Excel as they come 'out of the box'. Yet very few people ever bother to adjust the toolbars to their own tastes. It's not difficult, so perhaps you just didn't know you could personalize it so easily?

Do you frequently have to **DIG THROUGH MENUS** to find an often-used command? Let's learn how to put that command one click away on the toolbar.

Have you recorded macros you would like to 'click on' to execute? No problem.



Are you in a technical environment where you frequently do the very same thing? Make your own toolbar and perhaps even associate it with a template.

Do you have toolbar buttons you have NEVER used? We'll show you how to get rid of them.

Using Word (Excel is nearly identical), here's how:

Right-click somewhere on the menu bar (I prefer the blank gray space) to display the toolbars & menus 'Customize' option



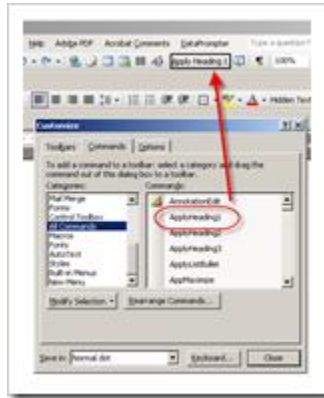
Click 'Customize' which brings up this rather confusing dialog box. This crucial step has the effective of placing toolbars and menus into an 'EDIT MODE' of sorts. You can **SELECT ANY EXISTING ICON AND DRAG IT ELSEWHERE ON THE TOOLBAR** to suit your preference or workplace needs.



WHILE THAT DIALOG BOX IS SHOWING you can RIGHT-click on any existing toolbar icon and DELETE it if you wish.

With the 'Commands' tab selected (as shown above) you may also click any of the CATEGORIES in the left panel which then exposes the COMMANDS in the right panel (note: the scroll bar exposes many more). After you locate your desired command on the **right panel**, select it by clicking and holding with the left mouse button. DRAG the command (left button still held) up to the desired toolbar location and DROP it there by releasing the mouse button.

I have indicated that with the 'ApplyHeading1' command below.

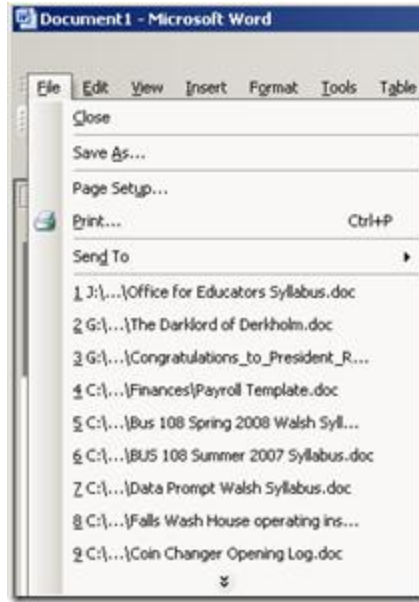


Note that you can also install macro buttons on the toolbar the same way, but that's a bit more involved and will be covered in a separate post. [- TOC -](#)

SET MAXIMUM NUMBER OF FILES IN 'MOST RECENTLY USED' LISTS

Can't remember what you called that document you were working on? Where you saved it?

Nearly all MS Office applications maintain a list of most recently used files. Don't limit yourself to the few (generally four) that are made available by default.



In Word, select Tools, Options to expose the following dialog box.



Select the maximum number and you'll save a lot of time in the course of a year. Excel and PowerPoint have similar options. [- TOC -](#)

DON'T LOSE PRECIOUS WORK - TURN ON 'AUTO-SAVE'

Under 'Tools, Options' MS Word and Excel each have 'auto-save' every XX minute options.

TURN IT ON! Wouldn't you want a copy of your work IN CASE ANYTHING HAPPENS?

Just like insurance-we hate to pay the bill until that unfortunate time when we really need it. Then we're glad we did! [- TOC -](#)

PUT PRIORITY FOLDERS IN 'MY PLACES' - ONE CLICK AWAY ALL THE TIME!

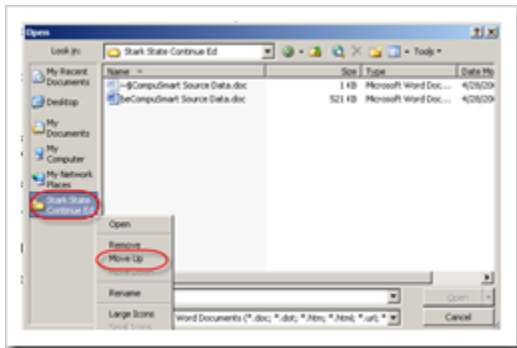
Most computer users have a few folders where the majority of their files are located. Or, they're on a network and waste time constantly 'drilling down' to that same commonly used folder every single day.

No more! Now one click away after this post. Using any Office application, select 'File, Open' to get the dialog box below showing

1. Navigate to the desired folder (be sure nothing is selected in the files window)
2. Left click on 'Tools' menu option to the right
3. Click the 'Add to "My Places"' menu option



Right click on new link on the 'My Places' toolbar and move it up or down as you prefer.



This little pearl will save oodles of time I'll again guarantee! [- TOC -](#)

USE filenames that sort properly

File storage is a bigger problem the more files you have, the longer the time since creation or last use, and the number of copies of the same file you've created and saved. This is a known set of business problems. The first is remedied by creating well-thought file naming 'conventions', the second is file 'configuration management.' If you keep creating copies, you may never know which is the 'correct' version. That is a very common problem to computer users.

It's important that you adopt a way to name your files. Here is one way Alan Wyatt solves the problem.

Summary: If you take some care when you name your document files, you'll find it much easier to manage those files at a later time. This tip provides some guidance that you may find helpful as you

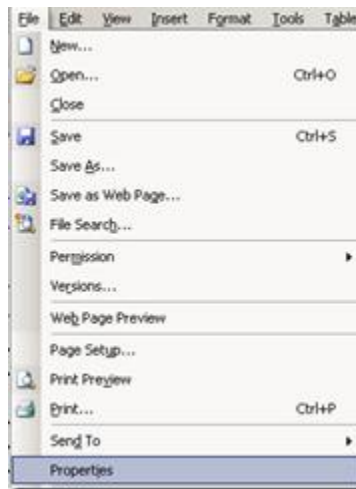
consider how you should name your files. (This tip works with [Microsoft Word 97](#), Word 2000, Word 2002, [Word 2003](#), and Word 2007.)

[Topics: Use Filenames That Sort Properly](#) - [TOC](#) -

ADD VALUABLE "DOCUMENT INFO"

Business users generate many files. **CompuSmart** business users not only put them in [sensibly organized folders](#), they also **add document information** to help them locate the file and remind them of it's purpose. Never heard of document properties? It's very, very easy.

From within the document (spreadsheet, presentation file, etc), simply select File, Properties



Then, add sufficient data to accurately identify the file, author, purpose, etc.



“Ok, so what?” you say. Knowing what to do with them is even more valuable. That’s where ‘Details’ folder view comes in... [- TOC -](#)

QUIT SEARCHING OUT LOST FILES... USE FOOTERS RELIGIOUSLY!

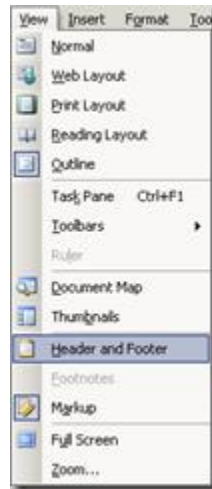
Most business documents are **not formal**, meaning the 'formal rules' of written business correspondence do not apply. So, make the documents work **FOR YOU!**

How many times have you forgotten what you called a document? Where you saved it? Who created it?

All you want to do is make a small change and recreate it or resend it or republish it.

CompuSmart solution: put a footer with the folder and file path into the footer. **CompuFicient solution:** create a macro to do this automatically by pushing a toolbar button.

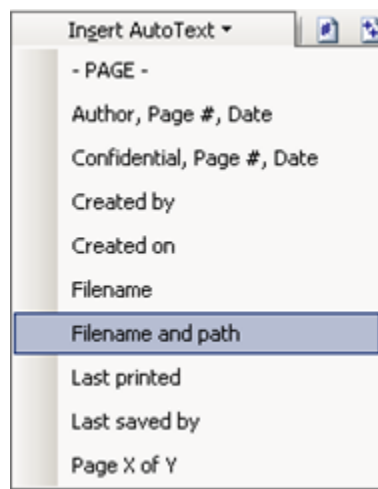
Let's use MS Word as our example: Select View, Header and Footer



Toggle between the header (top of page) and footer (bottom of page) with this button



With your cursor in the footer section (hash lines define it), select Insert AutoText and add **AT LEAST** the 'filename and path'.



I normally add 'last printed' date and 'Page X of Y' to my documents. Now you have this information at the bottom of every page automatically.

I usually format the **FIRST FOOTER** paragraph with an **UPPER BORDER** line to separate visually the body from the footer, and put the footer text in small font.

This protocol gives all users a chance to relocate the file, copy, edit, send, or whatever. Far better than going on an Easter egg hunt every time you need to locate a file! [- TOC -](#)

FIND 'LOST' FILES BY ADDING FILE INFORMATION AND CHANGING 'POINT OF VIEW'

You run a busy office. Generate lots of reports. Documents are everywhere.

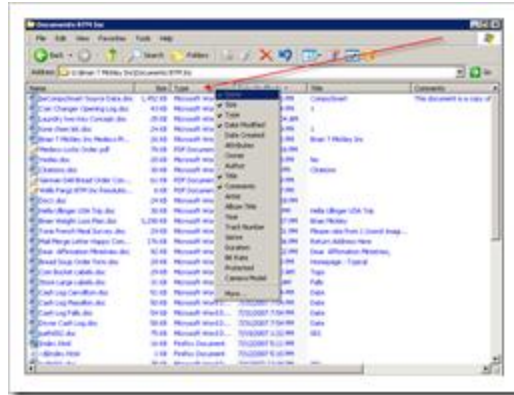
Can't remember which version you need? What you called it? Date you saved it?

Fear not... a small change of habits and you can remedy this most chronic information worker problem.

Select '[File, Properties](#)' (available in most all MS Office applications) and fill data fields before saving the file.



Next, change your '[Point of View](#)' in Explorer to include a few more field columns, like 'Subject' and 'Comments'



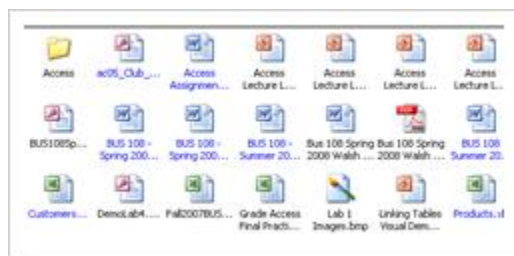
Here's how:

1. Select My Computer or [Windows-E](#) (my favorite) to bring up an Explorer window
2. Right-click on any of the column names at the top (red arrow)
3. Check on and off the various fields you wish to view (adding 'Comments' and 'Subject' of course!)
4. Save the '[Point of View](#)' so you won't have to do these steps again
5. Click 'View, Refresh', or navigate OUT from this folder, and then RETURN to the folder
6. Size the columns as desired, and you should now see **MUCH MORE VALUABLE DOCUMENT INFORMATION**

Now, with all of that document information available, it is **much easier to keep track of and locate files** in an active office environment. - [TOC](#) -

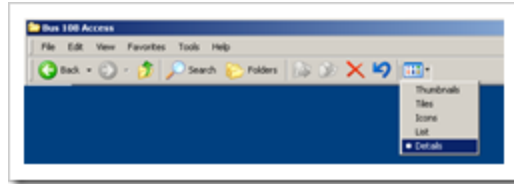
HOW TO CHANGE YOUR POINT OF VIEW!

Searching for files using My Computer or Windows Explorer and seeing only a bunch of icons with partial file names is both frustrating and unnecessary. **CompuSmart** business users display as much meaningful information as possible—by switching their view.



At the top of your toolbar you'll see this multi-colored icon...

Drop it down and select 'Details' to see far more information about your files.



Now we see Name, Size, Type, Date Modified... and the list is **Sortable** on each field by **clicking on the gray column heading**.

Name	Size	Type	Date Modified
Access		File Folder	4/14/2008 1:04 PM
Jack's Club_Employees.mdb	584 KB	Microsoft Office Acc...	5/25/2007 9:01 AM
Access Assignment Feedback...	38 KB	Microsoft Word Doc...	5/21/2007 11:48 AM
Access Lecture Lab 1.ppt	6,136 KB	Microsoft PowerPoi...	3/24/2008 4:54 PM
Access Lecture Lab 2.ppt	22,174 KB	Microsoft PowerPoi...	11/12/2007 5:11 PM
Access Lecture Lab 3.ppt	9,669 KB	Microsoft PowerPoi...	11/19/2007 6:17 PM
Access Lecture Lab 4.ppt	10,538 KB	Microsoft PowerPoi...	4/14/2008 4:12 PM
Best FR Column Width Access...	1,379 KB	Video Clip	10/2/2007 9:08 PM
BUS100 Practical Exam.doc	42 KB	Microsoft Word Doc...	11/29/2007 3:41 PM
BUS100Exam.mdb	1,508 KB	Microsoft Office Acc...	11/29/2007 2:01 PM
BUS100Sp08.mdb	164 KB	Microsoft Office Acc...	3/24/2008 4:30 PM

Find your most recent file by clicking on "Date Modified"...

Or, If you know it was sometime 'a year ago' then scroll down to 2007.

You see the point. Do you see the benefit? If you want to be **compu-ficient** you'll do it!

Be sure to check out the entry showing how to add **EVEN MORE MEANINGFUL** information to the view.
[- TOC -](#)

GOOGLE DESKTOP - "INFORMATION WHEN YOU WANT IT, RIGHT ON YOUR DESKTOP!"

If you find Google handy for web searches, imagine bringing that same deep-search capability to your desktop.

And that is exactly what Google Desktop does. It searches your entire PC and catalogs the contents. You then query your computer to find information the same way 'Google' something on the web. Talk about compuFicient!

Here's what it looks like after I did a search for AEP (note the word 'Desktop' — that's about the only difference you'll see). I have 9 emails, 9 files, and some web history. Click each category to see which is the 'right' one. Very cool!



