



SOFTPRO

www.softpro.co.nz

Premier IT Support

***TECHNOLOGY TIPS
FOR BUSINESSES***

Compiled By
Philip & Stephanie Walmsley

Revised: December 2010

IT'S GOOD TO SHARE!

This book is a FREE document written by Philip and Stephanie Walmsley from www.softpro.co.nz

Please feel free to share and distribute this book. You can email it, post it on your blog, tweet about it, link to it from Facebook and share it with whoever you think would be interested.

The document must be unaltered and complete along with our names, copyright notice and link: www.softpro.co.nz

©2010 Copyright Softpro Limited. All rights reserved.

DISCLAIMER AND/OR LEGAL NOTICES:

The authors of this book have attempted to make the information in this book as accurate as possible. However, the information in this book is for personal educational use only and is provided in good faith without any express or implied warranty. Where the authors have provided hypertext links to other web sites, this is done as a service to users of this book. This service does not mean that the authors endorse those sites or material on them in any way.

Softpro has been providing IT support and management services to small businesses in New Zealand since 1999

Softpro offers three types of services to its clients.

1. ON DEMAND SUPPORT SERVICES

This service is suited to clients who are looking for a responsive, professional, and reliable IT support resource available to them when the need arises, but don't necessarily need or want on-going management services. On Demand Support Services are priced on a per-incident or hourly basis.

2. IT MANAGEMENT SERVICES

This service provides you with proactive, on-going monitoring, management, support and planning of your IT systems, as well as support for those using the systems. This service is priced on a flat monthly fee – providing budget predictability and ease of access to our services.

3. A BACKUP SERVICE

This service is suitable for any company at all, with up to thirty users. It is a completely automated, totally reliable, economical and practical backup service. Find out more here: <http://www.cloudbackup.co.nz/> .

Contact Softpro:

Email: philip@softpro.co.nz

Tel: 950 3675

Mobile: 021 763 741

Contents

Tip 1: How to Email an Excel Report	4
Tip 2: How Modify Page Numbers in Word	5
Tip 3: How to Use AutoFill with Excel Data Entry	6
Tip 4: How to Speed Up Your Internet Browsing	7
Tip 5: How to Back Up Your Data	8
Tip 6: How to Make a Strong Password	9
Tip 7: How to Create Outlook E-mail Templates for Letters	10
Tip 8: How to Customise the Toolbars in MS Word	11
Tip 9: How to Look After Your Laptop	12
Tip 10: Read This Before Buying an Addition to Your IT System	13
Tip 11: How to Track Edits and Insert Comments in Documents	15
Tip 12: How to Password-Protect a Document	16
Tip 13: Some Useful Keyboard Shortcuts	17
Tip 14: How to Use the Character Map	18
Tip 15: Two Little Tips for Using Word.	19
Tip 16: What to Do When Your Computer Locks Up	20
Tip 17: How to Run Scan Disk and Defrag	21
Tip 18: How to Set Up a PowerPoint Presentation	22
Tip 19: How to Convert PowerPoint to Word	23
Tip 20: How to Remove Words from Online Drop-Down Lists	24
Tip 21: Seventeen Shortcut Tips Using the Windows Key	25
Tip 22: How to Schedule Windows Tasks to Run Automatically	26

TIP 1: HOW TO EMAIL AN EXCEL REPORT

How many times have you wanted to send an Excel report to a business associate or co-worker, and you end up sending them the entire spreadsheet as an attachment?

Have you seen how big these spreadsheets can get?

You might also want to hide some of the data, and still make it easy for the recipient to read the report. Here is a simple way to make everyone happy. Just follow the steps and you can send professional reports in no time!

- Step 1 Create the report and format it. (e.g. use autofilter). You can also use the toolbar icon for this step.

- Step 2 The next step is to choose SEND TO from the FILE menu. Select the option MAIL RECIPIENT – this is the key to sending only the report.

- Step 3 You might see an option asking if you want to send the entire worksheet or only the page – choose SEND THE CURRENT SHEET AS THE MESSAGE BODY.

- Step 4 Once you choose this option, you will see an address, subject and message entry; add this information – there is plenty of room.

- Step 5 When you are ready to send it, click SEND THIS PIVOT TABLE REPORT.

