

Microsoft Office Tips

Word 2007 Tip

Turn off error marking

If you find the green and red squiggly underlines distracting, you might want a quick way to hide them. Here's how.

Click the Office button, choose Word Options, and then click Proofing. You can then change the settings to turn off the spelling and grammar checking that normally occurs as you type. In particular, you should make sure that two checkboxes are cleared: Check Spelling As You Type and Mark Grammar Errors As You Type. If you turn them off make sure you use the spell checker when you finish your masterpiece "just in case"

You can do the same thing in Word 2003

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Do one or both of the following:
 - To turn on or off automatic spelling checking, select or clear the **Check spelling as you type** check box.
 - To turn on or off automatic grammar checking, select or clear the **Check grammar as you type** check box.



Classes

Do you want to brush up on your computer skills? RDSweb Training has the following classes:

- Microsoft Word & Excel 2007
- Photo Editing & Restoration
- Digital Photography
- Internet & Email
- Windows for Beginners
- Powerpoint 2007
- Quickbooks 2009
- Computer Maintenance
- Clutter 101 - Organize your life

Learn in a fun environment with a small class size for individual attention. I am also teaching Word, Excel and Power Point courses at OUC Collage in Salmon Arm

For more information on any of the classes call me at 250-675-4801 or 250-833-2999

Quickbooks Tip

Memorizing a Report for Reuse

1. After you have customized any report, click "Memorize" on the report buttonbar at the top of the window.
2. If you have recalled a previously memorized report and changed it, indicate whether you want QuickBooks to replace the earlier report under the same name, or create a new memorized report under a new name. If you want QuickBooks to replace the earlier report, click "Replace". If you want QuickBooks to memorize this report under a new name, click "New" and then enter a name in the "Memorize Report" window.

Recalling a Memorized Report

1. From the "Reports" menu, choose "Memorized Reports".
2. In the "Memorized Report List" window, highlight the report you want to view.
3. Click the "Display" button at the bottom of the window

Organizing your desk space

Does it drive you crazy when you sit down at your desk and can't find what you're looking for? Me too.

Here are a few tips for taming desk clutter.

- **Pens, pencils and pocket stuff.** Too many pens, pencils and all those **little** things cause a **large** amount of clutter Put away any pens etc that you don't need, and only keep out what you use regularly is going to help keep the clutter down.
- **Electronics and wires.** The wires that lead to and from your electronic equipment can be in the way. Take the time to organize those wires so they are out of your way. Doing this, if nothing else, is going to help keep you from accidentally pulling out some wire and losing some time and work.
- **Easy access of frequently accessed files.** Any desk has a tendency to collect files and paperwork, all of which is going to need organization and filing. Develop a filing system in an easily accessible location from where you sit for files that you are going to be using on a regular basis.

These three little steps will go a long way to helping you have a tidy workspace.

Watch for more organizing tips in future newsletters.

Website Watch

An exciting new website
[Shuswap First Responders](#)

Check them out.

You just never know when you will be in need of their services!

PowerPoint 2007

Create a Photo Album slide show in a flash.

- Click on Insert tab.
- Click on Photo Album Icon and choose New
- There you get button, File/Disk which allows you to select images from your hard disk
- Add them and then you can arrange the sequence by using up and down keys.
- After this just click on create and your album is ready. You can add notes to suit your needs.
- You can also add affects, fit your images and others.

It doesn't get much easier than that.

[Click here](#) for free information on how to use the new Word 2007.

Tips & Tricks is a quarterly newsletter designed to help with some of your common computer problems. If you have a question send it to jude@RDSweb.net and I'll do my best to answer it.

Digital Photography Tip

Sunglasses Polarizer

If you really want to add some punch to your images, then get a polarizing filter. A polarizer is the one filter every photographer should have handy for landscapes and general outdoor shooting.

By reducing glare and unwanted reflections, polarized shots have richer, more saturated colors, especially in the sky. It can darken blue skies turning them a deep, rich blue. Polarizing filters are also great for removing reflections in water. So if you're shooting a river scene and you want to see detail in the water or on the river bottom, a polarizer will reduce the reflections. They're also good with foliage, making leaves and such less shiny (again, cutting down on reflections).

Look at how washed out the unpolarized picture on the right looks.

If your digital camera can't accommodate filters. Don't despair. Here's trick I've used for a long time. If you have a pair of quality sunglasses, then simply use them as your polarizing filter. Place the glasses as close to the camera lens as possible, then check their position in the viewfinder to make sure you don't have the rims in the shot.

The colors will be deeper and more enhanced. For the best effect, stand so that the sun is over either your right or left shoulder. The polarizing effect is strongest when the light source is at a 90-degree angle from the subject.



Look at the difference a polarizing filter makes when photographing this car



RDSweb offers Digital Photography classes throughout the summer.

Call for information 250-675-4801