Here is what [Wikipedia](#) has to say:

FILE INDEXING

After initially installing Google Desktop, the software completes an indexing of all the files in the computer. And after the initial indexing is completed, the software continues to index files as needed. Users can start searching for files immediately after installing the program. After performing searches, results can also be returned in an [Internet browser](#) on the Google Desktop Home Page much like the results for Google Web searches.

Google Desktop can index several different types of data, including [email](#), web browsing history from [Internet Explorer](#) and [Mozilla Firefox](#), office documents in the [OpenDocument](#) and [Microsoft Office](#) formats, [instant messenger](#) transcripts from [AOL](#), [Google](#), [MSN](#), [Skype](#), [Tencent QQ](#), and several multimedia file types. Additional file types can be indexed through the use of plug-ins.^[1] Google Desktop allows the user to control which types of data are indexed by the program.

I have found this invaluable. Download, install, and begin using it today. You'll not be disappointed. [\[Get it here\]](#) - [TOC](#) -

RECLAIM YOUR DESK - MOUNT THE MONITOR

If you really want to maximize efficiency in the office environment, there are a few no-brainer steps you need to take. Besides a cordless keyboard and mouse, and double-monitors (the obvious choice being flat-screen monitors), the next improvement is to **mount your monitors above the desk surface**.

Most all newer flat-screen monitors come with industry-standard bracket mount holes already manufactured into the design. Your task is simply find a mounting system suitable to your office/desk environment. There are poles, swivels, telescopes, direct to wall, etc. Google 'flat screen monitor brackets' and you will find an impressive variety spanning a range of prices. Pick the one that matches your budget and workspace layout.

I purchased two mount brackets on EBay for \$9.99 each—very rudimentary but all I needed. What was for years a tight, keyboard nearly in my lap workspace is now a spacious work area.

Two screens at perfect eye level, above the desk, and all for around \$20. Who WOULDN'T make that investment! - [TOC](#) -

ONE USER, TWO MONITORS, 300% MORE COMPUFICIENT



Rating. You'll NEVER go back to a single screen. The uses are endless.

So-o-o simple, relatively inexpensive (\$200 - \$250+ for a 19-inch flat screen monitor), and immediate **CompuFiciency** payback.

For instance, right now I'm looking at my MS Word outline on the left-hand screen while working in Live Writer for the blog entry in the right-hand screen.

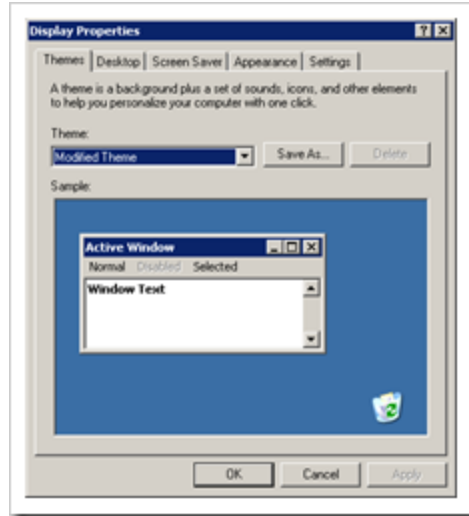


I might have an excel spreadsheet up filling it with data from my business accounting software, or a web search for an address of a company I see mentioned in a news article.

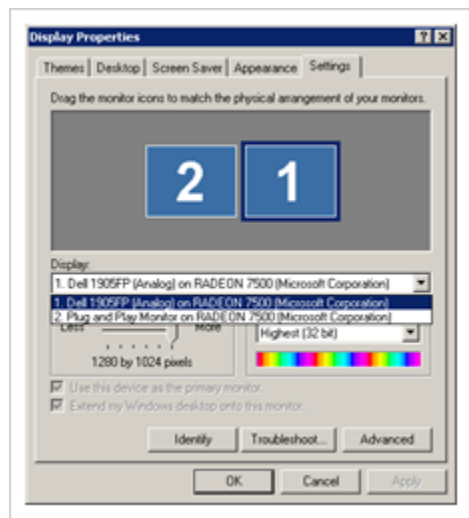
The possibilities are endless (on other monitor, I just Googled cost of flat screen monitors).

Here's how:

1. Install the drivers for the second monitor
2. Hook up the monitor to the second video port on the back of your computer
3. Right-click on your Desktop and select 'Properties' (Windows XP Pro in example)



4. Drop down the 'Display' and configure as you desire. Place one left and other on right. You'll have to play a bit with the sizes and comfort level regarding which is 'primary' and which is secondary (primary has the normal desktop icons, Start menu, quick start toolbar, etc).



5. Now, you just drag applications from the 'primary' screen to the 'other' screen. Both are there to view.

In no time you'll wonder how you EVER made it with only a single monitor.

Seriously, for a business user this is one of **THE BEST INVESTMENTS** you could make in hardware or software—the payback is immediate and dramatic! [- TOC -](#)

FREE DOWNLOAD LETS YOU CREATE YOUR OWN PDF FILES

Let's face it, the PDF file format is here to stay. If you're not creating them for your customers, or sending vital key documents as PDF formatted files, then you may want to reconsider — especially given how inexpensively you can begin creating your own PDF files.

There are many solid business reasons to embrace PDF files, not the least of which is security for the recipient. I can assure you that I do not download any file format other than PDF or HTML, and other knowledgeable users are equally as wary.

Admittedly, not everyone has the budget to purchase the full-fledged Adobe Acrobat. But on the other hand, unless you need the full power of that suite there is no reason to think that's the only way to generate these important files.

You may not realize that creating a PDF file is as simple as 'File, Print'. The only added step is selecting the PDF print driver rather than your standard printer. The file you saved as a PDF is then available on the network to email, print, or simply store for future use.

There are any number of open-source free programs available for download that create PDF files. One worth looking at is **doPDF** at <http://www.dopdf.com/>. [- TOC -](#)

WINDOWS OS FOLDER AND file system navigation training

If you'd like to learn more about **HOW** to create folders, visit the training video at the link [Windows OS Folder and File System Navigation](#).

Mastering this skill is vital to becoming **CompuFicient**.

INTERNET

[- TOC -](#)

6 GOOGLE shortcuts to save you time

Click [here](#) to learn some interesting **Google** time-savers. Like calculations, package tracking, flight progress or schedules, and more. [- TOC -](#)

PUT COMMONLY VISITED WEB SITES ONE CLICK AWAY

CompuFicient users put their most **COMMONLY USED** web links on their **TOOLBAR**. Sites are one click away—a real time-saver!

Here's how:

1. Go to the web sites you use frequently
2. As a preparatory step, you may need to right-click on an 'empty gray' portion of the Internet Explorer toolbar and make sure that (a) the 'Lock Toolbars' is **UNLOCKED**, and (b) the 'Links Toolbar' is **SHOWING**
3. In the URL window, grab the icon **IN FRONT OF THE ACTUAL URL**. Drag the icon down to the 'Links' toolbar
4. Release the icon on the toolbar
5. Right click on the newly created button and change the name (shorter is better, makes room for more) to something you like



This tip is guaranteed to save collective hours in the course of a year for anyone who uses the web for any portion of their business computing. [- TOC -](#)

HOW CAN HYPERLINKS BENEFIT ME? DOZENS OF WAYS!

Don't only be a USER of hyperlinks, be a CREATOR. You'll save lots of time and energy in the process.

Here are some ways ANY OFFICE can put hyperlinks to great use.

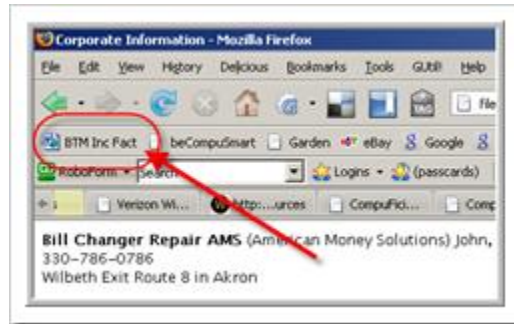
1. Using Word, create a table with absolutely everything your company needs at 'fingertip' access
2. Embed hyperlinks to internal documents, templates, calendars, policies, etc
3. Embed hyperlinks to frequently used (or better those you can NEVER remember when needed!) web sites
4. Embed links within the document and click to some section (for instance a payroll training procedure)
5. Save that document AS AN .HTML WEB FILE on a SHARED OR ACCESSIBLE FOLDER



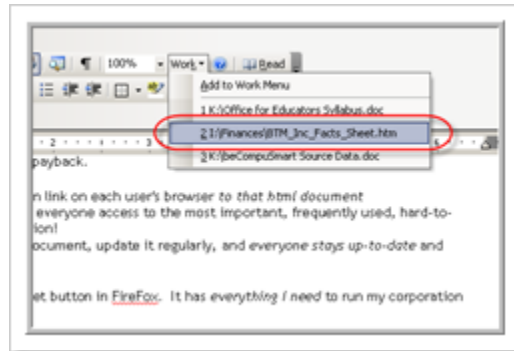
Here's the **CompuFiciency** payback.

1. Place a menu button link on each user's browser TO THAT HTML DOCUMENT
2. Now ONE CLICK gives everyone access to the most important, frequently used, hard-to-remember information!

3. Here's my BTM Inc Fact sheet button in FireFox. It has **EVERYTHING I NEED** to run my corporation **one click away!**



Keep track of the document (great use of '[Work Menu](#)' as in image below), update it regularly, and EVERYONE STAYS UP-TO-DATE and informed



MS EXCEL

[- TOC -](#)

REAL WORLD EXAMPLE OF COMPUFICIENCY

In getting prepared to teach fall semester at two different colleges, I needed to incorporate the college calendars per se, **AND MY OWN COURSE CALENDARS**, into my Outlook calendar. This ended up being about 100 or entries for the fall semester. Not something I wanted to type, so what to do? I ended up with all in Outlook and never typed a word... here's how I got the two university calendars:

1. Using **Excel** I created a web query to download the University calendar
2. I quickly eliminated columns, and while also adding location and category columns which I filled with one double-click
3. Next I created a range name, saved the file, and closed.
4. Open Outlook, chose File Import.
5. I selected Excel as the source data type, browsed to the file, and ran the import wizard.
6. Map data columns to correspond to the Outlook calendar field names
7. Voila! In a matter of minutes I had nearly a hundred entries made without lifting a finger.

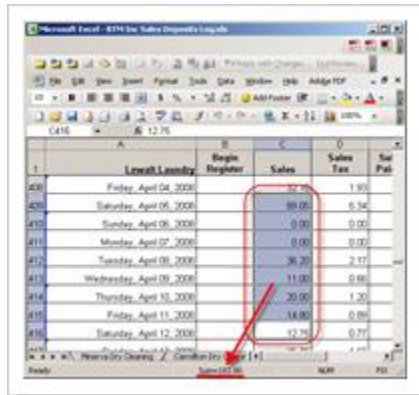
My own course calendar was just as easy. I created the Monday night courses by creating the first night. The next cell was a simply ” = **previous cell + 7** “. Copy down! Ditto with the Wednesday course. These columns I then named as a range (same worksheet) and imported into Outlook.

This led me to want a consolidated calendar which led me to Outlook customized views—another handy tool. More on that in another post. [- TOC -](#)

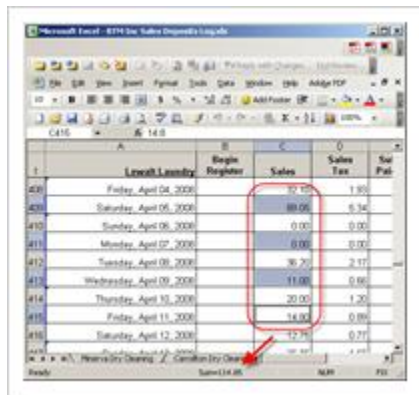
EXCEL CALCULATIONS IN THE BLINK OF AN EYE

You likely have never noticed Excel’s handy at-a-glance calculator in the lower right corner of the status bar (2003).

Simply highlight a range of cells (contiguous or not) and the running sum (or average, min, max, etc) is reflected at the bottom.



In the example, the range C409:C416 totals 183.80 as is shown at the arrow pointer. All I did was select the range!



In this example (the four selected blue cells) total 114.85. Very compuFicient!

To change the calculation (function), right click on the gray bar area and the menu (below) appears. Chose your preference.



- TOC -

COMMENTS IN EXCEL - EXCELLENT PLACE FOR 'CORPORATE KNOWLEDGE'

In business, there is nothing worse than being 'one deep' or having all the smarts locked in an employee's head.

Customers rightly become angry when told "We can't [fill-in]... until next [fill-in]... the person who knows/does [fill-in]... is on [fill-in]... and none of the rest of us knows how."

That is a surefire way to anger customers at best or lose them at worst.

Likewise with internal processes and documents. "The spreadsheet was created by so-and-so. No one here can understand it (or make any decisions) because so-and-so is unavailable", or worse yet, gone from the business. This is no way to run a business, but most are run this way—whether large or small, government or private.

One small step to begin to solve these types of problems is by liberal use of cell comments in a spreadsheet. Simply right click on the cell and click 'Insert Comment'. Cells with contents display the small red triangle.

Total Sales	Tax Owed	Tax Paid	Date
\$ 60,537	\$ 3,935	\$ 3,905	1/16/2008
\$ 10,504	\$ 683	\$ 678	2/6/2008
\$ 9,244	\$ 601	\$ 596	3/4/2008
\$ 8,317	\$ 541	\$ 537	4/2/2008
\$ 7,221	\$ 469	\$ 465	5/15/2008
\$ 11,546	\$ 750	\$ 744	11-Jun
\$ 9,567	\$ 622	\$ 617	16-Jun
\$ -	\$ -		
\$ 5,590	\$ 363	\$ 360	10-Sep
\$ -	\$ -		

Users then simply 'hover' their cursor over that cell and the comment 'pops up' automatically for review (Comment example below. I cut and pasted the online 'confirmation' of sales tax payment and pasted into the cell comments). This is a great way to document internal processes (Here is how we do this. This is where this number comes from.) and preserve the 'corporate knowledge' so one person's absence does not hamstring an organization or business.