TIP 2: HOW MODIFY PAGE NUMBERS IN WORD

When you tell Word to include page numbers in your headers or footers, Word starts numbering from page 1 and displays Arabic numerals such as 1, 2, 3, etc.

If you want to number your pages differently (for example, numbering them as i, ii, iii, or a, b, c), or if you want Word to make 39 the first page number in your document, you have to use the Page Number Format button on the Header and Footer toolbar.

To use the Page Number Format button, follow these steps:

- On the **View** drop-down menu, choose **Header and Footer**.
- Highlight the page number text box that appears in your Header (or Footer). The page number appears shaded grey.
- If page numbers do not appear in your Header (or Footer), click the **Insert Page Number** button on the Header and Footer toolbar, and then highlight the number that appears.
- Click the **Format Page Number** icon on the Header and Footer toolbar. The **Page Number Format** dialog box appears, offering ways to change the number display or numbering in your header or footer.
- Click in the Number Format list box and choose a page numbering style (such as 1, 2, 3 or i, ii, iii).
- In the **Page Numbering** group, click one of the radio buttons.
- Click **OK**.

TIP 3: HOW TO USE AUTOFILL WITH EXCEL DATA ENTRY

This time-saving function automatically fills in commonly used word and number sequences for you – so you don't have to! The secret to AutoFill is the tiny, black square on the bottom right-hand corner of your active cell or a consecutive series of highlighted cells. This is called the fill handle.

Now say you want to enter the numbers 1 to 25 in a column. Instead of typing this in manually, you can enter 1 in the first cell and 2 in the second cell. Then highlight both cells and click on and drag the fill handle down to the twenty-fifth cell. Let go of your mouse button, and voila! This works the same for other numbered sequences (e.g. odd numbers, multiples of 25) or number values, such as dates or units of time. Just remember to fill in and highlight the first two cells so that Excel recognises the numerical pattern you want. It also works the same if you want to fill cells across a row.

Common terms such as months or days of the week can also be AutoFill-ed – just type “January” in the first cell, grab your fill handle and drag down or across to have the program automatically fill in the other months for you.

If you want to fill in non-standard terms that you use often (eg. products or employees), first create a custom list:

- choose **Tools -> Options -> Custom Lists** (in Excel 2003)
- **or** Excel Options -> Popular -> Edit Custom List (in Excel 2007)
- type your list in the “List entries” window and click **Add**.

TIP 4: HOW TO SPEED UP YOUR INTERNET BROWSING

Ever want to speed up your Internet browsing? Here are a few tips and tricks to just speed up your web surfing and managing your tabs on IE7 and Firefox.

- Middle click Opens the link in a new tab
- Ctrl + click Opens the link in a new tab
- Right click and select "Open Link in New Tab"

- Shift + click Opens the link in a new window
- Right click and select "Open Link in New Window"

- Ctrl + T Opens a new Tab
- Ctrl + Shift + T Re-opens the last closed tab

- Ctrl + scroll wheel Zooms
- Ctrl + +/- buttons Zooms

- Alt + D Moves the curser to the address bar
- Ctrl + Tab Cycles through the tabs
- Ctrl + Shift + Tab Cycles through the tabs in reverse
- F11 Puts the browser in/out of full screen mode

TIP 5: HOW TO BACK UP YOUR DATA

What would you do if a fire or natural disaster struck tomorrow and you lost all your vital business data? Are you simply relying on tape back-ups, which fail to restore data as much as 60% of the time?

Consider the reality that most small businesses have been operating in the dark ages in terms of data protection; and some business owners have learnt, to their cost, that no back up means no protection, means ***no business***.

Disaster Recovery is the buzz word describing the back up plan that a company has in place. Having a Disaster Recovery plan protects your business from loss or damage.

Backing up your critical data is not only affordable for small business, it is crucial. Things like theft or vandalism, a hardware failure, a fire in your office building or a flood are events that happen somewhere in New Zealand every day, and any single one of these disasters could destroy an unprotected business.

CloudBackup (www.cloudbackup.co.nz) is a state-of-the-art, fully-automated back-up solution. It is much more cost effective and affordable than you think. And when you think about it – can any company afford to be without a DR plan?

