

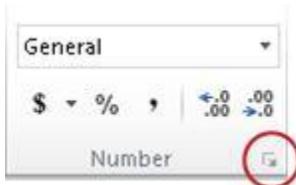
RDSweb Computer Tips & Tricks

Microsoft Office

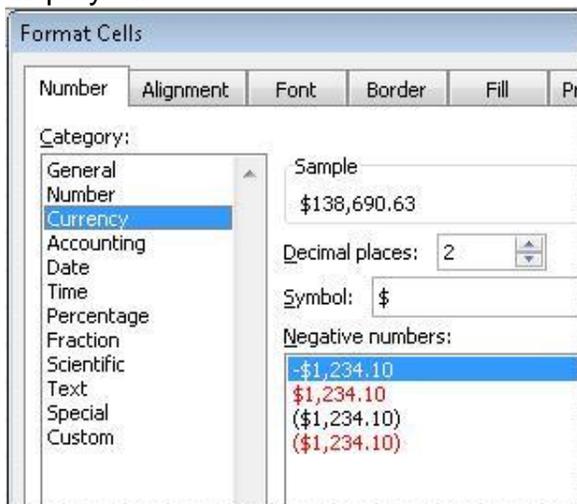
Here are some Excel 2010 basic tips for all you beginners. Use the population.xlsx file from the newsletter on the website www.RDSweb.net

Format numbers

1. Select the cells that you want to format.
2. On the **Home** tab, in the **Number** group, click the **Dialog Box Launcher** next to **Number**



3. In the **Category** list, click the format that you want to use, and then adjust settings, if necessary. For example, if you're using the Currency format, you can select a different currency symbol, show more or fewer decimal places, or change the way negative numbers are displayed.



For something a little more advanced try using the filter to sort your data.

Filter your Data

Use the same file as before

On the **Data** tab, in the **Sort & Filter** group,

1. Select the data that you want to filter

1. click **Filter**.



3. Click the arrow  in the column header to display a list in which you can make filter choices.
4. To select by values, in the list, clear the **(Select All)** check box. This removes the check marks from all the check boxes. Then, select only the values you want to see, and click **OK** to see the results.

If this has whet your appetite for Excel, I am teaching an Excel course at Okanagan College starting June 11th. Pre-registration is a must.

Call 250-833-2999 for info

Possible bumper stickers

BREAKFAST.COM Halted...Cereal Port Not Responding

SENILE.COM found . . . Out Of Memory
Backup not found: (A)bort (R)etry (P)anic

Organize your life

Set up a home filing system

Setting up a home filing system takes time initially, but imagine the time you'll save knowing where important papers are when you need them. Here's a list of headings you might find useful. Filing systems are personal things – they reflect your interests and needs. So, set up what *YOU* need. The point is to keep things organized under the main headings Personal, Phone Numbers, Financial and Legal, and Home.

Personal:

- Travel (maps, destinations, hotels, frequent flyer statements)
- Home (recipes, decorating, gardening, organizing, party planning)
- Family (parenting articles, sports teams)
- Health (one for each member of the family)
- School report cards
- Children's sports teams

Phone numbers and address

subcategories:

- Business (home maintenance contacts, work references)
- Personal (master list, emergency contacts list)

Financial and legal subcategories:

- Tax returns (current year, immediate past year, all other years);
- Important Certificates: (birth, marriage, divorce and death certificates)
- Wills
- Mortgage agreements or leases
- Insurance policies
- Car records
- Educational records
- Medical records
- Bank statements & Credit card accounts Utility
- RRSPs
- Investment records
- Loan agreements
- Pay stubs

Home subcategories:.

Warranties and appliance manuals.

TIP: write the serial and model numbers on the front of the manual before you file.

Receipts for major purchases of furniture and appliances

Receipts for household repairs

Take-out menus

What you save your files into need not be boring, just functional. A filing cabinet works but so do pretty boxes on a shelf. As long as it's easy to find things when they're needed.



Watch for more organizing tips in future newsletters.

Classes

Do you want to brush up on your computer skills?

Learn in a fun environment with a small class size for individual attention.



RDSweb Training has the following classes:

- Microsoft Word, Excel, & PowerPoint
- Photo Editing & Restoration
- Digital Photography
- Internet & Email
- Windows for Beginners
- Facebook for beginners
- Quickbooks Pro
- Computer Maintenance
- Clutter 101 - Organize your life
- Social Networking