Tax Owed	Tax Paid	Date	Comment
\$ 3,906	\$ 3,906	1/18/2007	
\$ 683	\$ 678	2/6/2007	
\$ 601	\$ 596	3/4/2007	
\$ 541	\$ 537	4/2/2007	
\$ 469	\$ 465	5/15/2007	
\$ 750	\$ 744	11-Jun	
\$ 622	\$ 617	16-Jun	
\$ -	\$ -		
\$ 363	\$ 360	10-Sep	Electronic Payment
\$ -	\$ -		Amount Due All Reports \$4,376.93
\$ -	\$ -		Credit Card Convenience Fees \$0.00
\$ -	\$ -		Total Paid Including Fees \$4,376.93
\$ -	\$ -		Balance Unpaid \$0.00
\$ -	\$ -		Season Confirmation Number 6332129
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		10-900014 - Original USF-1 - 12/1/2007 to 12/31/2007
\$ -	\$ -		Description-Method Account Number Transaction Date C
\$ -	\$ -		Ohio Department of Taxation - Sales Tax - Checking Bus
\$ -	\$ -		Amount Due \$3,905.49
\$ -	\$ -		Total Payment \$3,905.49
\$ -	\$ -		Balance Due \$0.00
\$ -	\$ -		
\$ -	\$ -		76-900119 - Original USF-1 - 7/1/2007 to 12/31/2007
\$ -	\$ -		Description-Method Account Number Transaction Date C

Follow this link to see how to enter 'hidden text' into a Word document which can be displayed or hidden at will. [\[Hide or show Word text\]](#) - [TOC](#) -

EXCEL PRIMER - FROM ZERO TO 60 IN 22 MINUTES!

This 22 minute video training is for the most basic of Excel learners, those who don't even know what a spreadsheet is, or how to 'turn one on'.

By the time the video is completed you will have learned with step-by-step ease how to build a personal budget spreadsheet that is potentially life-changing.

[Link to Excel training video.](#) Or here for a Windows Media version. [\[Spreadsheet Budget\]](#) - [TOC](#) -

CONDITIONAL FORMATTING - HIGHLIGHT IF ABOVE OR BELOW YOUR 'THRESHOLD'

Very simple: 'Conditional Formatting' makes a cell **bold red** (or whatever you select) if a **criteria is met**.

Wouldn't it be nice if you didn't have to worry about reorder values, or minimum account balances, etc?

What if you could automatically **FLAG** any number above or below a set threshold?

You can, and it's easy. In Excel and Access it's called **conditional formatting** and is found on the formatting menu.

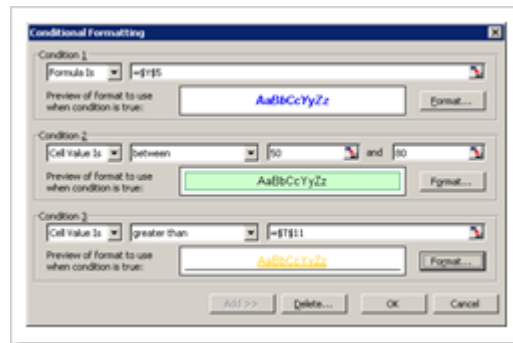
To use:

1. Select the range of cells you wish to 'conditionally format' (Y5:Y24 in example below)



Rated. VERY useful when needed, but not needed ALL that often by most.

CompuSmart users: note that up to three criteria may be used AND you may compare one cell to another cell (rather than simple greater than, less than comparisons). Now you can really get some complex help on a spreadsheet for no effort at all after initial setup.



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GET PROTECTION - YOUR FORMULAS AND FUNCTIONS DESERVE IT!

Businesses pay for all kinds of protection because it makes good sense to limit our risks.

What about your computer protection? Sure. Firewall (hopefully), regular backups (hopefully), solid and numerous passwords (hopefully).

What about your key calculations in your key spreadsheets? Can you or anyone else 'trample' through the spreadsheet and possibly alter your critical calculations and data?

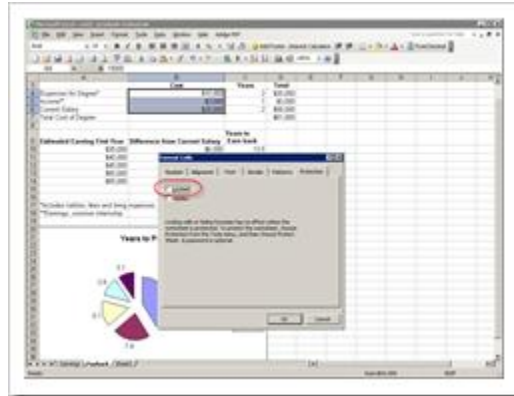
Why not protect all cells EXCEPT those input cells which are needed for changing variables? It's really quite simple.

Let's say, in the example below, that everything HINGES on input cells B4, B5, and B6. All the rest are calculated results, so DON'T LET THEM GET *inadvertently* ALTERED. Protect all cells EXCEPT THESE input cells.

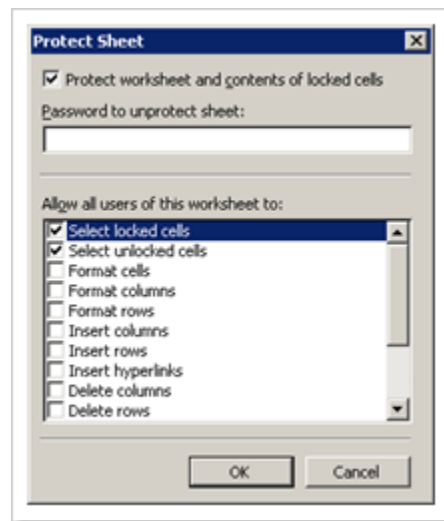
Here's how:

- Select cell(s) to UNPROTECT, or turn OFF PROTECTION (the default is protection on)
- Select 'Format, Format Cells, Protection'

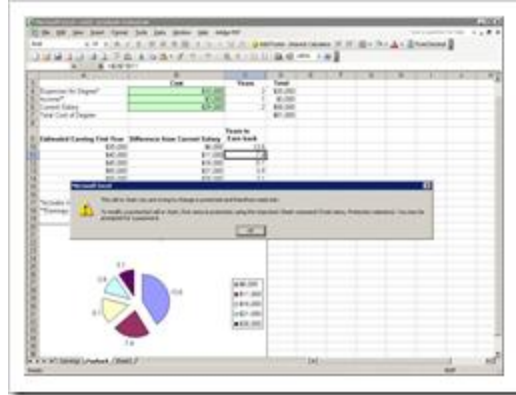
- Turn OFF (de-select) the 'Locked' checkbox (a good opportunity to also SHADE THE CELL, indicating 'input cell')



- Now, the vital step... protect the worksheet by selecting 'Tools, Protection'
- On the 'Protect Sheet' dialog box, select or de-select permissible options as indicated
- Enter (or not) a password (required to 'override' the protection you're setting up)... I normally don't password protect unless the spreadsheet will leave my own business. The 'Protection' FEATURE is adequate to my needs.



Now, if someone tries to enter or change a non-protected cell, they will receive this error, and will be unable to make undesired changes



The take-away point is this: You are ***unprotecting*** individual cells (or ranges) and then ***protecting*** the worksheet (which leaves the unprotected cells editable).

PS. It's a great use of your [format painter](#) discussed in a previous post. Click on a formatted (shaded for input) , unprotected cell and click all other similar cells. Voila, done! [- TOC -](#)

HOW TO PARSE NON-DELIMITED TEXT DATA USING EXCEL MACRO

Continuing the Excel macro theme... many employees receive company data from mainframe systems—perhaps even a screen copy or web paste.

Often the data is not delimited or structured in any way, so it does not want to go into Excel columns. They must first spend significant time 'shaping the data' into columns and rows **PRIOR TO BEGINNING** analysis. Learning these few Excel features and more about the power of macros will eliminate that drudgery forever.

Click the following link and go midway down the page to 'An Excel Macro for Parsing Text Data'. This will work for 10 rows or 10,000 rows, and can save you hundreds of hours! [\[click here\]](#). [- TOC -](#)

2009 CALENDAR ON MULTIPLE WORKSHEETS - BY MICROSOFT

Visit the Microsoft site [\[click here\]](#) to download an Excel workbook nicely preformatted as 2009 calendar, one page for each month.

It's business office uses are many—even if the most simple argument is just saving money.

There are also other templates available, and I got this idea from the [AutomateExcel.com](#) web site. I like to give credit where it's due!

OUTLOOK

[- TOC -](#)

EMAIL DISTRIBUTION LISTS

Wouldn't it be nice to send an email to 'Family', or to 'Work' or 'Bowling' or 'Team'? There is this ability, and it's called **Distribution List**.

Select File | New | Distribution List from the menu.

Type a desired name *for the list*

Now just *add members to the list* using the 'Add, New' or 'Select Members' button

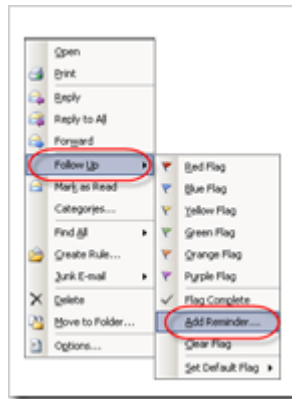
To use the list, simply type the *group name* into your email To: or Cc: or Bcc: input boxes. Until you're confident in what you're doing, when the name appears, you can double-click to see the expanded list of addressees.

For more on this see About.com "**How to Use Contact Categories as Distribution Lists in Outlook**" by [clicking here](#).

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SET REMINDERS TO EMAIL MESSAGES

Talk about a no-brainer! You've just received an email requiring action, follow-up, or feedback. How do you **remember to do it**?



Very simple. Right-click the message and select 'Follow-up, Add Reminder'

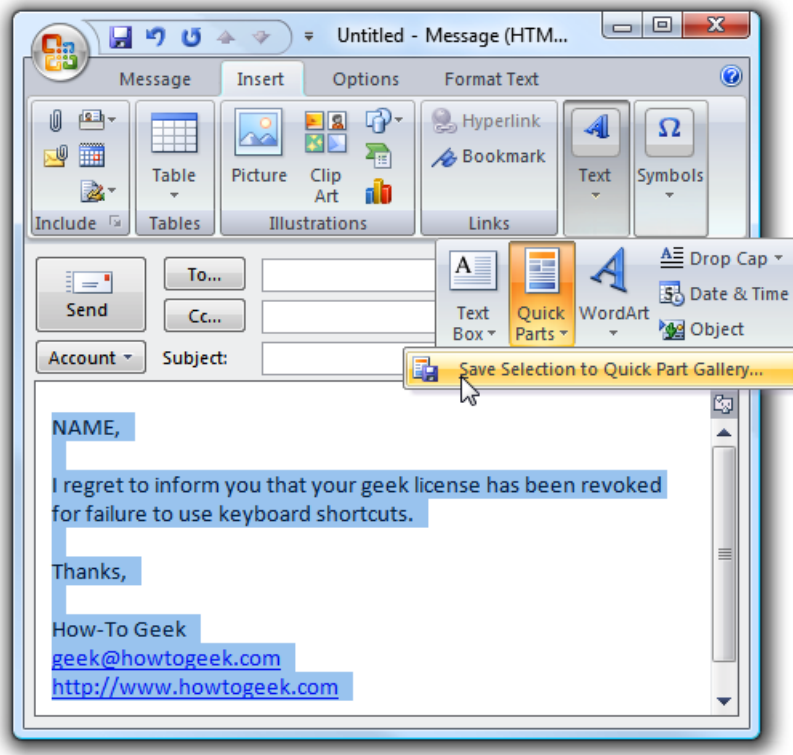
From there, select whatever type of reminder will benefit you most. Be sure to use a calendar date for an actual suspense. [- TOC -](#)

SAVE TIME AND TYPING WITH OUTLOOK 2007'S QUICK PARTS

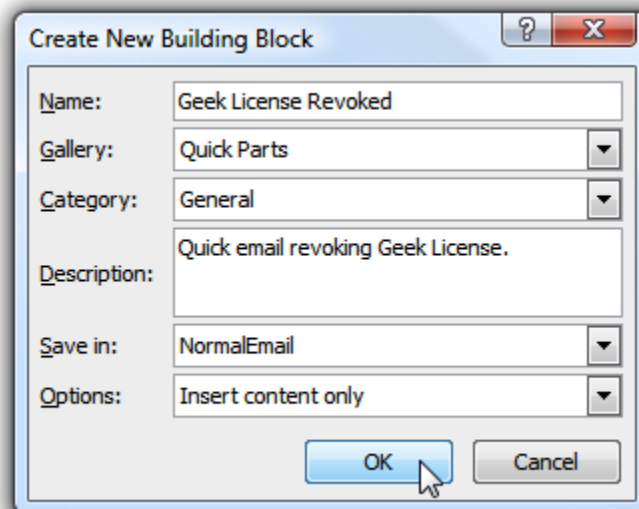
Click here to go to original web post: [Step By Step: Save Time and Typing with Outlook 2007's Quick Parts](#)

Outlook 2007 users, if you find yourself entering the same things into email messages, you should take a look at the Quick Parts feature, which saves snippets of both text and images for easy reuse. While Gina briefly mentioned this feature in her [guide to Tweaking Outlook to empty your inbox faster](#), let's take a closer look at how to use it.

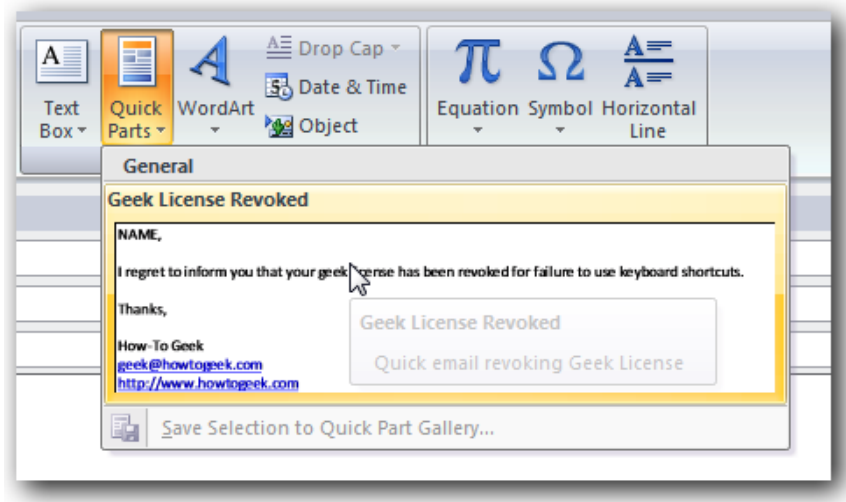
Open up a new email and create the "Quick Part" that you want to save for later re-use, then find Quick Parts in the Text section, and choose "Save Selection to Quick Part Gallery".