TIP 6: HOW TO MAKE A STRONG PASSWORD

Make it lengthy. Each character that you add to your password increases the protection that it provides many times over. Your passwords should be 8 or more characters in length; 14 characters or longer is ideal.

Combine letters, numbers, and symbols. The greater variety of characters that you have in your password, the harder it is to guess.

Use the entire keyboard, not just the most common characters. Symbols typed by holding down the "Shift" key and typing a number are very common in passwords. Your password will be much stronger if you choose from all the symbols on the keyboard, including punctuation marks not on the upper row of the keyboard, and any symbols unique to your language.

Use words and phrases that are easy for you to remember, but difficult for others to guess. The easiest way to remember your passwords and pass phrases is to write them down. Contrary to popular belief, there is nothing wrong with writing passwords down, but they need to be adequately protected in order to remain secure and effective.

In general, passwords written on a piece of paper or in a book are more difficult for hackers to compromise across the Internet than those stored in a password manager, on a Web site, or in some other software-based storage tool, such as Excel or Word. Any software you use for this purpose must use a "master" password to encrypt its password store. Also, if you do use paper, you need to keep it hidden so that your passwords are not compromised by visitors or colleagues. (i.e. don't use a Post-It note stuck on your computer monitor 😊)

* ideas here came from <http://www.microsoft.com/protect/yourself/password/create.msp>

TIP 7: HOW TO CREATE OUTLOOK E-MAIL TEMPLATES FOR LETTERS

In Outlook, you can create templates that contain text that you send over and over again to your address book contacts. You can compose and save a message as a template, and then use that template whenever you need it. Just add any new or personalised text before you send the message. *(N.B. You can't create an Outlook template if you are using MS Office Word as your e-mail editor. To make sure you are not using Word as your e-mail editor, click the **Tools** menu in Outlook, click **Options**, and then click the **Mail Format** tab. Clear the check box next to **Use Microsoft Office Word 2003 to edit e-mail messages.**)*

Create a mail template

1. In Outlook, on the **File** menu, point to **New**, and then click **Mail Message**. When the new message opens, give it an appropriate subject and compose your content. Leave space for personalised information that you'll add when you send the message to a particular recipient.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** list, select **Outlook Template**, and then click **Save**.
4. Close the message that you used to create your template. If you are prompted to save the message, click **No**.

Send a message using your template

1. From the Outlook Inbox, click the **Tools** menu, click **Forms**, and then click **Choose Form**.
2. Click the **Look In** box, and select **User Templates in File System** from the drop-down list.
3. Select the template that you created in Step 1, and then click **Open**.
4. Personalise the message if you want to, add the recipient's e-mail address to the To line, and then click **Send**.

* ideas here came from <http://www.microsoft.com>

TIP 8: HOW TO CUSTOMISE THE TOOLBARS IN MS WORD

Do you ever wish you could add or remove buttons on your toolbar? This is quite a simple thing to do and you then have your own personal set up which pleases you and helps you work faster and more comfortably.

To add a button to a toolbar:

- Choose **Toolbars** from the View menu.
- Select **Customize**.
- Click on the **Commands** tab.
- Select an item under **Categories**.
- Select an item from the list of **Commands**.
- Drag the command to a toolbar. An "I" beam will appear to help you install the button. By default, the new button has only a text label.
- Right-click on the new Toolbar item.
- Select **Default** Style (the button will become a plain square).
- **Right click** on the new Toolbar item again.
- Choose **Change Button Image**, then select a button image.
- Close the Customize dialog box.

To remove a button:

- Choose Toolbars from the View menu.
- Select Customize.
- Drag the button you want to remove off the toolbar.
- To make your own toolbar:
 - Choose Toolbars from the View menu.
 - Select Customize.
 - Click on the Toolbars tab, then click on the New button.
 - Give the toolbar a name.

You can also choose to make this toolbar available to the Normal template (all documents) or the current document only. A small toolbar palette will appear on the screen. Click on the **Commands** tab, select a **Category**, then drag the commands you want onto your new toolbar.

TIP 9: HOW TO LOOK AFTER YOUR LAPTOP

Your laptop is an investment and if you take reasonable and sensible precautions it will work hard for you and be reliable. Here are a couple of simple tips to protect your investment in everyday use.

