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# Technical Geekery Tips

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# Microsoft Word



Microsoft Office is fairly expensive, as you no doubt know. There are several ways to save on this.

First, if you are a teacher or student of any sort, you can buy the “Academic” version, which costs as much as \$200 less. Just look around on the Internet if you want to find it.

Second, if you aren't too concerned about having all the features of Office (or you're just setting up a secondary computer and aren't too keen on the idea of buying another \$200 copy of Office for it), you can use OpenOffice.org. It's not exactly Word, but it includes a word processor, spreadsheet, and presentation program and is fully compatible with Office 2003 files. (Note that it can't open Office 2007 files yet, but those aren't very widespread yet and you can just resave it in compatibility mode or contact the person who sent you the file and ask for a 2003 document.

# Internet Explorer



- Let me guess: You're tired of typing “`http://www.website.com`” every time you visit a website.
- No doubt you know that you don't need the “`http://`” part, that capitalization doesn't matter, and maybe even that you don't need to type “`www.`”. So you saved yourself eleven keystrokes. Go ahead and save yourself another four (even if you're a fast typer) because once you've learned this method properly, it's easy.
- Just type *website* (replace with the middle section of the URL, obviously), then hold down one of the following key combinations while hitting Enter:
  - Ctrl to add `.com`
  - Ctrl+Shift to add `.org`
  - Shift to add `.net`
  - Add Alt to any of these to open in a new tab.
- Note: I lied. These work in Firefox as well. I haven't tested it in Chrome, but try it out!

# Firefox

Version 3



- Do you have a group of websites that you often need to go to all at once? Well, here's how to bookmark all of them at once in tabs.
- Open all the sites you want in a new window, then choose Bookmarks → Bookmark All Tabs. Type a folder name for all the sites.
- When you want to open all the tabs at once, open the Bookmarks menu and the folder you saved the sites to, then choose the last option, Open In Tabs.

# Google Chrome

Version 1.0.154.65



- Do you like the New Tab page, the one that gives you little thumbnails of the sites you visit a lot? Me too, but for *some* reason I always hate opening a new tab and closing the old one if I'm done with a page and want to open my email without having to type the URL.
- So I bookmarked the New Tab page. Call me silly, but it really works. Just click the bookmark icon while on the New Tab page, then save it in the Bookmark Bar. Move it all the way left if you want. Now you can just click the button to change your current tab to this handy page.

# Keyboard Shortcuts



Use some of the following shortcuts with the Windows key to help you out:

- Press Windows + D to see your desktop (minimizing all windows). Press it again to get them back.
- Press Windows + M to minimize all windows (but not windows that can't be minimized, like dialog boxes). Because of this, it's a handy way to find a window like this that has gotten lost.
- Press Windows + R to open the Run dialog box (you probably don't use it much).
- Press Windows + E to open Windows Explorer in the My Computer folder.

# General Windows



- Windows 7 Home Premium, which is the edition aimed at most home users, should cost about \$120 when it is released.
- Manufacturers will receive Windows 7 on October 22.
- Visit <http://snurl.com/win7upgrade> to see if your computer can be upgraded.
- You can get a \$50 copy of Home Premium until midway through July or until supplies last: see <http://www.snurl.com/win7preorder> for details.
- See the same page you viewed this newsletter from for a preview of Windows 7.

# Editor's Note

## Comments on the Web



- I think I can just assume that everyone has, at some point, been to a website or blog that invites people to add their comments to the bottom.
- I would also be willing to bet that you've been very frustrated with certain people/comments that end up down there.
- I suggest two strategies to keep this from happening:
  - Leave some sort of comment, not in retaliation, but to calm things down and, just maybe, actually state your opinion.
  - Give up and close the page if you're getting really mad.
- Also help by not being part of the problem: keep comments on-track if you're not responding to someone else's comment, don't be rude to others, don't ask for help on something in the comments, and comment on the post rather than flaming the person who wrote it, complaining about the topic of the post, screaming at the fact that they left this or that out (just say that they did, include it, and leave it at that), or talk about your life.

# Announcements



- Report difficulties, technical issues, and/or factual problems with this newsletter to [webmaster@thetechnicalgeekery.com](mailto:webmaster@thetechnicalgeekery.com).
- If someone you know wants to subscribe to this newsletter, have them visit <http://www.thetechnicalgeekery.com/Windows> and enter their email address.
- Visit <http://www.thetechnicalgeekery.com> for Windows downloads and many other features.
- As always, I welcome any comments, compliments, and suggestions at [webmaster@thetechnicalgeekery.com](mailto:webmaster@thetechnicalgeekery.com).

# Formatting

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- Although I'm not so good at this and it sometimes comes out inconsistent, I try to put wording that will appear on your screen in "quotation marks" or Capitalize All The Words In It.
- If there are multiple items to click on in a row, I use an arrow like this: →. By the way, if you're interested in how to insert those in Word, just use --> (two hyphens and a greater-than sign) and hit the spacebar.
- If you have to type something, I put it in *italics* to avoid confusion about whether to type quotation marks or not.