Give it a name and a brief description so you can easily find it later.



Now, any time you want to enter that snippet of text, you can simply pick it from the drop-down button menu. Hovering your mouse over it will show you the description that you entered above.



If you want to edit your Quick Parts, you can right-click on any one of them, and choose “Organize and Delete” from the menu. [- TOC -](#)

ADJUSTING THE FONT SIZE OF YOUR OUTLOOK EMAILS FOR ‘READABILITY’

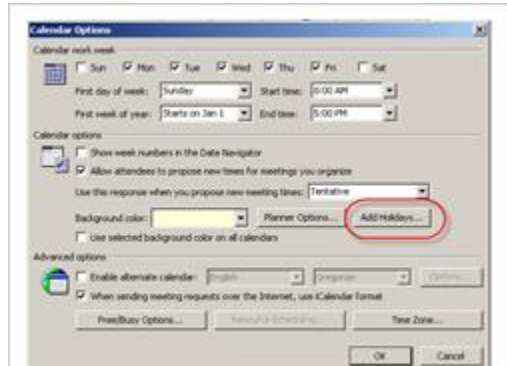
Adjusting Font Size

If the information in the email is too hard to read, you may want to adjust the size of the font used to display that information. Here’s how to do it in various e-mail clients and browsers:

- **Outlook Express:** Hold down the Ctrl key as you turn the scroll wheel on your mouse. Or, open the message in its own window and use View | Text Size to specify a font size.
- **Outlook 2003:** Hold down the Ctrl key as you turn the scroll wheel on your mouse. Or, open the message in its own window and use View | Text Size to specify a font size.
- **Outlook 2007:** Hold down the Ctrl key as you turn the scroll wheel on your mouse. Or, open the message in its own window and click Other Actions | Zoom to pick a viewing magnification.

See the full article here www.tips.net [- TOC -](#)

AUTOMATICALLY ADD HOLIDAYS TO YOUR CALENDAR



On the 'Tools' menu, click 'Options, Calendar Options'. Then click the 'Add Holidays' choice for your locale.

This is a great way to ensure you don't schedule conflicts with those lesser known holiday events scattered throughout the year.

BUSINESS

[- TOC -](#)

SAVE ALL KEY DOCUMENTS AS PDF

Let's face it, 97.3% of the paperwork we business owners save and file is never again touched. That's a lot of wasted time, effort, and space!

But then there is 2.7% that we do need again, and again, and again—yet it is always a hassle to find those documents, let alone transmit them to someone else.

Forget about the day-to-day receipts. Focus on these one-time documents.

Examples:

1. your business tax returns are requested by loan officers,
2. or you need to submit them for annual verification after your loan has been approved.
3. a copy of you driver license, or
4. professional certification, training attended... you name it.
5. how about key contracts, leases, policies
6. In seconds I can forward to anyone the sales agreements, purchase price and distribution of assets for six businesses I own.

Having these electronic documents on file, *properly named and organized*, will save you oodles of time when you least want to be wasting it (during a sale or purchase of a business, requesting a loan, tax preparation, etc)

Don't plan or offer to fax to anyone unless it's absolutely necessary and no other option exists. The get blurred, lost, and take time. There is no 'paper trail', and you can't do a 'Save As'.

Use email to send PDF documents and *always request an email* instead of fax, too.

Compuficient solution: save all of those documents as PDF files in a **key documents folder** *the moment you get them*.

Admittedly, if you don't already own them, this may require purchase of a scanner and PDF software. But I can't imagine a CompuFicient office *not* having these mandatory tools.

Seek a 'two-fer'... find a scanner/printer/fax that 'scans to PDF'. These are compuFiciency workhorses, inexpensive, and highly time-saving devices I couldn't live without. [- TOC -](#)

NEED MORE ADVANCED PDF FILE CONVERSIONS?

As mentioned in a previous post, PDF files are highly prized in the business sector. Yet it is equally true that not all small businesses need or can afford the full weight of Adobe Acrobat.

But don't limit yourself by an all-or-none mentality. Many programs exist which afford you considerable capability at a fraction of the cost. Check out the free [Print2pdf](#) download available at . Here is what the folks at **LifeHacker.com** had to say about it:

"Like other PDF apps, Print2PDF installs itself as a printer, but after you hit "Print," you can add watermarks, passwords, change the read/edit/print permissions, add attachments and auto-email, manually change the compression levels, and do much more. Print2PDF also integrates itself directly into Microsoft Word, Excel, and Internet Explorer, and supports encryption for sensitive documents. It's probably more than the average home user needs, but office workers may find its options seriously handy. Print2PDF is a free download for Windows systems only." [- TOC -](#)

EMBRACE THE INTERNET FOR CONSTANT SAVINGS OPPORTUNITIES

I can't overstate how time-saving and money-saving savvy internet use can be.

This month alone I have placed online orders for car parts, computer electronics, cell phone batteries, and even ceramic tile.

Not just any tile, but a **specific** tile manufacturer, style, color, and in 4 different sizes - to match patterns in the rest of the house.

"SO WHAT?", you may be thinking?

Well, just FINDING the original tile took me all over the county 4 years ago. Then it had to be special ordered. So we waited... Then we had to return to pick it up. We even returned a THIRD time to remedy the company's error.

Not this time. I sat at my PC, **Googled** a search by product manufacturer and series, weeded through many suppliers, chose the best site and lowest prices... and now, 35 minutes later, the tile is on the way-- all without leaving home and spending \$4.69 per gallon diesel fuel.

Learn to think this way and you'll save time, aggravation, fuel, and more! [- TOC -](#)

VOICEMAIL AS EMAILED TEXT - WHAT A GREAT SOLUTION

This is the next best thing to a memory! Each voicemail is transcribed and sent to your email account and your cell phone.

Not only does it take seconds to scan to the most important parts, it gives you a written archive for those things you would like to retain, act upon, forward to a colleague or assistant, etc.

<http://phonetag.com/newsandevents.html> is where you'll find this up-and-coming business dream! And the price is right, too.

Formerly called SimulScribe, PhoneTag is a voice to text service. To be precise, PhoneTag converts your voicemail into text messages and then sends them directly to your mobile phone, Blackberry, and/or your email account. [- TOC -](#)

NOT A GOOD TYPIST?? HAVE YOU TRIED DICTATION SOFTWARE?

Right now I am speaking into my headset microphone and have not touched the keyboard at all. The only error that I see is the addition of one extra question mark above.

For those who do not like to type, or cannot type, or those who simply want to jot thoughts or instructions... perhaps dictation software is a great solution.

The version I am using is called Dragon naturally speaking and it is probably the most highly regarded at the moment. A little of training and a half ways decent microphone, and you're off and running.

This entry took me less than two minutes to write and I have not touched the keyboard, so you can see that the accuracy is pretty darn good! [- TOC -](#)

ACCEPT CREDIT CARD PAYMENTS USING YOUR COMPUTER

Many service businesses (non-retail) have occasion to accept credit card payments but are not set up to do so. CompuTelligence to the rescue!!!

You can use your computer and PayPal Virtual Terminal to establish a business account and then accept credit cards as a form of payment. Attached is an example of an invoice paid in this fashion and it was flawless. Further, the government entity *could not have used my store* without the ability to pay using a card.

Visit www.PayPal.com to learn more about this capability.

View actual PayPal credit card receipt [\[click here\]](#). [- TOC -](#)

RULE, OR BE RULED, BY DATABASES - LOSE YOUR FEAR OF DATABASES NOW

Modern companies are only as strong as their database. Strong companies have big databases, powerful databases, endless data analysis, and data-driven reports that lead to greater business dominance.

Let's face it. Databases intimidate even average- to above-average computer users.

Actually, they don't so much fear **DATABASES** (which they use **NON-STOP**), but rather they fear database **APPLICATIONS**.

Why is that? Because the database **INTERFACE** is s-o-o-o confusing to the non-initiated. It offers no help and doesn't have any direct comparisons in the rest of their lives.

When MS Word opens, it **LOOKS** like a piece of paper - we intuitively know what to 'do' with it. When MS Excel opens, it **LOOKS** like an accounting grid - most people can stumble their way into a bit of successful 'spread-sheeting'.

But open MS Access, and ... "What the heck is **THAT?**" Which is really unfortunate because nothing benefits a small- to medium-sized businesses more than mastering database technology.

How can I say that? Simple. **Name the 20 most successful companies in the last 20 years.** If your list even comes close to mine, I can argue compellingly these companies rule **IN LARGE PART** because they have either masterfully exploited database technology **IN THEIR SECTOR** (WalMart, Fed Ex, Progressive Insurance, etc), or they **ARE THEMSELVES DATABASES** (Google, FaceBook, YouTube).

In short, today's leading brands are crushing the competition **BECAUSE OF DATA EXPLOITATION**. They know the **VALUE** of data, **HOW** to get data, how to make **DATA WORK FOR THEM**, and so on.

I'll be building some posts specifically for databases. Even a little learning will go a long way. Don't pass by without trying... or, resign yourself to being ruled by those who have mastered data exploitation.

A computelligent user **must learn to exploit database** strengths and versatility. [- TOC -](#)

POWER ENDINGS FOR PRESENTATIONS

MAKE NEXT-TO-LAST SLIDE THE TITLE SLIDE ALL OVER AGAIN AND END THE SHOW THERE

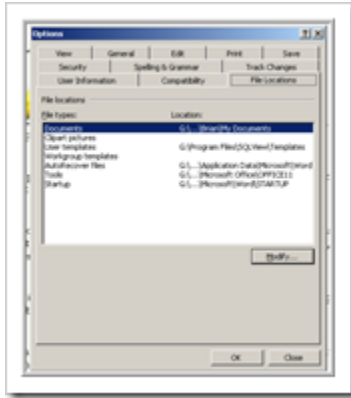
Then, have one final slide with your name, e-mail address, and company and event logos in case you overshoot the final slide or want to have something up for your Q & A session that looks a bit different from your presentation topic.

If you moderate a panel or if you're the last speaker, that last slide can have all the panelists' names. If possible adjust the names just before show time to reflect the order they're seated on the speaker platform, so all participants are highlighted—not just you.

MS WORD

[- TOC -](#)

CHANGE WHERE MS OFFICE PUTS YOUR DOCUMENTS



Do you rely too heavily on 'My Documents'? Worse yet, do you have to browse to change directory **EVERY SINGLE TIME** you open or close a Word document, Excel spreadsheet, etc?

The remedy is simple: change your 'option' for file storage location. Here's how in Word (the other applications are similar)

1. Select 'Tools, Options, Files'
2. Double-click '**Documents**' (or click 'Modify') and browse **for the last time** to the folder you want to default to
3. Do the same for '**User templates**' and '**Workgroup templates**'

You'll save hundreds of clicks and browse searches this way.

CompuFiciency payback: be a 'force multiplier' by setting up each of your co-workers' primary folders ON A SHARED DRIVE as sub-folders of the primary document repository. Then, everyone can access needed documents and there will be a backup.

Even better, set the company templates on a shared template folder for all to use. If you spend some time creating templates based upon a master, you can save hundreds of hours, force conformity and standardization to company standards, and make yourselves look exceedingly smart! [-TOC-](#)

1- 2- 3 TRIPLE-CLICK! MS WORD TIME-SAVERS

Everyone knows a single-click in MS Word will relocate the 'insertion point' (that's where the next character typed will be).

Not so many know double-click and triple-click tricks.

Single-click - moves insertion point

Double-click - selects a word

Triple-click - selects an entire paragraph

Double-click is probably the most frequently used. It's very **CompuFicient** if you want to delete a **word**, move it in the sentence, etc.

Computelligent users know triple-click selects a **whole paragraph**. Very handy for moving bullets in a list (remember, each list item is really a paragraph). Simply triple-click to select, hold with left mouse and drag-drop to where you'd like to relocate the item.

Watch here for a very quick demo.

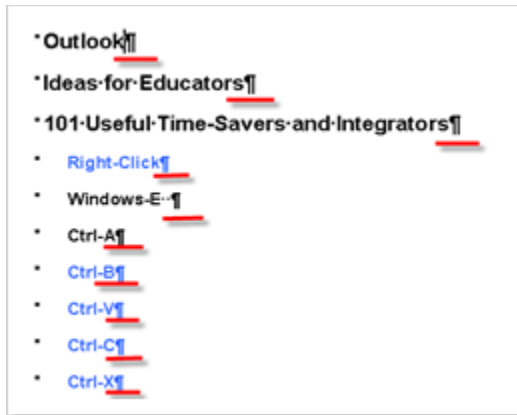
Learn how to save 10 seconds, you add a day to your business productivity year! [-TOC-](#)

WHY YOU CAN'T GET MS WORD TO COOPERATE ON OCCASION

Occasionally we find ourselves trying and trying to get some document formatting that, for whatever reason, we **JUST CAN'T GET IT FORMATTED** as we want.

Two things are necessary to fix this problem. First, you need to enable the **show/hide** feature by

clicking the  button.



Then, you need to understand – that paragraph marker is the likely culprit. Why? Because the format ‘coding’ for the paragraph lives in there.

In addition to being the paragraph symbol, it is more importantly where the **paragraph format is stored**.

So, if you’re messing around with **FORMATTING** and this  gets in the way, you’ll never know **EXACTLY** what to do until you turn on the **show/hide** view. [-TOC-](#)

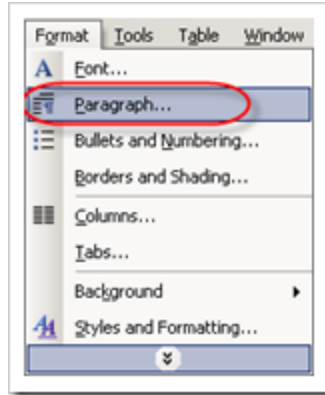
PARAGRAPH FORMATTING - LINE SPACING, ALIGNMENT, NUMBERING, AND MORE

Too few computer users do much of anything ‘right’ when it comes to formatting a document or spreadsheet. This traces back to using the computer ‘like a typewriter’ rather than actually word processing. Another culprit is the ‘What-you-see-is-what-you-get’ (WYSIWYG) capabilities of most applications. So users simply force the desired ‘WYS’ onto the screen and are all-too-content with ‘WYG’.