- Keep food and drink away from your laptop and always have clean hands when using your laptop.
- Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on the hinge and can cause it to bend and snap.
- Hold and lift the computer by its base, not by its LCD display (screen).
- Plug accessory devices into their proper slots. Always look at the symbols on the laptop carefully before inserting devices. Jamming a phone line into an Ethernet port or vice versa could damage the sockets, making it impossible to use them again.
- Check to see if labels are affixed securely before inserting media into your laptop computer. Never insert undersized CDs, as these can damage the disk player permanently.
- Don't expose your laptop to rapid temperature fluctuations. When bringing your laptop indoors during winter, don't turn it on immediately. Instead, let it warm to room temperature first. This will avoid any potential for damage to the disk drive from condensation forming inside the machine.
- Don't leave your laptop in a car. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash and grab thief.
- Have the unit cleaned once a year to remove internal dust. Get this done by a computer professional. If dust accumulates, the system cannot cool itself correctly. Heat can destroy the motherboard.
- Look into getting a laptop bag. Many breaks happen because of laptops being dropped or bumped. A bag greatly reduces the risk of damage.

TIP 10: READ THIS BEFORE BUYING AN ADDITION TO YOUR IT SYSTEM

HARDWARE: Buying on line or buying a computer on a special offer from a retailer may look like a fabulous bargain to a business owner, especially when the price is compared with what the business owner's IT specialist is recommending or offering. However it's important to consider exactly what you are getting for your money before choosing what appears to be the cheaper, so more sensible option.

There are two aspects to consider when buying. The first thing is the quality of the computer you are buying and the second is the software. Most equipment is made for either the retail or the business market. The retail market equipment is more lightly built, it doesn't have the strength and stability of business equipment and you don't usually get such a high quality of service from the supplier with home equipment.

The guarantee on business equipment is more substantial and can be longer than that on a retail machine. For example, if your business laptop has a problem you may have a three year, on-site guarantee. Your retail laptop may simply have a one year, return to base warranty.

All this means that your on-line bargain may not be such a bargain after all, and your local IT specialist is giving you reliable advice when he recommends a business machine which might be more expensive in the short term, but which will likely have a lower TCO (lower cost of ownership).

The second consideration is software, which is also different for a business machine, and I'll tell you more about that on the next page.

SOFTWARE: When you buy a retail system, either on line or from a retailer, the licence you buy is what is known as an OEM licence. This stands for ‘Original Equipment Manufacturer’ and it is not a transferable software licence. The software licence belongs to the computer and not to the owner of the computer.

Why might you want a transferable software licence? If, for example, the system is stolen then you lose the licence as well as the computer. If you upgrade your system and sell some equipment the software licence goes with the computer.

But what if you decide to keep your computer and upgrade the software? Well with OEM, the only upgrade you can get is a retail upgrade and this usually costs more.

Also, the software package that comes with a home computer might not have all the software you need. For example, you might get Office Small Business Edition, but that does not include MS Access, and if your business uses Access to run a particular programme you might encounter problems that make your retail bargain less appealing.

When buying software for your business, you need to ensure that you get an “Open Value” licence. This means that you then own the software licence and you can move it from machine to machine without a problem.

With an Open Value licence you can also add Software Assurance which gives you free software upgrades for three years (extendable for a further three years) and best of all, the cost for these licences and upgrades can be spread over the whole six years. This is a better proposition for business owners who will see a reduction in the Total Cost of Ownership (TCO) compared to the OEM/Retail upgrade approach.

If you need help to make a decision on what software or hardware to choose for your business, contact philip@softpro.co.nz for unbiased, professional advice.

TIP 11: HOW TO TRACK EDITS AND INSERT COMMENTS IN DOCUMENTS

The ability to track the edits and insert comments in a document is one of Word's most useful features. In multi-user environments, it is an easy and effective way to collaborate and comment on document drafts, without the hassle and waste of paper copies of the document. This can be especially handy when the collaboration is taking place via email.

To turn on the tracking:

- Open your document then,
- Click on **Tools**. Click on **Track Changes**
- Any edits you make on the document will show up in a different colour in the right hand margin.

To make a comment:

- Choose the text you would like to comment on then,
- Click on **Insert**. Click on **Comment**.
- Start typing in the little coloured balloon box in the right hand margin.

