

Your Personal Computer Guide
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Preface: Welcome to spring time and another fun fill issue of Your Personal Computer Guide. In this issue we will take a closer look at some of the more commonly use features in Microsoft Word and Microsoft Internet Explorer. It seems like everyone is getting into spring cleaning, your computer is no different, we take a look how to spring clean that computer of yours.

News: Since the released of DirectX their has been many improvement's to your computer. Like, if you play a lot of computer games then you will benefit from this new updated of Microsoft's DirectX 9.0a.and for those who don't play games can also benefit from this too. As it will help with all your media programs like Windows Media, Apple's QuickTime and RealOne's Player. You can download your free updated copy at <http://www.microsoft.com/downloads/details.aspx?FamilyId=A19BED22-0B25-4E5D-A584-6389D8A3DAD0&displaylang=en> You must be connect to the internet during the whole time while download is in progress.

Software: Some of you have been sending me question's about font's in Microsoft Word. In this issue I answer some of your questions. The question I have received from a reader ask, "How Do I make sure the font I use is a good one?"



Nothing jazzes up a document faster than a few quick font changes. Changing the font is easy: simply select the text you want to change, and then click a font name in the Font box on the Formatting toolbar. But how do you choose the best font for your document? Whether you're making your decision based on technical requirements or stylistic preferences, begin by taking a look at the fonts you can use. Because fonts work through the operating system on your computer, the fonts you have on your computer will vary based on the operating system you are using and other software you have installed.



Although you probably have more fonts on your computer, if you are using Microsoft Office 2000 and XP you can use the following fonts (click the triangle beside the font name in this list to see what each font looks like. To see all of the fonts in this list, click Show All at the top of this page).

Quick Tips: Have you ever printed a Web page, only to find that you had printed not one, but ten pages? Or printed a page with a background so dark you couldn't read the text, and had wasted printer ink, too? You can solve these problems if you preview before you print.

Print preview lets you see the page you're about to print at a glance or zoom in for a closer look. It works a lot like print preview in other Microsoft programs such as Microsoft Word and Excel.

Method 1

- On the File menu, click Print Preview
- Click Close to return to the Web page

Method 2

- Click Print button on the Print Preview toolbar
- To print only some of the pages, click Pages under Page range, and type the page numbers you want to print.
- Click Print

Spring Cleaning Tips: Your keyboard sees more sets of fingers than the rest of your computer. Clean it monthly to keep it in good working order.

- 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.
- Take a cotton swab and dip it in rubbing alcohol. It should be damp, but not wet. Run the cotton swab around the keys. If the tops of your keys are dirty, you can rub them with a damp cotton swab, too.



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Problems & Fixes: **Problem** *My mouse does not move smoothly* **Fixes** Your mouse should be clean at least once a month or when you feel it it not working probably. Once you try the following and you still feel it is not to your satisfaction try to download the latest driver from the maker of your mouse through the internet.

- Unplug the mouse from the computer
- Unlock the ball retainer ring underneath the mouse
- Remove the ball and clean it with a mid hand soap, afterwards dry with a lint free cloth or towel.
- Clean the inside if the mouse where the ball was located with a can of dry air and with rubbing alcohol carefully clean all the rollers making sure nothing is stuck on it.
- Replace the ball back into the mouse and replace the cover of the mouse.



Wow now you have a working mouse!!!!!!!!!!

In the next issue we will talk about Computer Ergonomics. Stay Tune.

If you have any computer questions, comments and concerns you can e-mail them to me at wchin@primus.ca and walton.chin@rbc.com

Happy Computing