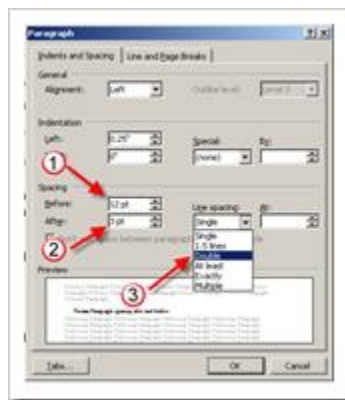
But that’s not ‘word processing’, it’s not efficient, and it’s certainly not CompuSmart at all. Multiple enter keys or space keys to create white space is an **abomination** when it comes time to edit that document, reuse it, re-shape it (for an article, email paste, etc).

We all know about formatting **FONTS** but we don’t think of formatting **PARAGRAPHS**. Instead we just force the ‘WYS’.

So, next time you are tempted to use multiple enter keys or paragraphs for spacing, take a look at ‘Format, Paragraph’



You'll notice many things you didn't know existed.



You can add space **before a paragraph** (1) or **after a paragraph** (2) or change to **double-space the entire paragraph** (3).

CompuFiciency payoff: if you ever need to edit this document, use it in an email, PowerPoint presentation, web page, etc. you will not have to fight with clean-up.

CompuTelligent goal: use styles to achieve this instead of simple paragraph formatting. With styles you can change the entire document by making one change to a style's format (say font color for headings, or wider gaps between rows of text). [-TOC-](#)

WORD 'TABS' - MUCH SMARTER THAN YOU THINK

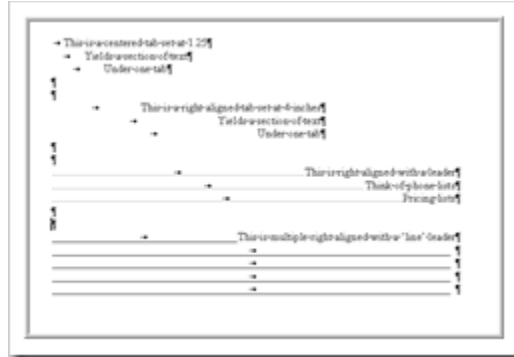


Tabs offer so much flexibility to the CompuTelligent user. In addition to the **obvious** (left and right alignment) and the **not-so-obvious** (centering, aligning decimals), are the **“I-didn't-know-that!”s** like line leaders, underlines, and even the ability to create fully lined areas of print.

On the Word menu, select 'Format, Tabs' and you'll be presented with this dialog box.

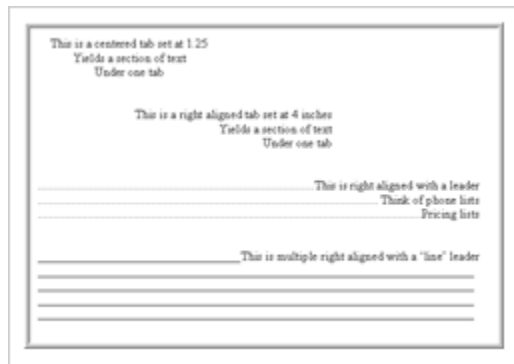
The alignment section (1) is somewhat self-explanatory. Left is standard alignment; typing at a center-aligned tab causes text to 'grow' left and right evenly from the centered tab (not necessarily center of page!); right aligned

tabs cause text to begin at the right and 'fill' to the left.



Here you can see the effect of some various tab settings in word. Note that I've left **show/hide** on so you can see the actual tab marks (arrows) and paragraph marks (¶).

Important note: Tabs are 'carried forward' in the paragraph marker. Each new paragraph 'inherits' the tabs from the paragraph you're in when you select 'Enter'.



Here is the same text with **show/hide** turned off.

[Click here](#) for even more tab information. [- TOC -](#)

MAKE WORD UPPERCASE OR LOWERCASE - ONE CLICK

To CAPITALIZE a word (or whole section of text), select it and hit **Shift-F3**.

Continuing to hit Shift-F3 will toggle from UPPERCASE to Mixed Case to lower case to UPPERCASE...

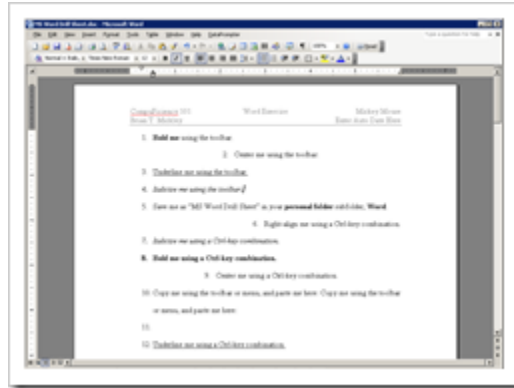
Try it. Very handy when you've cut and pasted something in the wrong format.

Next time don't retype it, **Shift-F3** it! [- TOC -](#)

WORD PROCESSING SKILLS DRILL (MS WORD)

I have created a student worksheet in MS Word to teach fundamental word processing skills. The file is available here for you to download and practice your skills.

Word skills drill document [click here](#)



The demonstration video walks you through every single step—especially beneficial for first-timers! **[video pending]** [- TOC -](#)

LEARN TO EMPLOY 'TABLES' FOR MAX COMPUFICIENCY

We modern literates know all about columns, rows, white space, and readability.

Yet far too many computer users hack away at paragraph after paragraph, using multiple tab keys (moderately ugly) or even worse, multiple space keys (hits me worse than fingers on a chalk board), to create horizontal spacing or right alignment.

What's up with that! Word processors facilitate use of tables with ease while most other applications have rudimentary table capability at minimum.

Sure, you may not want to see the 'window frame'... easy, **hide the grid to prevent displaying or printing**. But for goodness sake, seize the countless advantages of tables. Here are but a few:

- Sorting: by ABC, or date, or amount
- Alignment and visual separation
- Calculation (yes, in Word simple calculations can add real value to a document)
- Add or delete additional entries in the list
- Multiple columns that do not word-wrap (more on true columns in a different post)
- Ability to work with data from the web, excel, and more
- Use table as a 'data source' for mail merge into letters
- Tabular data can be imported and exported across applications, making **you** much more **powerful**

So the next time you're thinking about how to align some columns, stop! Enter a table instead and THEN add the data, letting alignment care for itself. [- TOC -](#)

STOP FIGHTING 'AUTOCORRECT' IN WORD AND PUT IT TO WORK FOR YOU

Get your FREE customized CompuFiciency Seminar quote email brian@mickley.net or call 330-705-0427
Check latest updates at www.beCompuSmart.com

Have you ever been annoyed with MS Word's automatic corrections? You know, when it REALLY is the way you want the word or punctuation—but Word **KEEPS 'FIXING' IT FOR YOU!**

That's 'AutoCorrect'. Very convenient when it works as desired, very annoying when it doesn't. It's especially if you work in an environment where a specialty word (or acronym) **IS USED CORRECTLY**, but Word insists on overruling you. Uggggh.



A few thoughts.

First, take a peek at the long list of words in 'Tools, AutoCorrect'... they're typical typo errors, and some punctuation.

Next, look at the 'exceptions'... here's where you may want to do some adding of your own

Lastly, **put AutoCorrect to work** for you... by **intentionally creating some 'quick text'** inserts that take **only a second to invoke**

In the example above, I've told Word to replace my initials 'btm' with my full name 'Brian T Mickley'. Now, anytime I (or your staff) need to my name, simply type type initials and space to the next word, and BANG!!! there is the full name.

Not so big you say? What about the employee who types 'American Electric Power' 50 times a day... and now 'aep' achieve the same results? Or, maybe 'eol' ('end of letter') adds the standard last line to a company letter like...

"We appreciate the opportunity to work with you. Thank you for continuing to visit xyz company. If you have any questions or concerns, please call us toll free at 1-800-123-4567."

The repetitive time savings are tremendous. The uses are only limited by your imagination... keep a cheat sheet of your little "intentional errors" that you've told Word to save you time with!

Remember... saving 10-15 seconds, 100 times a day rewards you with a lunch break (when did those disappear from the work day?) [-TOC-](#)

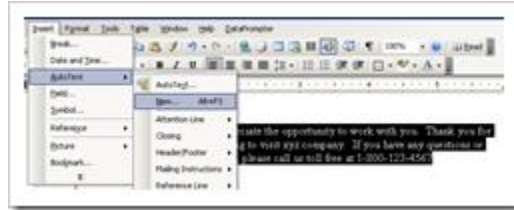
AUTOTEXT ON STEROIDS? A POTENTIAL GOLD MINE

For the right person, with the 'right' business typing needs, this suggestion is GOLDEN!

In itself, Word's default 'AutoText' is really pretty anemic. I might even argue relatively useless for most user... UNTIL you place it on steroids.

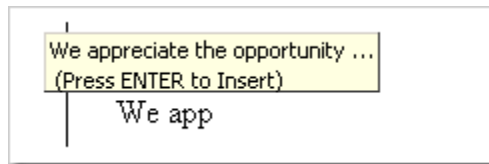
Let's say you **REGULARLY CREATE THE SAME** letterhead, meeting agenda, signature block, directions to the plant or office or etc. How about instructions?

Perfect! Here's what you're going to do...



- Open ANY document that contains this text (or create it now on a blank document),
- Select the desired text-formatting and all
- Select 'Insert, AutoText, New'
- Enter a very good 'trigger phrase' (in the above, my trigger is 'We appreciate')

Now, ANYTIME I begin to type 'We appreciate' Word will recognize and offer to finish it with this help box. You simply press ENTER to enter the text.



Think about that for a minute: You create an AutoText which enters IN ONE CLICK your whole return address, date, company name... final line, closing, signature block, phone number, email, web address...

If you can't put this to good use, you're not overworked enough! - [TOC](#) -

'STYLES' - SEPARATING CONTENT FROM APPEARANCE

Allen Wyatt is the grand-daddy of MS Word gurus. He has been publishing 'WordTips' for years, and it comes for free via email. Admittedly, this is a 'power user' newsletter (IMHO), but there is s-o-o-o much to be learned from reading his stuff.

I couldn't resist sharing this quote in his latest email:

Those who really know Word realize that unlike most other word processing programs, **Word does an excellent job of separating content from appearance.** This statement may sound strange; indeed, many Word users never grasp this fundamental difference in the way that Word works.

Those who do grasp this concept are well on their way to mastering the real power behind Word.

Those fortunate few who successfully master the secrets of powerful formatting are able to create documents that stand out from the rest and, best of all, are easy to maintain and quick to change.

What is the **secret** behind Word's formatting powerhouse? In a word: **styles**. If you master styles, you've tapped into what makes Word the leader in powerful word processing.

Unfortunately, many people don't tap into Word's true potential because they are **clueless when it comes to styles and templates**. If you do most of your formatting using the buttons on the Formatting toolbar (bold, italics, center, etc.), then chances are good that you are missing out, as well.

Read the rest of this post for full credit to Allen Wyatt and links to all of his Word sites. Do yourself a favor and subscribe to these wonderful, valuable, free newsletters (Excel, too). [- TOC -](#)

MS WORD MACRO - ADD DOCUMENT FOOTER & CREATE TOOL BUTTON

This short video demonstrates how to create a macro (MS Word) to automatically create a document footer **and** how to assign this macro to a toolbar so that it is forever only one mouse click away!.

[Get the Flash Player](#) to see this player.

For **LARGER IMAGE**, click the black square to the right of the video length. [- TOC -](#)

EXAMPLE OF GOOD USE FOR WORD MACRO

Sub maInsertTOC()

```
'  
' This macro will loop through your Word document up to 75 times looking  
' for Heading 3 formatted text and then back up to insert a -TOC-  
' hyperlink making navigation back to the table of contents very effortless
```

```
Dim myNumber
```

```
Do Until myNumber = 75
```

```
With Selection.Find
```

```
    .Style = ActiveDocument.Styles("Heading 3")
```

```
End With
```

```
Selection.Find.Execute
```

```
Selection.MoveLeft Unit:=wdCharacter, Count:=2
```

```
Selection.TypeText Text:=" "
```

```
ActiveDocument.Hyperlinks.Add Anchor:=Selection.Range, Address:="", _
```

```
    SubAddress:="TOC", ScreenTip:="Go to table of contents", TextToDisplay:="- TOC - "
```

```
Selection.MoveDown Unit:=wdLine, Count:=1
```

```
myNumber = myNumber + 1
```

```
Loop
```

```
End Sub
```

CREATE SPEEDY HIGHLIGHTS AND SUMMARIES USING 'SPIKE'

If you ever wished you could just cut and paste selected sentences or distill a document into the main points then **spike** is what you're needing.

In plain English... Using Word, you cut snippets of information from here and there and then paste those snippets in one location.

What's so powerful about that, you ask? This capability isn't limited to Word documents. By stepping slightly **OUTSIDE THE BOX** with some applied CompuTelligence we come up with these scenarios:

You've done a bunch of web research, but everything is HTML and way too much extraneous information.

First, paste it into Word and use the Spike **CTRL+F3** to get only what you need

Then, use the Spike paste **CTRL+SHIFT+F3** to place it where you need it for editing

Same with a bunch of emails you want to summarize, or some spreadsheets, etc. Get the excess verbiage into Word, cut and Spike what you want to keep, and edit only that which remains.

Not an everyday tool but great to have in your arsenal when you need it!

Here's how Microsoft defines Spike: **use the Spike to move text and graphics from nonadjacent locations**

To use the Spike, you remove two or more items from nonadjacent locations, append each item to the Spike's contents, and then insert the items as a group in a new location or document. The items remain in the Spike, so you can insert them repeatedly. If you want to add a different set of items to the Spike, you must first empty the Spike's contents.

To move an item to the Spike, select the text or graphic you want, and then press **CTRL+F3**.

You can repeat this step for each additional item you want to move to the Spike.

