

# PC Computing, LLC

Offering Technology Support & Solutions  
One Byte @ a Time

## Spring Cleaning: Mini-Computer Tune-Up

You can perform some “spring cleaning” on your sluggish computer.

The tools listed below can help keep your computer clutter free and enhance its performance.

**Disk Cleanup** and **Disk Defragmenter** are both found in every Windows Computer. Go to Start > All Programs > Accessories > System Tools.

Disk Cleanup deletes unnecessary files, freeing up hard disk space and helps your computer run more efficiently. Disk Defragmenter optimizes your system and should be run after Disk Cleanup.

### **Decluttering your Email Inbox**

If you use Outlook, Windows Mail or Outlook Express your emails are saved in your hard drive. Huge amounts of emails can slow performance.

Spend time cleaning up your Inbox and remember to also empty the Deleted Items folder.

### **Removing Dust Buildup**

Fans keep your computer components cool. A large amount of dust buildup could stop the fans from spinning and create overheating.

If you feel comfortable in removing the side panel of your desktop, gently brush away the dust or use a can of compressed air to blow out dust. Careful not to create static while doing so.

Repetitive Windows error messages, pop ups, Internet Explorer crashes or other similar issues, should be checked out by a technician. Call me for assistance! I will perform a more in depth tune up and also remove any dust buildup.

Additional tips available ...at [www.pccomputing1.com](http://www.pccomputing1.com)

May 2011

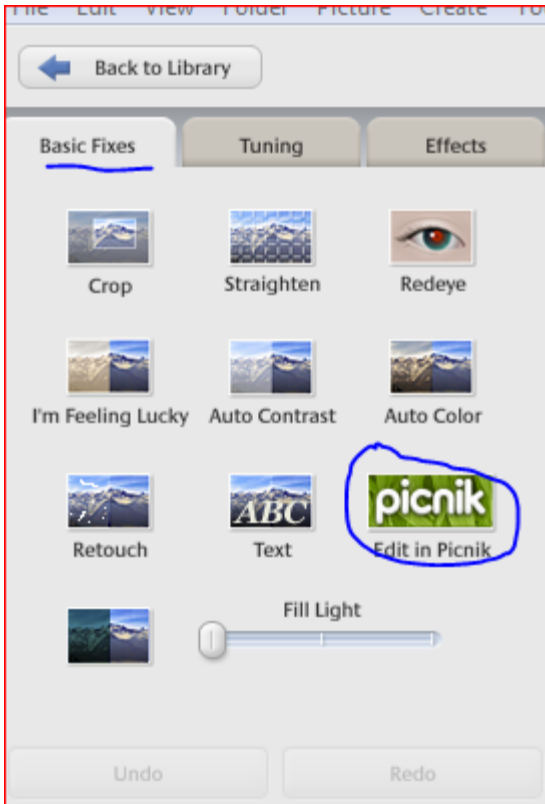
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## PICASA's Picnik Feature



PICASA is a photo editing program that is very user friendly. Check out the fun feature called Picnik which gives you additional items to add to your pictures. It includes neat effects, stickers, borders etc.

To download PICASA go to: <http://picasa.google.com>

## Using Excel's function REPT to create a simple bar graph

|    | A               | B               | C | D | E |
|----|-----------------|-----------------|---|---|---|
| 1  |                 |                 |   |   |   |
| 2  |                 |                 |   |   |   |
| 3  |                 |                 |   |   |   |
| 4  |                 |                 |   |   |   |
| 5  |                 |                 |   |   |   |
| 6  | <b>Products</b> | <b>quantity</b> |   |   |   |
| 7  | cable           | 24              |   |   |   |
| 8  | mouse           | 15              |   |   |   |
| 9  | keyboard        | 8               |   |   |   |
| 10 | router          | 2               |   |   |   |
| 11 |                 |                 |   |   |   |

Show a graph without using Excel's chart command. The REPT function will repeat a given character as many times as the value of the cell it specifies.

Here's the formula entered on cell C7 of the workbook shown on the left.

=REPT("|",B7)

Then simply copy the formula to the other cells. You can also use the AutoFill feature to copy it down.

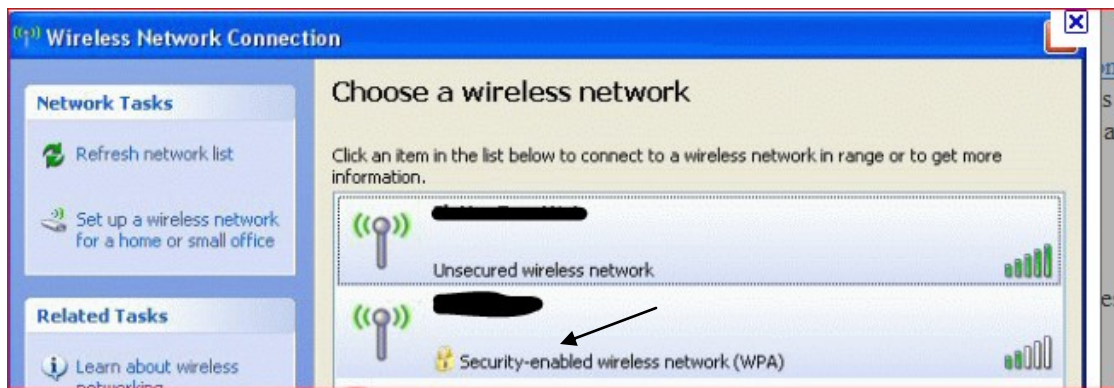
## Unsecured Wireless Networks

Wireless Networking (Wi-Fi) has made it so easy for you to use the computer, portable media player, mobile phones, video game consoles, and other wireless devices anywhere in the house without the clutter of cables.

The big problem with wireless signals is that others can access the Internet using your broadband connection even while they are in a neighboring building or sitting in a car that's parked outside your house or office.

When you set up your wireless network look for the section on security encryption and create a strong password to keep intruders off your network.

If you need assistance, don't hesitate to call PC Computing!



## PC Computing Offers:

*Happy Mother's Day  
to all our customers  
who are mothers and  
grandmothers !*

### REPAIR SERVICES:

New PC Set Ups  
Tune Ups  
Virus Removal  
Windows Reinstallation  
PC Upgrades  
Set Up Wireless Equipment  
Advice with PC purchases

### COMPUTER TRAINING

Microsoft Office:  
Word, Excel, PowerPoint  
Access, Outlook,  
QuickBooks  
Internet Research  
Windows 7  
File/Folder Mgmt and much