To make changes to any of the change tracking features:

- Click on **Show** and click on the choices there.

TIP 12: HOW TO PASSWORD-PROTECT A DOCUMENT

Using a business computer at work means that more than one person may have access to the machine. One way of ensuring privacy is to have a separate log-in for each user. Another way is to protect the document rather than the whole machine. You can do this by putting a password on a single document so that only those who have the password can read the document. Here's how.

When you have your document open:

- Click **Tools** - Click **Options**
- Choose the **Security** tab
- Enter a password that will be required to open the document. Make sure it's a password you can remember! If you have a bad memory for that kind of thing, write the password down somewhere.
- Click **OK** and you're done!

If you only want to stop people from changing the document (i.e. make it read-only), then do this when your document is open:

- Click **Tools** - Click **Protect Document...**
- On the right-hand side of the screen, under 2. Editing Restrictions,
- Click the check box and then click **Yes, Start Enforcing Protection**. Enter a password that will be required before you can make changes to the document.
- Remember this password too!
- You're done!

These procedures are virtually identical in Excel.

TIP 13: SOME USEFUL KEYBOARD SHORTCUTS

Here are a few keyboard shortcuts that will make a lot of day to day operations easier and faster.

On a MAC	In Windows	Operation
Command + A	CTRL + A	Select all
Command + C	CTRL + C	Copy selected text or file
Command + X	CTRL + X	Cut selected text or file
Command + V	CTRL + V	Paste text or file
Command + Z	CTRL + Z	Undo last action
~~~	CTRL + B	Make Selected text bold
~~~	CTRL + I	Make selected text italic
~~~	CTRL + U	Underline selected text
Command +	CTRL + E	Align selected text to the centre
Command + }	CTRL + R	Align selected text to the right
Command + {	CTRL + L	Align Selected Text to the Left
~~~	CTRL + J	Align selected text to the justified

TIP 14: HOW TO USE THE CHARACTER MAP

The Character Map program in Windows lets you add weird foreign characters, such as à, ß or even Æ into your document.

To get there: (in XP), click Start, Programs, Accessories, System Tools, Character Map; (in Vista/Win7), type 'char' in the search box on the start menu and press **Return**. Then, follow these steps:

1. Make sure that the current font — the name for the style of the characters on the page — shows in the Font box. If the current font is not showing, click the down arrow and click the font when it appears in the drop-down list.
2. Scan the Character Map box until you see the symbol you're after; then double-click on that character. The symbol appears in the Characters to Copy box.
3. Click **Copy** to send the character to the Clipboard.
4. Click in the document where you want the new symbol or character to appear.
5. Press **Ctrl+V** and the new character will be inserted. (Give it a second. Sometimes it's slow.)

The symbols in the Character Map box are easier to see if you hold down the mouse button and move the pointer over them.

For some fun symbols, switch to the *Wingdings* font. It's got some great symbols to spice up your work.

Note: You can grab several characters at a time by double-clicking each of them and then copying them into your document as a chunk. You don't have to keep returning to the Character Map for each one.

TIP 15: TWO LITTLE TIPS FOR USING WORD.

Deleting a Word in a Document

If you want to delete a word you just typed that is misspelled or inappropriate, or if there's a phrase you'd like to get rid of, then pressing the delete key over and over can be too time consuming. Taking the time to use the mouse to highlight the text can sometimes be tedious, too. You can delete a word at a time quite easily.

Simply hit *control+backspace*. This will delete the whole word.

To do this with the Mac hold the "*option key*" down while pressing delete. This key is located to the left of the space bar, in between the apple key and the control key. Now the cursor will jump back to the previous space, one word for each tap on the delete key.

Repeating Heading Rows in Word Tables

In a Word table, the heading (or header) row is the first row in the table -- the one that usually describes what each column contains.

It's very simple to make the header row repeat at the top of each new page; just click to put the cursor in the header row (or select the header rows if you have more than one) and choose "*Table*" in the top menu bar, then click "*Heading Rows Repeat*".

TIP 16: WHAT TO DO WHEN YOUR COMPUTER LOCKS UP

Every now and again, Windows goes on strike. You click on the mouse and nothing happens, you look in all the significant places on the screen and nothing happens. You try pressing a key and nothing happens. So you try different keys, any key, all the keys. And nothing happens.

