

# TECHNICAL GEEKERY TIPS

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## Microsoft Word

Do you know all the key combinations for Word? No, you don't. Word has many great shortcuts using the "function keys" (you know, the F-keys). However, they are nearly impossible to remember or learn without a piece of paper. (Is this the 21<sup>st</sup> century?)

Fortunately, you can get yourself a cheat sheet. Just choose Tools > Customize > Toolbars and select the Function Key Display checkbox. Another toolbar will appear, which you can drag anywhere. The display changes when you press Ctrl, Shift, or Alt to show the new commands available.

## Internet Explorer Version 7

Can't find an IE shortcut anywhere? Want a faster way to access it? Simply choose Start > Run or type Windows (flag key)-R and type *ieexplore*.

## Firefox Version 3.0

You can also get a quick type launch for Firefox. Choose Start > Run and type *firefox*.

## Windows Key

Have you ever wondered what the flag (Windows) key on your keyboard was for? It's usually between the Ctrl and Alt keys, although it's at the top on some laptops. No doubt you have accidentally discovered that pressing it opens the Start menu. But you probably don't know about the following timesaving shortcuts:

Windows-F [opens a Find window]

Windows-E [starts Windows Explorer centered on My Computer]

Windows-D [minimizes everything, press again to go back]

Windows-M [minimizes all windows except dialog boxes, press Windows-Shift-M to go back]

Windows-Break (yes, that's a key, look for it) [opens the System Properties dialog box]

## General Windows

Have you ever been in need of some background music say, for a presentation? Were you on a computer without any music on it? Well, every Windows XP or later computer has three quite good background music MIDI files on it, which can be opened in Windows Media Player. Simply choose Start > Run and type *C:\WindowsMedia*. The three files are called *flourish.mid*, *onestop.mid*, and *town.mid*. The best way to get a feel for them is simply to try them out sometime and see what they're like.

## Technical Geekery Forum

The Technical Geekery Forum has been moved and greatly improved! Posting now takes a fraction of the time. You do not need to register to post problems, although signing up if you use this service frequently will allow people to see who you are. To post on the forum, simply sign on, choose Computer Help, pick the category that has the most to do with your problem and click it, and

click Post Something New That Will Annoy the Administrator As Much As Possible (or something like that). Note that there is a category for “Questions and Problems”, so if you simply have a question about a better way to do something or whether something is possible, try it out! That’s what the forum is for. To access the Technical Geekery Forums, go to <http://forums.thetechnicalgeekery.com> or go to the Technical Geekery website and choose Forums. If you want to learn how to use the software better, choose Forum Information and read away.

We’ve only been getting posts from a couple of people, and though I’d like to believe that this means people’s computers have been working flawlessly, I somehow doubt it! I don’t read anything unnecessary, as I get an email when there is a new post and go there quickly. You won’t annoy me by posting even something you’re not sure has a solution.

### **Announcements**

Report difficulties, technical problems, and/or factual problems with this newsletter to [webmaster@thetechnicalgeekery.com](mailto:webmaster@thetechnicalgeekery.com).

Do you have any friends who you think would like this newsletter? Have them send me an email and ask to be added to my mailing list. If you wish to unsubscribe, you can click the link in the email.

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