

# PC Computing, LLC

Offering Technology Support & Solutions

One Byte @ a Time

Happy New Year 2012

It's a brand new year—a clean slate. Many of us are making New Year's resolutions. My newsletter includes many tips to help you with goals on keeping up with technology of-fer ways to become more efficient and productive.

There's a schedule of computer classes enclosed. I teach at the Medina County Career Center, and I'm doing some one-hour presentations at Cool Beans Café in Medina. Many of you also know I'm a volunteer instructor at Medina Senior Center here's their website: <http://medinaseniornet.org/index.htm>. If you prefer more customized training at your home or place of business—I'm here to help with that!

Viruses continue to abound so its very important that your computer is kept tuned up and updated. Disk clean up, defragmenting, updating Windows Updates and your virus program definitions will definitely help. Be very cautious of suspicious emails and while on the Internet—take care not to click on pop ups or ads that promise “too good to be true” offers.

If you do end up with a virus, get help right away. The longer you let it go the more complicated the repair might get. Call or email me if you have questions or need help.

I wish all of you a healthy, safe and happy New Year

Thank you for your business and your referrals!

JAN 2012

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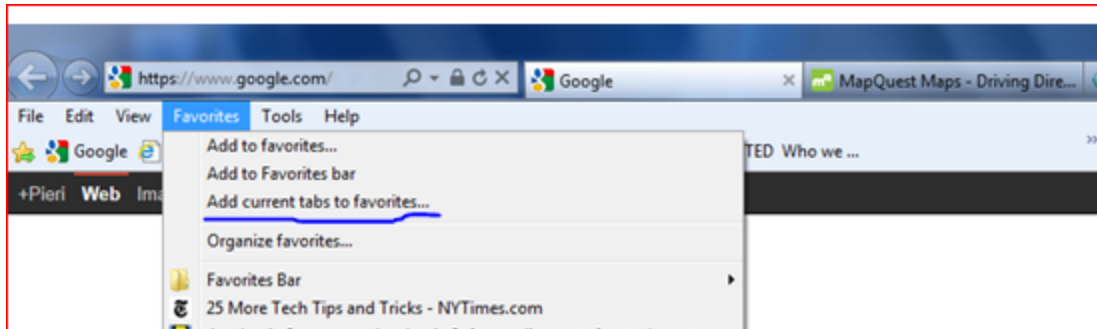
HAPPY NEW YEAR



## Adding Current Browsing Sessions to your Favorites

Using Internet Explorer 8 or 9 you can save all open browsing tabs for later use.

When you have them open, go to Favorites and left click on “Add current tabs to Favorites”



A dialog box will open, name the folder, click OK and all the browsing tabs will be placed there.

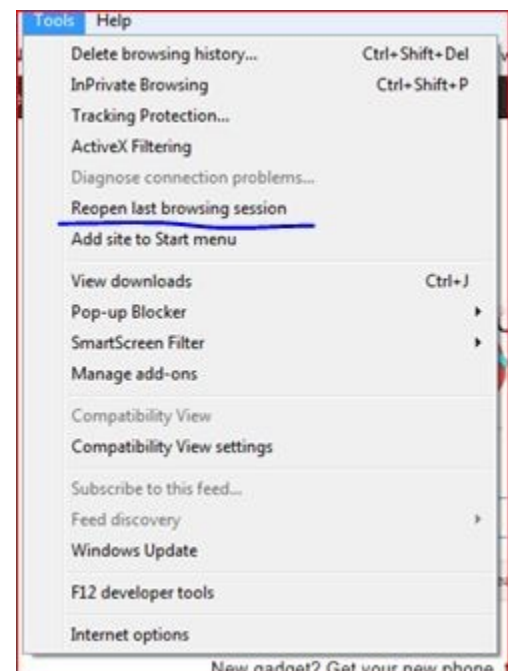
In **Firefox** and **Google Chrome**, right-click on any tab and select **Bookmark All Tabs**.

## Opening the Last Browsing Sessions

If you wish to re-open browsing sessions you previously closed:

- ◆ Go to TOOLS and click on
- ◆ “re-open last browsing sessions”

All tabs you previously had opened will be displayed!