Click in the document where you want to insert the Spike's contents.

Do one of the following:

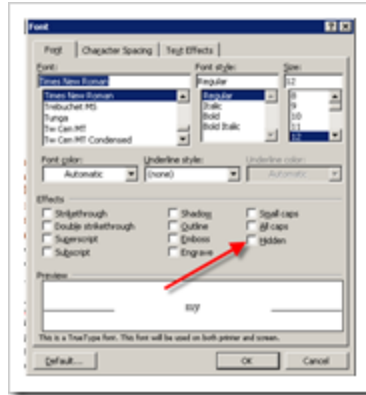
To insert the Spike's contents and empty the Spike, press **CTRL+SHIFT+F3**.

To insert the Spike's contents without emptying the Spike, point to AutoText on the Insert menu, and then click AutoText. In the Enter AutoText entries here box, click Spike, and then click Insert. [- TOC -](#)

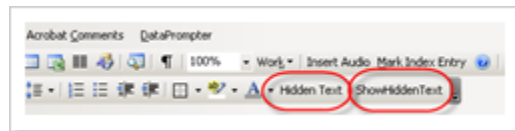
TWO DOCUMENTS FROM ONE WITH 'HIDDEN TEXT' IN WORD

Very often a professional needs to create similar documents for internal and/or external use. This can be as simple as a teacher creating a test for students (external) and making a second version with the answers (internal). Or, a project proposal to a client (external) created from a version with all of the in house narrative and computations (internal).

The good news is this—with some compuTelligence, that is really only **ONE** document, displayed **TWO** ways. We make use of Word's text format 'hidden' checkbox.



Here is a very simple macro (VBA code) to show or hide the 'hidden text' in your document. I attach this to a user created toolbar button and my one document becomes two documents—one for internal usage and another for external publication.



Very CompuFicient way to avoid duplicating effort.

How is this valuable to me, you ask?

Say you have to create an agenda. But you also need 'talking points' to remind you of specifics, facts, etc. Format everything you want the world to see normally and format your own stuff as 'hidden text'. Then print the **two different views** and distribute as appropriate.

Or, create a PDF while the hidden text is hidden, and then un-hide the text for 'internal only' distribution before saving.

Many uses for a compuTelligent user armed with this little technique.

Don't let the VBA or macro scare you either. If you don't know these techniques for [adding toolbar buttons](#) or creating macros, simply turn the text on and off manually. Here is a link explaining how easily it is done. [\[Hide/Show Word text\]](#)

```
Sub macShowHiddenText()
'
' macShowHiddenText Macro
' Macro recorded 9/25/2008 by Brian T Mickley
'
    With ActiveWindow
        With .View
            If .ShowHiddenText = True Then
                .ShowHiddenText = False
            Else
                .ShowHiddenText = True
            End If
        End With
    End With
End Sub
```

```
End If
End With
End With
End Sub
```

Here is a macro to format selected text as hidden and colored brown (chose preferred color). A second click returns the text to normal, like a toggle switch

```
Sub macMakeHiddenText()
'
' macMakeHiddenText Macro
' Macro recorded 9/25/2008 by Brian T Mickley
'
With Selection.Font
If Not .Hidden = True Then
.Hidden = True
.Color = wdColorBrown
Else
.Hidden = False
.Color = wdColorAutomatic
End If
End With
End Sub
```

NOTE: the second code FORMATS the text as hidden or plain; the first code determines WHETHER 'hidden' text is displayed or not. Hidden text is never printed (even in print preview)—check it out! [-TOC](#)
- [-TOC-](#)

WHAT IS THE 'WORK MENU' AND HOW CAN IT BENEFIT ME?

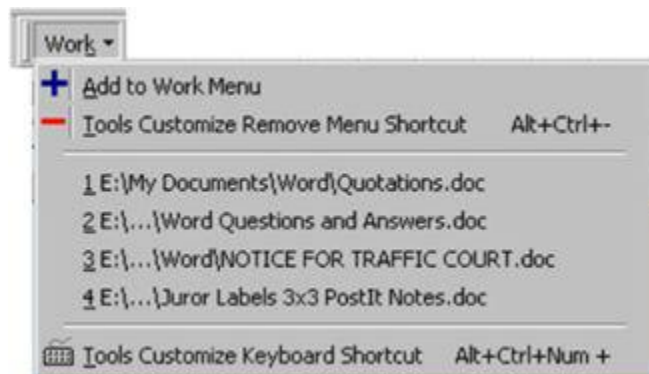
Disclaimer: I've been a hard-core Word user for 25 years and JUST TODAY learned about the 'Work Menu' from the site below. It will definitely become a top time-saver!

Wisconsin attorney Charles Keynon has been offering countless pages of free Word tips for years now. Check [his site](#) if you REALLY want to be CompuFicient.

I am pasting his ['Work Menu' page](#) here and encouraging you to give this no-brainer a try!

THE WORK MENU IS GREAT BUT IS VIRTUALLY UNDOCUMENTED AND SEEMS TO BE A HOLD-OVER FROM EARLIER VERSIONS OF WORD. IT MAY PREDATE TEMPLATES.

It is like having another “Favorites” menu, just for Word, letting you list documents that you want to keep on a menu. Unlike the regular Favorites menu, it does not allow sub-menus of documents nor can you re-order documents (except by adding them again to the menu, in which case they move to the top of the list). Also, like the Favorites menu, items in the Work menu are merely shortcuts to an actual document. Moving or deleting the document doesn’t change the shortcut, just makes it unable to work.



There is a temptation to use the Work menu to open documents that have been useful in the past, make changes to those documents, and then use Save As... to save the changed document under a new name. This is a poor use of the Work menu! If you are considering doing this, look into [templates](#). That is their job and they are superior in all ways to reusing old documents as the basis for new documents. Likewise, the Work menu is not the place to store your boilerplate text. You want to be using AutoText or AutoCorrect for this.

USE THE WORK MENU TO HOLD

1. online reference documents
2. log files, and
3. current projects that keep slipping off your recent files list.
4. ~~sample documents to use as starters for new documents~~ (templates instead)
5. ~~boilerplate text~~ (AutoText or AutoCorrect instead)

Like the “Recent Files” under the File menu, the Work Menu has a limit of nine documents. When you attempt to add a tenth document, it will bump the document currently at the bottom of the Work Menu. Also, if Word is not saving changes to your list of recent files, it won’t save changes to your Work menu documents list, either.

The menu shown has a few changes from the default. These are the two additional commands for removing menu shortcuts (from any menu) and for customizing the keyboard and the addition of an icon for the Add to Work Menu command.

Note that like the “Recent Files” under the File menu, the Work Menu has a limit of nine documents. When you attempt to add a tenth document, it will bump the document currently at the bottom of the Work Menu.

TO ADD THE WORK MENU TO YOUR MENUS / TOOLBARS (WORD 97 - WORD 2004) *

Tools=>Customize



Commands (tab)

Categories: Built-In Menus (left pane)

Commands: Work (right pane)

Drag this menu where you want it. The most common choice is to put it next to Help. You can add it to your File (or any other) menu if that suits you better. Click on Close to close the Customize dialog box.

Note that this “customization” is being stored in Normal.dot (see “Save in:” box in Customize dialog box). You may want to store it in a “[global template](#)” instead. Whenever you customize Word’s user interface (which is what you are doing here) you should know which template will be storing those customizations.

* The Work menu has been around since at least Word 3 and the steps to add a Work menu are similar in earlier versions. In at least one version I think it was even part of the default interface.

TO ADD A DOCUMENT TO YOUR WORK MENU

While that (named) document is open and is the active window, Work=>Add to Work Menu. You can’t add a new document to your Work menu until you have saved it.

TO DELETE A DOCUMENT FROM YOUR WORK MENU (*BUT SEE [WARNING](#)*)

Press Ctrl + Alt + - and your mouse pointer will turn into a thick horizontal bar (a big minus sign). Use it to select the document you want to delete and release the mouse. Your document will be gone from the Work menu.

(It will still be on your disk, though.)

YOU CAN ADD THIS COMMAND (CTRL + ALT + -) TO YOUR WORK MENU

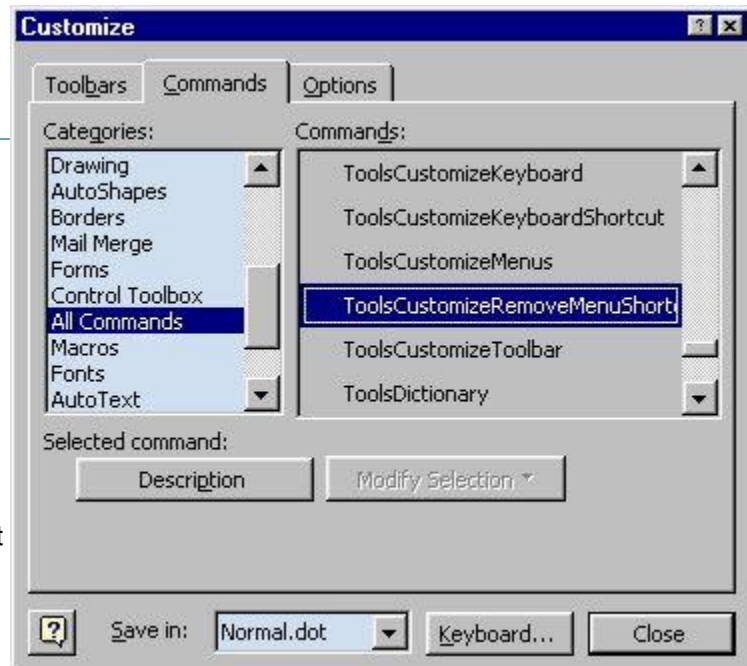
Tools=>Customize

Commands (tab)

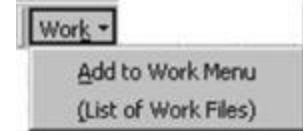
Categories: All Commands (left pane)

ToolsCustomizeRemoveMenuShortCut
(right pane)

Drag that last mouthful over to your Work menu. Even if you’ve already put documents on your Work menu, you won’t see them listed. Release the mouse when you have the Command where you want it.



If you want to shorten the command to something like: “Remove Shortcut from Any Menu”, you can right-click on it and rename it. By typing an ampersand (&) before the “R” you will make that a keyboard shortcut.



Remember that even if you delete a document from your disk, its name will still appear on your Work Menu. The Work menu is like a collection of shortcuts. However selecting it on the Work menu will just result in a message that the document can't be found. This can be annoying and is the reason I added a command to handle it to my Work menu. (Normally I would use Tools => Customize... and simply drag an unwanted command from my menu, but this doesn't work with documents in the Work menu because they don't show up when the Customize dialog is displayed.)

WARNING

The Remove Menu Shortcut command will remove **any** command from **any** menu.

It will do this whether you use the keyboard shortcut or use it from a menu. If you mistakenly remove something from one of your menus you can restore it using the Customize command but it may be more difficult than you would expect.

****Be warned!****

See [What Happened to my Insert Symbol Menu Command?](#) for more on how this command can zap you if you are not paying attention. [- TOC -](#)

HIDE DOCUMENT PARAGRAPHS, SPREADSHEET COLUMNS OR ROWS. DON'T DELETE THEM UNNECESSARILY.

Business users often have many different 'dual purposes' for their spreadsheets and documents. What starts as an 'internal pricing drill' eventually becomes the basis for an 'Estimate' or 'Statement of Work', etc.

The problem is, different documents have different audiences—internal and external—and businesses don't typically want to reveal assumptions, rates, mark-ups, etc. externally.

Result—businesses create an internal document to formulate the bid, estimate, RFP response, etc. AND THEN they double the work because they create an external document (proposal, agreement, contract, etc.) which is sanitized and distributed.

Good business, undoubtedly. Not necessarily compuFicient.

Try incorporating variations of these suggestions:

1. Unless you're collaborating (more on that later), resolve NEVER to send the Word or Excel file
2. Pre-design (or RE-DESIGN) your worksheets and/or documents such that you can simply HIDE certain paragraphs or columns for 'internal use only'
3. Use the 'hide column/row' or 'hide text' features of Word and Excel to prepare the document for external distribution
4. Using the hidden version, print hard copies or create a PDF file which can safely be used externally

What to do about the possible 'stray' information that doesn't fit neatly into the PDF version?

Here's a great suggestion—for info that must be kept that you don't want 'revealed', color the **font white**. White font on white background WILL NOT SHOW when the file is printed or made into a PDF.

Then, when done printing or making into a PDF simply return the font color for internal use. [- TOC -](#)

MICROSOFT WORD TIPS TRICKS AND FAQs

A nice collection from Willamette University [Microsoft Word Tips Tricks and FAQs](#)

Allan Wyatt's Word Tips [One of The Original Word MVPs](#)

MalekTips [Free Internet Help and Tips](#)

Whole list of Word key combinations [Pages of Time-Saving Word Key Combinations](#) [- TOC -](#)

TOPICS: RE-ARRANGING PARAGRAPHS

Sometimes you want to move a paragraph or two around in your document. For instance, you might want to move a paragraph from its current location to before the preceding paragraph. You can quickly move paragraphs by following these steps:

1. Position the insertion point in the paragraph you want to move.
2. While holding down the **Shift** and **Alt** keys, press the **Up Arrow** or **Down Arrow** to move the paragraph.

[Topics: Arranging Paragraphs](#) Extracted from Alan Wyatt's Word Tips. Alan is one of the premier Word and Excel gurus on the web! [- TOC -](#)

CLEAN UP WORD FORMATTING IN ONE CLICK USING CTRL-SPACE

If you ever need to clean up some text (get rid of bold, underlining, italics, etc) but retain the 'style' simply select the text and hit **Ctrl-Space**.

