



Computerwise

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From
Pat 

Windows IDS—The Internal Document Shortcut

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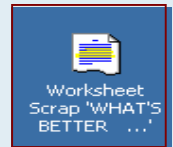
I'm sure by now you're familiar with computer shortcuts. We all use shortcuts on our desktop to open programs and some of you may have a shortcut created to go to a particular folder on your hard drive. In the past we have discussed shortcuts within a piece of software that saves mouse movements or keystrokes. Here though is a shortcut that most people are unaware – the *Internal Document Shortcut*. This shortcut will allow you to click on a desktop icon and immediately open, let's say a Word document, to a specific location within that document.

This can be extremely

useful, when let's say, you have particular information or details that you reference often within a large Word document or from a spreadsheet. Typically you would have to open the software, then the file, scroll or page to a particular paragraph, sentence, or cell. An IDS can be a quick means of getting to that information without delay. Here's what you need to do:

Open the document or spreadsheet for which you want the shortcut. Get yourself to the particular page, paragraph, sentence, word, range or cell and highlight it. Now use your right mouse button to drag

the selection to your desktop. (You can also drag it to an existing folder). Release the button and select *Create Document Shortcut Here* from the dropdown menu. Go back to the document and / or spreadsheet and do a save and close the file.



On your desktop you should find an icon similar to the one shown above.

Now whenever you need to reference that file at that particular location, just click on the shortcut and instantly you will be sent to that desired locale.

The Dating Game

It is wise to include a date on all electronic documents, whether it's a spreadsheet or a simple typewritten letter. For most, the only known way to place the current date in their work is to type it out— June 1, 2007, for example. As is always the case with technology though, there are many ways by which to do the same thing.

If you are including the cur-

rent date, then as you type the month and the day, the auto-complete bubble appears, offering you that day's date and informing you to hit Enter. This however does not work if you are entering a date other than the current.

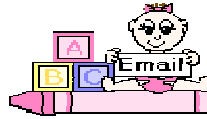
You can also click on Insert from the menu bar and select the Date and Time option. A related prompt box will allow you to then choose from a

wide array of date formats.

Finally, if you're a fan of keystroke shortcuts you can press <Alt>-<shift>-d. There's a twist to this approach however: the date you get is a dynamic date field that will update each time you load the document. To make the current date permanent, click the field once, (it will be shaded if it is dynamic) then press <Ctrl>-<shift>-<F9>.

WORD

Q&A INQUIRING MINDS WANT TO KNOW



Q.—In the November/December issue of ComputerWise, you mentioned Desktop Alerts as being one of your favorite features of Outlook 2003. Can you expound on this?

A.—A Desktop Alert is a notification that appears somewhere on your desktop when a new item arrives to your Inbox. According to HELP, it will occur when you receive one of the following items:

An Email message: The alert displays the name of the sender, the subject, and the first two lines of the message.

A Meeting request: The alert displays the sender, subject, date, time, and location of the meeting.

A Task request: The alert

displays the sender, subject, and start date of the assigned task.

You can use Desktop Alerts to “pre-process” incoming items without having to actually go to your e-mail. When a Desktop Alert appears, you can perform several actions that would normally require you to open the item. For example, you can set a flag on a message, delete it, or mark it as read—all without ever opening your Inbox.

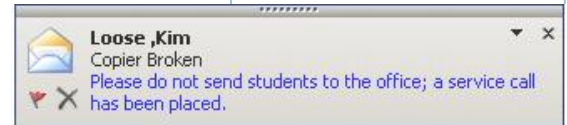
If you want to keep a Desktop Alert visible so that you can have more time to read it, move your cursor over the alert before it fades from view.

You can customize the appearance of your Desktop Alerts to have them remain

visible for as briefly as three seconds or for as long as 30 seconds. You can also adjust their transparency to make them more noticeable or to keep them from blocking your view of documents and other items on your desktop. You can also change where your Desktop Alerts appear by dragging one of them to a more preferable location on your desktop.

If you receive a large number of items within a particular period of time, Microsoft Outlook displays a single Desktop Alert to indicate that you received several new items. This prevents your desktop from suddenly becoming overwhelmed with alerts.

**Desktop
Alert**



This ghostly image, known as a Desktop Alert, will appear on your screen as a signal of an incoming e-mail delivery.

Number Please

1946—Year of the first Floppy patent
4.5% — Percent of home pages on the web in German
5 — Capacity in megabytes of the first hard drive in the Apple II

Source— Various Internet Sites

OTW—



Ah, the start of the summer season, and with temperatures rising you can bet your bottom dollar that so will the gas prices. Prices may vary by as much as 15 cents within a few miles of your neighborhood. Gasbuddy.com collects price information for the U.S. and

Canada from 173 other websites, while gasprice-watch.com collects prices on 128,000 gas stations from 123,000 volunteer spotters. For added savings, be careful about how you use debit and credit cards to pay for the gas. Gas company

credit cards will offer rebates on gas, usually from one to five percent, but naturally restrict you to their particular brand. A better choice might be a general-purpose credit card, with rebates no matter where you buy gas.

*Fed up with gas prices?
 Considering a hybrid car?
 If you do, you may qualify for a federal tax credit which varies by car. Go to hybridcars.com for specifics.*

Have a great summer!