When you see this, don't panic.

Your computer has locked up

Try these things, in order:

- Press Esc twice. This action usually doesn't work but try it anyway.
- Press Ctrl, Alt, and Delete all at the same time. Hopefully, Task Manager appears with the message that you discovered an unresponsive application. Task Manager lists the names of currently running programs, including the one that's not responding. Click the name of the program that's causing the mess and then click the End Process button. You lose any unsaved work in that program, but you should be used to that.
- If that still doesn't do the trick, click the Task Manager's Shut Down menu and choose Restart.
- If none of this works, push the computer's reset button. When the Turn Off Computer box appears, choose Restart.
- If not even the reset button works (and some computers don't even have reset buttons anymore), turn the computer off by pushing its power button. (If that merely brings up the Turn Off the Computer menu, choose Restart, and your computer should restart.)
- When nothing else works, if you press the computer's Off button long enough, it will eventually stop resisting and turn off.

TIP 17: HOW TO RUN SCAN DISK AND DEFRAG

Your computer needs to be taken care of in various ways. And just as you have (or should have) a 'brush and floss' routine, so you need a 'scan and defrag' routine.

Once a month is a good rule for this; so aim for every two or three weeks.. But if you are having small problems with your computer operations run these two utilities daily for a week. There are a few things you must do before running *Scan Disk*...

1. Shut down all programs that are running.
2. Turn off your screen saver.
3. Turn off or close the Office Shortcut Bar and/or the Corel DAD bar (down near the clock in the right hand corner of your screen).

Now you are ready to run *Scan Disk*... you should always run *ScanDisk* first followed by *Defrag*. It will take anywhere from half an hour to an hour to complete these utilities, so make sure your computer is not going to be needed during that time.

To Run ScanDisk

1. Click on Start, Programs, Accessories, System Tools, Scan Disk.
2. Make sure Drive C: is highlighted
3. Make sure Thorough and Automatically Fix Errors are both checked.
4. Click Start
5. Click OK and Finish when completed.

To run Defrag:

1. Click on Start, Programs, Accessories, System Tools Disk Defragmenter.
2. When asked Which drive do you want to Defrag? Highlight Drive C:
3. Click OK and if you are asked do you want to continue make sure you click Yes.
4. Click OK and Finish when completed.

TIP 18: HOW TO SET UP A POWERPOINT PRESENTATION

Have you ever attended a presentation where the speaker fumbled through PowerPoint, trying to get the presentation started? The speaker starts PowerPoint, searches for the file, opens the file, and finally starts the slide show. Talk about looking like an amateur! There's a much easier way.

Place your PowerPoint file in an easy-to-remember, easy-to-find folder (or on the Desktop). Then from within Windows Explorer (or any file manager), right-click on the file name and choose "Show" (the command should be near the top).

Windows launches PowerPoint and opens the presentation to the first slide in Slide Show mode. Using this technique you'll certainly make a better first impression.

To add a slide from one PowerPoint presentation into another:

1. Open the presentation that you would like to insert slides to.
2. Move to the slide before the place where you would like to place the inserted slide.
3. Click the "Insert" menu and then select "Slides from Files".
4. Click the "Browse" button.
5. Navigate to the presentation that has the slide you want to insert. Click it, and click the "Open" button.
6. From the display of slides, click the slide you would like to insert.
7. Click "Insert".
8. Select more slides to insert and click the "Insert" button, or click the "Close" button.

Extra Tip: You can click the "Insert All" button to insert all the slides from the presentation.

TIP 19: HOW TO CONVERT POWERPOINT TO WORD

After your very successful PowerPoint presentation you may wish to convert your presentation to a Microsoft Word document. You may want to combine the presentation with more detailed content from elsewhere and create a report. Or maybe you want to send a presentation-in-review document to your boss for forwarding on up the chain. Or you might like to try creating training materials in Word from an existing PowerPoint content. It is easy, and here's how to do it:

1. Open your PowerPoint presentation and choose File, Send To, Microsoft (Office) Word.
2. Select a page layout.
3. If what you need isn't available, just choose the one closest to what you require; you can edit the layout later in Word.
4. Select either the Paste or Paste Link option. The Paste option creates thumbnails of the slides inside Word; the Paste Link option creates links to the actual slides. The Paste and Paste Link options are greyed out if you choose the Outline Only option.
5. Click OK and PowerPoint fires up Word.
6. Word shows you a nicely formatted document that contains the slides or the outline.
7. In Word, if you like the way things look, choose File, Save.