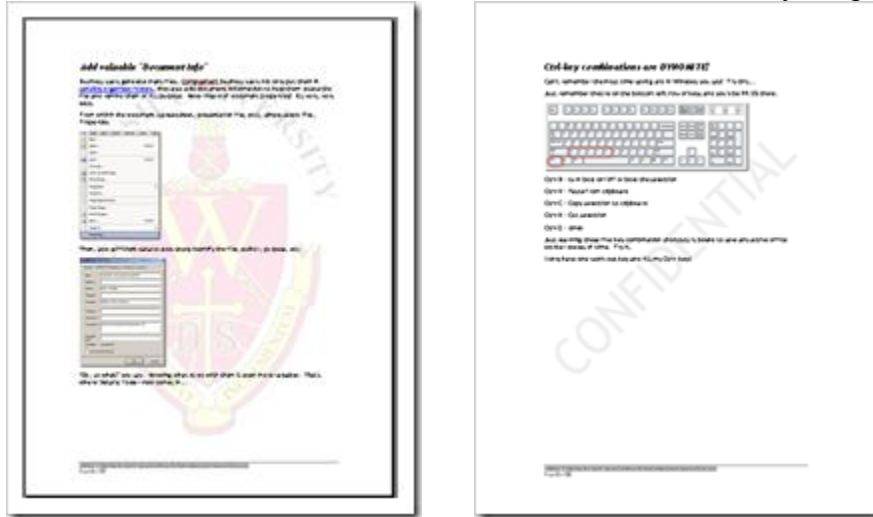
Your text will become plain vanilla—perfect for pasting into an email, document, or report. [- TOC -](#)

CREATE A DOCUMENT 'WATERMARK'

Have you ever seen **documents stamped** **C O N F I D E N T I A L** or **D R A F T**?

Think about this... why not use your **business logo** or **business image** or **product**?

Well, that's called a watermark, and Word 2003 makes it very simple to do.



Creating the watermark

1. On the Format menu (Word 2003), point to Background, and then click Printed Watermark.
2. Click Picture watermark, and then click Select Picture. Select the picture you want, and then click Insert
3. Select any additional options that you want, such as Scale to change the size of the picture or Washout to dim the picture, and then click Apply. [- TOC -](#)

CUTTING ONE 'COLUMN' OF DATA WHEN COLUMNS WEREN'T USED

Many times you'll get a Word document with columns and rows of information that you would like to use, reuse, or save otherwise. Or you may have pasted an email or web page into word. If all you want is a 'square' of information, here's the answer. The source author likely didn't know the [power of tables](#) and instead tabbed or spaced to force the alignment into 'columns'.

Have no fear, a solution is near. Holding your 'Alt-' key drag with your left mouse button and select the desired region. Then simply copy (Ctrl-C) and paste (Ctrl-V) the information into another location or application.

Not an everyday tool, but again, one of those nice-to-have tools when needed. [- TOC -](#)

HOW TO USE ✓ CHECKMARKS IN EXCEL OR WORD

We have all seen the software comparison tables depicting side-by-side version indicating what's included and what's not.

A simple ✓ checkmark is often the best way to convey information, and it is quite simple to do. Simply change to **Webdings font** and then type the LOWERCASE letter 'a' where you want to place the ✓ checkmark.

	YES	NO
Number Registered	√	
Paid in full		√
Attending seminars	√	

How do I add an item to the Send-To Menu

If you store files in a frequently used folder why not create a shortcut to this folder and add it to the Send To menu, so the shortcut is available from the right mouse click menu.

NOTE: Entry copied in entirety from John Barnett's 'XP Help and Support' web site [[click here](#)].

Open Windows Explorer

As the Send To folder is an hidden folder you will need to 'unhide' it. to do this click the Tools option on the main toolbar and, from the drop down menu, click Folder Options. In the Folder options window click View tab. Next click the radio button next to the 'show hidden files and folders' option and then click OK

From the Windows Explorer menu click the Plus sign (+) next to My Computer

Next click the Plus sign (+) next to the C: drive

From the expanded menu that appears, click on the Documents and Settings Folder

Next click on the folder for the User you want to add the shortcut for

Now click the Send To Folder

In the Send To Folder, click File on the main toolbar and select New

From the menu that appears click the Shortcut option and follow the instructions for creating a shortcut

PERSONAL ORGANIZATION

COMPU-TELLIGENT DESIGN - A COMPUSMART "FOLDER TREE"

MyDocuments and MyPhotos may be suitable for home use, but **not for business!**

Learn to **create folders** and make them make compu-sense IN YOUR BUSINESS. What's that mean? Spend time thinking about every single aspect of your business. The file cabinet MIGHT be a good place to start.

Think of a lawyer. He has clients. What kind? Corporate Clients, Business Clients, Personal Clients.

So, under **Main Street Law Office LLC** we find some folders like this



Then they'd want to create some business folders for their own purposes so they add MS Law Office LLC and put the Documents, Financial, Personnel, and Taxes folders under that.



Now, when it's time to **back-up** files (What, you say? A small business that backs up!! **I don't have time for that!** How in the world can they?), all they need to do is back up the main folder 'C:\Main Street Law Office LLC' and **everything else** pertaining to the law firm is automatically backed up.

Notice the **Inactive Clients** folder. What a simple way to 'clean out' without throwing out. Storage is cheap—use it smartly. [- TOC -](#)

FOLDER & FILE NAMING CONVENTIONS - A GREAT PAYBACK FOR THE TIME SPENT!

Storage capacity keeps growing (160 gig drive for under \$100!!), and the number of **RETAINED** folders and files increases exponentially. Many people, rather than create well-organized folder systems, simply keep making copies of 'important files' and saving it somewhere else.

The problem with the make-multiple-copies-of-files approach is two-fold. First, simply having a 'backup' to revert to does no good if you cannot locate it. Second, working on any 'copy' of the document when there is more than one is a recipe for disaster because the odds are great that you'll not update all of the others. You will then be in the same boat you started in... the most important **SINGLE** copy is the one most recently updated. All of the 'old copies' are out-of-date, and potentially without value.

Rather, you **MUST FIRST** implement an analyzed, structured, and disciplined, folder tree system. **NEXT**, you must create a meaningful file-naming convention and stick to it. **LASTLY**, you must back-up the folder tree, the critical branches, or the specific folders which contain business-critical data.

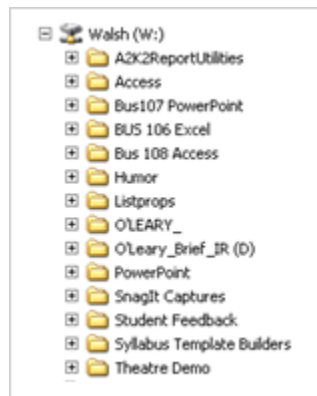
“... LIKE GETTING A FLAT TIRE (INEVITABLE IF YOU DRIVE ENOUGH) DATA LOSS IS A STATISTICAL PROBABILITY. THE MAGNITUDE AND COST ARE THE ONLY VARIABLES.”

Let me show my own ‘tree’ as an example, far from perfect, but largely effective. I offer no set criteria, only the concept of PROCESS.



Note that I have created ‘logical’ drives for special purposes. I created a drive for each of the institutions where I teach (W:) and (S:). I also have one entire drive that is solely for all corporate data (I:) and another for the beCompuSmart initiative (K:).

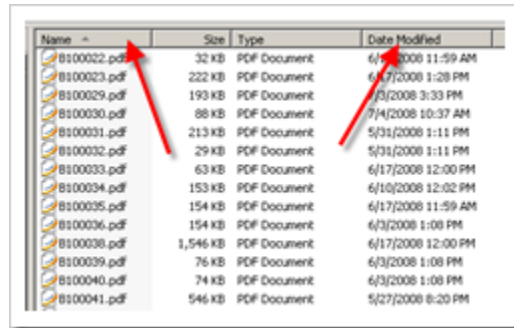
Under each drive is a folder tree directory. Under (W:) you will find these folders, each course has its own folder, syllabus materials their own, text book data yet another.



Now, anything I create or receive for this institution must go in one of these folders, or into a new one created UNDER the Walsh(W:) drive. This is old news to many, but certainly foreign to far more computer users than necessary. Even savvy, heavy computer users, far too often reveal a mile-long list of files stored on ‘MyDocuments’ !

The NEXT step is proper NAMING of files to ensure they can be located when needed. This can be incredibly simple or highly complex. What it can't be is random or ad hoc, which is the source of all the problems. Besides a detailed enough descriptive file name, the first thing every user should take into consideration is the SORTING CAPABILITY Windows Explorer file views. If you create file names that will GROUP themselves automatically and then SORT themselves within that group, you have 87.3% of your problem solved!

Some examples: Agendas may be labeled 'Agenda May 08.doc', 'Agenda Jun 08.doc', 'Agenda Jul 08.doc', and 'Agenda May 08 minutes.doc' 'Agenda Jun 08 minutes.doc' 'Agenda Jul 08 minutes.doc' These would sort themselves into all agendas located along with their corresponding minutes grouped together when you click the sort by file name feature. What's that you ask? It's the gray box on top of the file list. You can also sort by date (my **most frequent sort**) so the most recently used file pushes to the top.

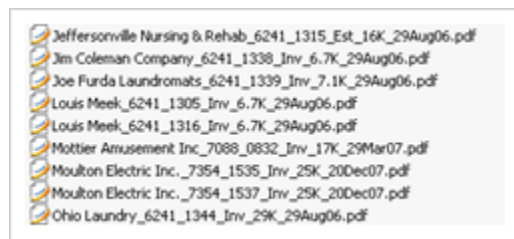


Name	Size	Type	Date Modified
B100022.pdf	32 KB	PDF Document	6/17/2008 11:59 AM
B100023.pdf	222 KB	PDF Document	6/17/2008 1:28 PM
B100029.pdf	193 KB	PDF Document	6/3/2008 3:33 PM
B100030.pdf	88 KB	PDF Document	7/4/2008 10:37 AM
B100031.pdf	213 KB	PDF Document	5/31/2008 1:11 PM
B100032.pdf	29 KB	PDF Document	5/31/2008 1:11 PM
B100033.pdf	63 KB	PDF Document	6/17/2008 12:00 PM
B100034.pdf	153 KB	PDF Document	6/10/2008 12:02 PM
B100035.pdf	154 KB	PDF Document	6/17/2008 11:59 AM
B100036.pdf	154 KB	PDF Document	6/3/2008 1:08 PM
B100038.pdf	1,546 KB	PDF Document	6/17/2008 12:00 PM
B100039.pdf	76 KB	PDF Document	6/3/2008 1:08 PM
B100040.pdf	74 KB	PDF Document	6/3/2008 1:08 PM
B100041.pdf	546 KB	PDF Document	5/27/2008 8:20 PM

How do I do this? I **select an existing file name and edit it in the 'Save As' dialog box** to ensure the similarity and pattern remains.

Other file naming conventions are more elaborate, and more valuable. In this example below, each client estimate or invoice is automatically saved with the following fields:

Client name _ Invoice Number _ Status (Estimate or Invoice) _ Dollar value _ Date generated. Now any sort will put any sales staff within reach of all orders or estimates ever created for a given client, and provide enough information to decide WHICH IS THE CORRECT ONE to open.



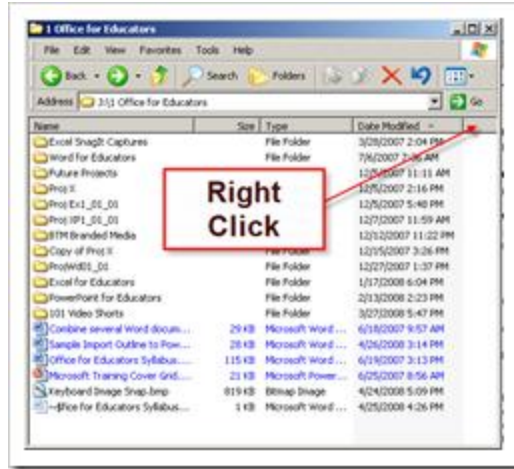
Jeffersonville Nursing & Rehab_6241_1315_Est_16K_29Aug06.pdf
Jim Coleman Company_6241_1338_Inv_6.7K_29Aug06.pdf
Joe Furda Laundromats_6241_1339_Inv_7.1K_29Aug06.pdf
Louis Meek_6241_1305_Inv_6.7K_29Aug06.pdf
Louis Meek_6241_1316_Inv_6.7K_29Aug06.pdf
Mottier Amusement Inc_7088_0832_Inv_17K_29Mar07.pdf
Moulton Electric Inc._7354_1535_Inv_25K_20Dec07.pdf
Moulton Electric Inc._7354_1537_Inv_25K_20Dec07.pdf
Ohio Laundry_6241_1344_Inv_29K_29Aug06.pdf

NOTE: you can take this concept even further by adopting file properties, as [discussed in other posts](#).

The final piece of the puzzle is backups. That is a highly personal matter, there are a zillion ways to go about it, and many are quite cheap and easy. So why do so many businesses and workers neglect it? Perhaps because they've never lost weeks of effort, lots of money, or a job due to data loss. Simple luck. Like getting a flat tire (inevitable if you drive enough) data loss is a statistical probability. The magnitude and cost are the only variables. [-TOC-](#)

SEE MORE, KNOW MORE

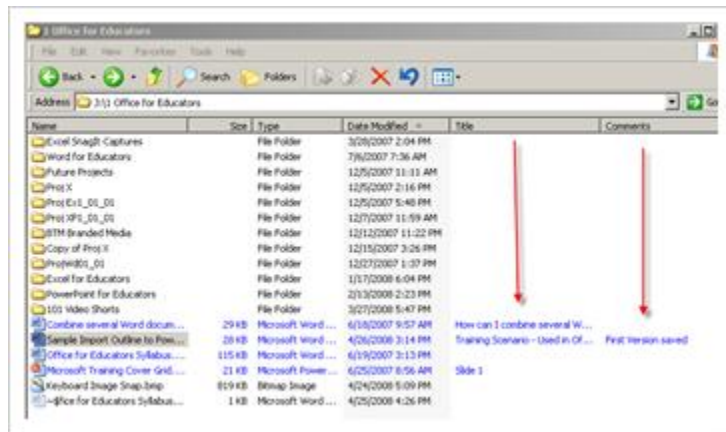
The explorer view 'out of the box' is sufficient for most—but there's so-o-o much more you can see.



Right click on the gray header bar to expose this menu



Turn off the columns that may be of little value to you (size?) and **turn on your [document property](#) fields (title and comments)**



Computelligent users can now see a lot of valuable information about the files in their folder. Imagine your assistant or partner faithfully entered document information. Everyone in the office would know exactly what each file was for. What a thought!