I am also teaching at OUC Collage in Salmon Arm

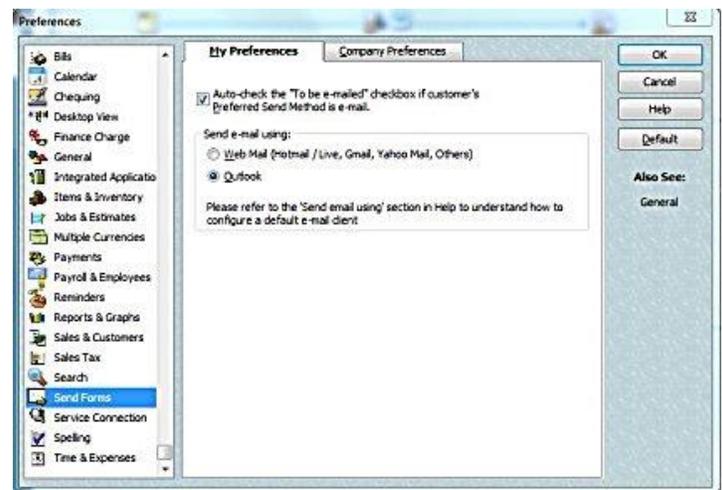
Visit my website for a class list. For more information on any of the classes call me at 250-675-4801 or 250-833-2999

QuickBooks Tip

Email

This is one of my favorite improvements that came out in QuickBooks 2011, as it gives you a lot of flexibility. You now have two optional methods – Microsoft Outlook, or using your own Web Mail account.

If you select *Edit* and then *Preferences* in QuickBooks, you will find the *Send Forms* preference. The settings you want are in the *My Preferences* tab – so keep in mind that any settings that you make here are unique to the QuickBooks user login that you are using.



Once your email accounts are set up properly, check the *To be e-mailed* box in your invoice and make sure that you have a valid email address in the customer record. Click the *Send* button at the top of the form and the *Send Invoice* window will open.

TIP: In the memo section on the invoice, I put the date that I emailed, mailed or delivered the invoice so I have a record of when it went out.

Website Watch

An exciting new website

<http://www.international-properties.ca/>

Check it out

Computer Maintenance

Clean inside your computer case

You want to clean inside your computer to remove dust and dirt from the components inside the computer. Dust clogs the vents behind your computer, which causes your CPU to heat up—and heat is the biggest cause of component failure in computers. Regular cleaning could save you costly maintenance fees down the road. The Computer Power supply is one of the most important components in a computer as it will not run without it. It is often taken for granted and is usually neglected from the computer maintenance schedule. If there is a dust build up it can cause the power supply to not work to its optimum standards. It may just simply blow up or make a popping sound with some smoke coming from it, or it can half heartedly supply a low level amount of power and damage your other computer components.

1. Remove all power cords that are connected to the computer case.
2. Open your computer case by unscrewing or unclipping.
3. To protect your computer from static electricity stored on your body, (ESD) continually touch the unpainted metal part of the case to discharge any static. Or if you have an antistatic or grounding strap, use that. This will prevent the static sensitive components from being ruined. (memory, video card, motherboard) It is also better if you are not standing on carpet when fixing computers as we all know that carpet creates static electricity. I have a rubber mat I stand on.

Ok. Now you are ready to work on the insides of your computer. You will need an air compressor or a disposable compressed air can.

- Visually inspect the inside of the case, do you see dust or heaven forbid – creepy crawlers.
- Blow air around all of the components in short bursts, keeping the nozzle at least four inches away from the machine.
- Blow air through the back of the power supply going into the computer, and from inside the computer, through the power supply going out.
- Check that the fans turn freely.
- Use a soft brush, like a small paintbrush to dislodge any dust the air didn't get
- Use a vacuum to remove any dust and debris from the bottom of the case
- Wipe the case with a damp paper towel
- Put the cover back on and plug in all the power cords

Power supplies often blow up from being clogged with dust and processors can overheat and die. It is a very common cause of hardware failure, and therefore prevention is better than cure. Depending on how dusty it is where your computer sits clean the inside every 2 – 4 months

Keyboards and mice get dirty too

- Turn the keyboard upside down and gently shake it. Most of the crumbs and dust will fall out.
- Take a can of compressed air and blow into and around the keys.
- Next, take a cotton swab and dip it in rubbing alcohol. It should be damp, but not wet. Run the cotton swab around the outside of the keys. Rub the tops of the keys. If you have a laptop, follow the same procedure but take extra care not to get moisture into your machine. Do this monthly.

Digital Photography Tip

Digital cameras do all the work. You just push the button and great pictures happen. Isn't that right? Absolutely not!!!

The truth is that you can make great photos with a simple consumer point-and-shoot camera, or take lousy shots with the most expensive Nikon. It's not the camera that makes beautiful images; it's the photographer. With a little knowledge and a willingness to make an adjustment here and there, you can squeeze big time photos out of the smallest digicam.

Warm Up Those Tones

Have you ever noticed that your shots sometimes have a cool, clammy feel to them? If so, you're not alone. The default white balance setting for digital cameras is **auto**, which is fine for most snapshots, but tends to be a bit on the "cool" side.

When shooting outdoor portraits and sunny landscapes, try changing your white balance setting from **auto** to **cloudy**. That's right, cloudy. Why? This adjustment is like putting a mild warming filter on your camera. It increases the reds and yellows resulting in richer, warmer pictures.



Don't be afraid to try different settings, you might be surprised to find you have created something very special.

If you've already taken a photo that's too cool – don't despair. Paint shop Pro has many tools that will warm up a cool photo or cool down a warm one.



RDSweb offers Digital Photography and photo restoration classes.