## January and February Short Courses at Medina County Career Center

We've designed some 2.5 hour courses on various topics. These will be held at the Career Center and be taught by Pieri Levandofsky or Jan Schreiber. Courses are 2.5 hours in length, hands-on and only \$25 per session. Anyone over 55 receives an 10% additional discount.

**Call the Adult Education Dept. at: 330 725-8461 to register.**

Tues Jan 3	1-330pm	Windows 7 Introduction
Wed Jan 4	1-330pm	Efficient Internet Research
Thurs Jan 5	1-330pm	Learn Basics of PowerPoint
Thurs Jan 12	9 –11:30am	A look at Office 2010: Word/Excel/PowerPoint
Thurs Jan 19	9 -11:30am	Microsoft Word Tips and Shortcuts You Should know
Mon Jan 23	9-11:30 am & 6pm-830pm	Files & Folders: Creating and Organizing
Thurs Jan 26	9–11:30am	Microsoft Excel Tips and Shortcuts You Should know
Mon Jan 30	9-11:30am & 6-830pm	Organizing My Photos in Windows
Mon Feb. 6	1-3:30 pm	Word: Making Tables and Mail Merge Letters/Labels
Mon Feb.13	1-3:30 pm	Turning Excel Data into Charts
Mon Feb. 27	1-3:30 pm	Windows 7 Introduction
Wed Feb. 8	9-11:30 am	Efficient Internet Research
Wed Feb. 15	9-11:30 am	Files & Folders: Creating and Organizing

## One hour presentations at Cool Beans Café –Medina

January 25 - PowerPoint Custom Animation and Transitions

February 22 – Microsoft WORD: All about Working with Graphics

March 28 – Microsoft EXCEL: Quick and Easy Formulas

April 25 – Fine Tuning Your Internet Research Skills

Wednesdays 12noon to 1:00pm

MUST RSVP: email [pccomputing1@gmail.com](mailto:pccomputing1@gmail.com)

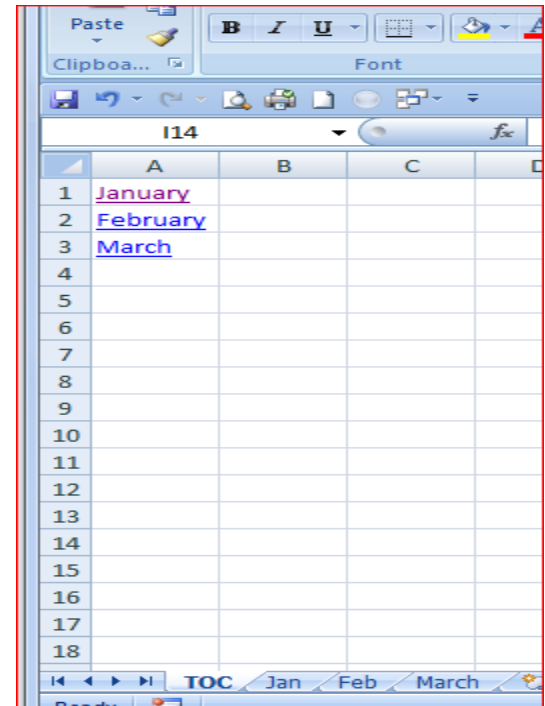
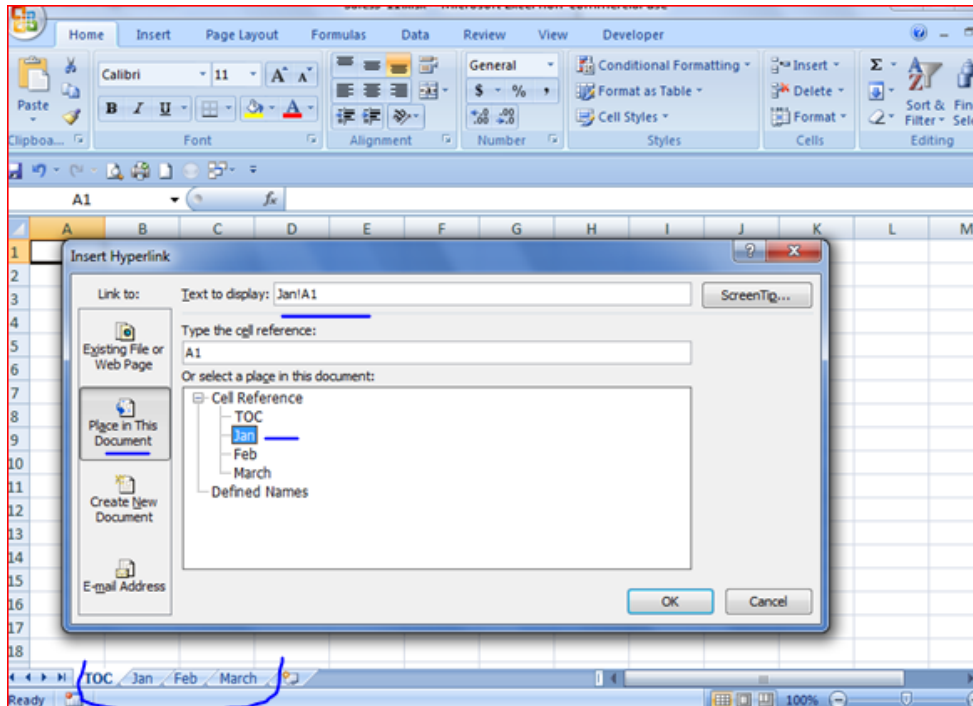
Class and Handouts are free, purchase lunch at Cool Beans Café on the day of the presentation.