TIP 20: HOW TO REMOVE WORDS FROM ONLINE DROP-DOWN LISTS

As soon as you begin to type something online -- a Web site address in Internet Explorer, for instance, or a name into an online form -- Windows often races in to help. It sends down a little box, listing items you've typed previously. A quick point-and-click lets you retrieve a word or phrase from the handy AutoComplete list, sparing you the effort of typing it in yet again.

Some people, however, don't like Windows looking over their shoulder as they type. And it's especially annoying when Windows keeps listing your typographical errors. To delete a word or phrase from most AutoComplete drop-down lists, press the *Down-arrow* key to highlight the entry and then press the *Delete* key.

Unfortunately, this trick doesn't delete individual Web addresses you type into Internet Explorer. You must delete Internet Explorer's History to remove those. To make Internet Explorer stop listing your previous entries, follow these steps:

1. Open Internet Explorer and choose Internet Options from the Tools menu.
2. Click the Content tab and click the AutoComplete button. The AutoComplete Settings dialog box opens.
3. Click to remove check marks from Web Addresses, Forms, User Names and Passwords on Forms, and Prompt Me to Save Passwords.
4. Click the Clear Forms button and the Clear Passwords button and then click OK. Those two final buttons delete previously stored AutoComplete entries.

Security Note: It's convenient for Internet Explorer to store the passwords you use for your Web site. But that makes it convenient for anybody who sits at your computer to log on to password-protected sites. Even if you enjoy AutoComplete, consider removing the check mark from the 'User Names and Passwords on Forms' box in Step 3.

TIP 21: SEVENTEEN SHORTCUT TIPS USING THE WINDOWS KEY

What exactly does the Windows Key do on your keyboard? When used in combination with other keys, here's what you can do:

1. Windows Key + Tab: Cycle through buttons in Task Bar
2. Windows Key + D: Minimise or restore all windows
3. Windows Key + E: Launch Windows Explorer
4. Windows Key + F: Launch Search for Files
5. Windows Key + Ctrl + F: Launch Search for Computers
6. Windows Key + F1: Launch the Help & Support Centre
7. Windows Key + R: Launch the Run dialog box
8. Windows Key + Pause: System Properties box
9. Windows Key + M: Minimizes all open windows
10. Windows Key + Shift + M: Undo minimize all windows
11. Windows Key + L: Locks the workstation
12. Windows Key + U: Launch the Utility Manager
13. Windows Key by itself: Brings up Start Menu

Plus, here's a few extra ones if you have Vista:

14. Windows Key + G: Cycle through the Sidebar Gadgets
15. Windows Key + T: Cycle through programs on Task Bar
16. Windows Key + U: Open the Ease of Access Centre
17. Windows Key + X: Open the Windows Mobile Centre

TIP 22: HOW TO SCHEDULE WINDOWS TASKS TO RUN AUTOMATICALLY

If you use a specific program on a regular basis, you can use the Task Scheduler Wizard to create a task that opens the program for you automatically according to the schedule you choose.

For example, if you use a financial program on a certain day each month, you can schedule a task that opens the program automatically so you don't risk forgetting to open it yourself.

1. Open Task Scheduler by clicking the Start button, clicking Control Panel, clicking System and Maintenance, clicking Administrative Tools, and then double-clicking Task Scheduler. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
2. Click the Action menu, and then click Create Basic Task.
3. Type a name for the task and an optional description, and then click Next.
4. Do one of the following:
 - To select a schedule based on the calendar, click **Daily**, **Weekly**, **Monthly**, or **One time**, click **Next**, specify the schedule you want to use, and then click **Next**.
 - To select a schedule based on common recurring events, click **When the computer starts**, or **When I log on**, and then click **Next**.
 - To select a schedule based on specific events, click **When a specific event is logged**, click **Next**, specify the event log and other information using the drop-down lists, and then click **Next**.
5. To schedule a program to start automatically, click Start a program, and then click Next.
6. Click Browse to find the program you want to start, and then click Next.
7. Click Finish