SMALL BUSINESS COMPUFICIENCY

Every small business owner must be a jack-of-all-trades. Typical business owners are also the primary ‘doers’ and must spend the bulk of their time doing what makes them money, and dreading the ‘business’ stuff. So anything that makes managing the ‘business of business’ easier is great!

Unfortunately, it takes a lot of time to learn the countless capabilities a modern day PC can offer the small business owner. As a small business owner myself, I have captured some of the most useful ways in which the PC has helped me to conquer the drudgery of running a business, and offer it FREE to you.

The price is right — do yourself a favor and troll through these pages. Even one new idea will make it time well spent. [- TOC -](#)

GOOGLE DESKTOP - "INFORMATION WHEN YOU WANT IT, RIGHT ON YOUR DESKTOP!"

If you find Google handy for web searches, imagine bringing that same deep-search capability to your desktop.

And that is exactly what Google Desktop does. It searches your entire PC and catalogs the contents. You then query your computer to find information the same way ‘Google’ something on the web. Talk about compuFicient!

Here’s what it looks like after I did a search for AEP (note the word ‘Desktop’ — that’s about the only difference you’ll see). I have 9 emails, 9 files, and some web history. Click each category to see which is the ‘right’ one. Very cool!



Here is what [Wikipedia](#) has to say:

FILE INDEXING

After initially installing Google Desktop, the software completes an indexing of all the files in the computer. And after the initial indexing is completed, the software continues to index files as needed. Users can start searching for files immediately after installing the program. After performing searches, results can also be returned in an [Internet browser](#) on the Google Desktop Home Page much like the results for Google Web searches.

Google Desktop can index several different types of data, including [email](#), web browsing history from [Internet Explorer](#) and [Mozilla Firefox](#), office documents in the [OpenDocument](#) and [Microsoft Office](#) formats, [instant messenger](#) transcripts from [AOL](#), [Google](#), [MSN](#), [Skype](#), [Tencent QQ](#), and several multimedia file types. Additional file types can be indexed through the use of plug-ins.^[1] Google Desktop allows the user to control which types of data are indexed by the program.

I have found this invaluable. Download, install, and begin using it today. You'll not be disappointed. [\[Get it here\]](#) [-TOC-](#)

NEARLY FREE PHONE CALLING FROM YOUR COMPUTER

If you haven't tried SKYPE, you may be missing out on one of the biggest small or home office tools to come around in a long time. Using the internet to place calls frees up your other phone line. An inexpensive headset (better yet, desktop or boom microphone & speakers) frees your hands for work while using the phone.

Check it out at www.skype.com – FREE [-TOC-](#)

TWO OR MORE COMPUTERS SHARING KEYBOARD, MOUSE, MONITOR(S), PRINTERS – GET A KVM SWITCH

Have an old PC you can't get rid of? Need an immediate backup? Different operating systems or versions of software on two different boxes? You can have an XP and Vista available by connecting two or more PCs to a hardware device known as a KVM switch – which stands for Keyboard, Video, Mouse, Printer switch. Research your needs on Google and free up more space will offering more capability in the office.

MOZY.COM - THE GOLD STANDARD IN OFF-SITE, ONLINE BACKUP

What value do you place on peace-of-mind? Data failure happens when you least expect it.

Peace-of-mind alone is worth the price of off-site automatic backup capability that happens with no effort by you (after initial setup).

All of my business files, documents, emails, contacts, course materials, etc. are redundantly backed up by **on-site** RAID storage. This took 10 minutes to set up and a couple hundred dollars for the [HP Media Vault](#) and second 500g drive.

I have approximately 10g of highly critical data files (not applications!) backed up **off-site** by [Mozy.com](#). Using the highest levels of security algorithms available, this redundant **off-site** backup protects me against fire, flood, and catastrophic failure of any sort.

For less than \$150.00 per year I protect valuable business assets that are literally irreplaceable—my data.

I'll wager you two things: first, your insurance company doesn't insure data loss; second, even if they did you would have nothing to recover if the catastrophe were great enough (fire, flood, etc). [- TOC -](#)

NEED MORE ADVANCED PDF FILE CONVERSIONS?

As mentioned in a previous post, PDF files are highly prized in the business sector. Yet it is equally true that not all small businesses need or can afford the full weight of Adobe Acrobat.

But don't limit yourself by an all-or-none mentality. Many programs exist which afford you considerable capability at a fraction of the cost. Check out the free [Print2pdf](#) download available at . Here is what the folks at **LifeHacker.com** had to say about it:

“Like other PDF apps, Print2PDF installs itself as a printer, but after you hit “Print,” you can add watermarks, passwords, change the read/edit/print permissions, add attachments and auto-email, manually change the compression levels, and do much more. Print2PDF also integrates itself directly into Microsoft Word, Excel, and Internet Explorer, and supports encryption for sensitive documents. It's probably more than the average home user needs, but office workers may find its options seriously handy. Print2PDF is a free download for Windows systems only.”

[» Return to Top](#) | [Permanent Link to this article](#) [- TOC -](#)

FREE (BUT NOT CHEAP!) OPENOFFICE.ORG 3.0 GLOWING REVIEW

I feel compelled to share this PC Magazine review of the biggest competitor faced by Microsoft Office. If you are a charity, **small business with limited budget**, equipping the kids 3rd or 4th PC, then this may be the answer. By all means check it out, at the very least.

Bottom Line

OpenOffice.org 3.0 is the best, cheapest alternative to Microsoft Office, but there's no need to switch if you don't require open-source software and you've already paid for a copy of Microsoft's suite.

Pros

Free. Open-source. Feature-packed. Highly compatible with Office 2007 formats. Single interface for all apps.

OpenOffice.org, now released in its long-awaited 3.0 version, is a free, open-source replacement for [Microsoft Office](#)—and the **FIRST AND ONLY APPLICATION SUITE THAT CAN BE SERIOUSLY CONSIDERED TO BE A SUBSTITUTE FOR THE MASSIVE POWER AND FLEXIBILITY OF MICROSOFT’S SUITE**. OpenOffice.org used to look clunky and work slowly, but the 3.0 version, which I tested in its final Release Candidate version (RC4), is sleek and fast. It still retains the essential look and feel of [Microsoft Office 2003](#) and earlier versions, instead of imitating the new ribbon interface of Office 2007, but that’s a plus for many users who want as much continuity as possible when switching to a new application. OpenOffice.org doesn’t include all of Office’s features, but it adds some conveniences that Office can’t provide, such as built-in PDF export and a single interface for opening and editing word-processing documents, HTML files, worksheets, presentations, and drawings.

[OpenOffice.org 3.0 – At A Glance – Reviews by PC Magazine](#) - [TOC](#) -

NOT A GOOD TYPIST?? HAVE YOU TRIED DICTATION SOFTWARE?

Right now I am speaking into my headset microphone and have not touched the keyboard at all. The only error that I see is the addition of one extra question mark above.

For those who do not like to type, or cannot type, or those who simply want to jot thoughts or instructions... perhaps dictation software is a great solution.

The version I am using is called Dragon naturally speaking and it is probably the most highly regarded at the moment. A little of training and a half ways decent microphone, and you’re off and running.

This entry took me less than two minutes to write and I have not touched the keyboard, so you can see that the accuracy is pretty darn good! - [TOC](#) -

OPEN SOURCE. FORBIDDEN FRUIT? OR POWERFUL, FREE, BUSINESS SOFTWARE?

Nothing smacks of cheap more than FREE, right? If it’s free it must be without much value, or somehow compromised and inferior.

We smart business folks learned long ago ‘**ain’t nothin’ free**’. Yet nothing could be further from the truth when it comes to an entire huge library of what are known as ‘Open Source Software’. From FREE web browsers (Firefox, Opera – both outstanding, BTW...) to email

(Mozilla Thunderbird) to office suites highly competitive with MS Office. And they are absolutely free.

What's the rub? Only the thousands of volunteer software engineers committed to the availability of a free alternative. (HINT: many of these same folks work by day for the 'big boys'). **This is good stuff.**

What's in it for you, the small- to medium-sized business owner or worker? You can save oodles of \$\$\$ bypassing XP or Vista, Office 2003 or 2007, and choosing open source software instead. **This is not cheap stuff, just free!**

Here are some links to point you in *SOME* right direction. Once you begin trolling around you'll find *MUCH, MUCH MORE* that may meet your needs.

[Source Forge](#) [Star Office](#)

[- TOC -](#)

ACCEPT CREDIT CARD PAYMENTS USING YOUR COMPUTER

Many service businesses (non-retail) have occasion to accept credit card payments but are not set up to do so. CompuTellgence to the rescue!!!

You can use your computer and PayPal Virtual Terminal to establish a business account and then accept credit cards as a form of payment. Attached is an example of an invoice paid in this fashion and it was flawless. Further, the government entity *could not have used my store* without the ability to pay using a card.

Visit www.PayPal.com to learn more about this capability.

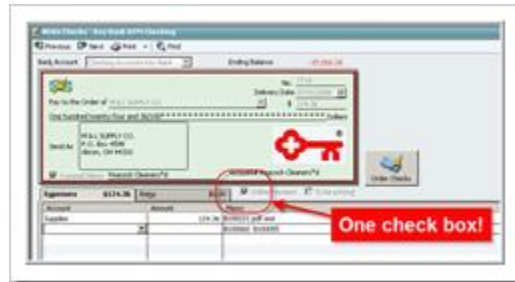
View actual PayPal credit card receipt [\[click here\]](#). [- TOC -](#)

ONLINE BANKING - THE ULTIMATE SMALL BUSINESS TOOL

Besides having a dual-screen system, I can think of no single technology benefit to press for harder than **every business owner banking online**. The rewards are that great, period! As lifestyle-changing as pay-at-the-pump, the microwave, cell phones, seriously!

Every business owner knows the incredible pressure of 'tending the store', especially when it comes to managing finances, bank, credit card, and check accounts. And rightly so! What is more important to business than **timely insight into finances, cash flow, credit lines**, and maintaining data accuracy!

- Do look into a robust financial management software with online capabilities (QuickBooks leads the pack)
- Do check into banks for the depth of their online business banking interface
- Some banks have pretty good online web banking pages but limited QuickBooks interface. This requires double entries, one into the web site, and a duplicate entry into your accounting package
- Other banks are so tightly integrated to QuickBooks online that ALL of your work is done ONLY IN QUICKBOOKS and you never double-enter.



The benefits are over the top! Stamps are \$.42 each, envelopes \$.12 each, checks .10 each, making the **cost of each paper check approx. \$.64!** Factor your time cost to handle, whether yours or an employee's, and you're starting to incur some real business cost of doing business.

For a small monthly fee to receive unlimited online checks, you can eliminate incredible amounts of time, and potentially sizeable sums of money—depending upon how many checks you write each month.

Besides a dual-screen system, I don't think I could press harder than for every business owner to bank online. The rewards are that great, period!

Talk about scaring the non-computer savvy boss... business+internet+checks+paperless...
 "Oh... my... goodness..., what will you propose next. **I don't even trust my wife/husband with the business checkbook.**" [-TOC-](#)

ONLINE APPOINTMENT BOOKING FOR SERVICES / PROFESSIONALS

[Online Appointment Sites](#)

Doctors, attorneys and dentists have largely missed the e-commerce boom. So have other service-based businesses like salons and interior design shops.

Sure, your website can provide information about your business. But it can't make a sale. That's because your clients can't book appointments online.

Your clients still must call or e-mail to schedule an appointment. And you probably can't handle client requests 24/7. This means wasted time calling back clients for scheduling.

New sites are offering solutions to the problem. They make it possible for clients to schedule appointments online.

Stop the phone tag

You can eliminate the back-and-forth and reduce the time spent on scheduling. And your clients will appreciate the simplicity, too.

Online Link to *Kim Komando* who hosts the nation's largest talk radio show about computers and the Internet. [- TOC -](#)

AUTOMATIC BACKUP = PEACE OF MIND

I can't emphasize enough the importance of backing up business critical data. That doesn't mean ALL data, just BUSINESS CRITICAL data.

That's why I recommend placing ALL critical business folders under a couple of **key folders**...

Then, when it's time to backup (write a script to do it nightly!) it's simply a matter of backing up those key folders.

Ahhh, what peace of mind a current backup brings!

Here's a **free** way to backup nightly using **Windows Task Scheduler** (found in XP under 'Start, All Programs, Accessories, System Tools')



You'll need to download the attached file [Nightly Backup Script](#)

Using Notepad,

1. Open the file and change the script as indicated (substitute your own drive:/folder/filename.ext)
 - o Magenta files are source (**what you want backed up**)

- Green file names are **backup file names and destinations**
- 2. Save the file on your c:\ drive and name it something memorable (my example is 'BackupExpressQuote.vbs)
- 3. This path and filename.vbs you enter into the task scheduler
- 4. Click the other tabs and set the time and frequency

Option Explicit
On Error Resume Next

```
*****
* This script Copies Teeters Orders FE and Order Details database files *
*****
'-----
' Instantiate the script objects
'-----
Dim objNet : Set objNet = CreateObject("WScript.Network")
Dim objFS : Set objFS = Wscript.CreateObject("Scripting.FileSystemObject")
Dim WSHShell : Set WSHShell = Wscript.CreateObject("Wscript.Shell")
Dim objFolder, BtnCode

'-----
' Copy file(s)
'-----
    btnCode = wshShell.Popup("Please wait...Updating your files...", 1,"Copying...", 64)
    objFS.Copyfile "c:\A - Teeters Access\Teeters Products FE 2003.mdb", "C:\temp\Teeters Products FE 2003BackupFile.mdb"
    objFS.Copyfile "N:\A - Teeters Access\Teeters Orders Details.mdb", "C:\temp\Teeters Orders Details BackupFile.mdb"
    objFS.Copyfile "C:\Brian T Mickley Inc\Finances\Brian T Mickley Inc.QBW", "H:\QB Finances\Brian T Mickley Inc AutoTask COPY.QBW"
    btnCode = wshShell.Popup("Your file(s) have been updated. This window will close in 3 seconds...", 3, "ALL DONE!", 64)

'-----
' Release objects from memory and terminate execution
'-----
Set objNet = nothing
Set objFS = Nothing
Set WSHShell = nothing
Set objFolder = nothing
Set objFolder = nothing
WScript.Quit
```

Now, select the timing and frequency tabs and you're all set. Remember, the computer must be running for these to run! - [TOC](#) -