## Creating a Table of Contents in Excel

If you have a workbook with multiple sheets. Create a Table of Contents so the user can quickly click in a cell within the Table of Content and get to that sheet.

One way to do this is to use hyperlinks. The example below contains 3 sheets in a workbook

- ◆ Insert an additional sheet and rename it TOC (Table of Contents)
- ◆ Move the sheet placing it at the beginning as shown below
- ◆ Go to cell A1 of that new TOC sheet
- ◆ The keyboard shortcut for inserting a hyperlink is: CTRL + K
- ◆ When the window opens up, left click “Place in this document” on the left side panel
- ◆ Left click on the first sheet (in this case “JAN”) where it says “Select a place in this document”
- ◆ In the text box “Text to display”, rename the sheet ( instead of Jan!A1 rename to Jan )
- ◆ Click OK
- ◆ The first hyperlink is created
- ◆ Go to cell A2 in TOC sheet
- ◆ Repeat the steps above until you have a hyperlink for every tab on your workbook



## Bounced Email Message Notifications

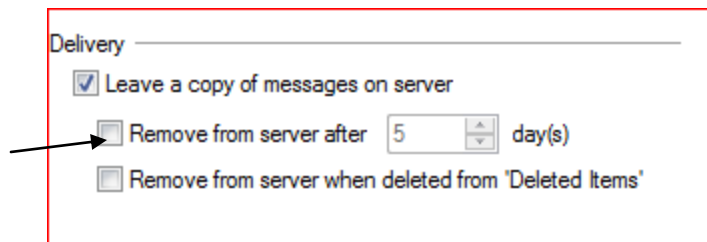
Ever receive this type of message from your email service provider? : “A message was sent to you that was returned to the sender (bounced) because it would have caused your mailbox quota to be exceeded.”

Your mailbox might be full and in need of cleaning up the inbox, spam/junk folders or other folders. When you delete from your inbox, also make sure to empty the deleted items folder as well as the spam/junk folders.

Another reason might be that you access email from several computers and have checked the setting to “leave a copy of message on server”. When this is done you will be able to open email on one computer and then go to another computer and your previously retrieved email will come in again. If you wish to do this then place a checkmark next to “remove from server after X days.”

Sometimes your email inbox will be clean and you still receive this type of bounced notification. Try logging into your email via the webmail interface and then look in the inbox and spam/junk folders and delete emails from there.

The setting listed below are typically found in email account types such as Outlook Express, Outlook, Windows Mail, Windows Live Mail. Look for the Accounts button > Properties and then go to the Advanced tab. Again the location will vary depending on the email account type you use. If you need help with this: call or email me!



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## PC Computing Offers:

### 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 more!

Phone Number: 330 461-1945 Website: [www.pccomputing1.com](http://www.pccomputing1.com)

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