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QUICK LAUNCH BAR:

The Quick Launch tool bar is a convenient group of icons that will show on your task bar which is the lowest horizontal bar at the bottom of your screen. This screen is usually visible at all times. On it you will have a shortcut to the desktop, the Internet and, in most cases, your main file folders. Once it is showing you can alter it by adding or deleting shortcuts from it. This is how you make sure it is showing. Find an empty space on the task bar. Do not get near your clock or other items on the right. Right-click on your mouse and you will see a short menu appear. One of the options is Toolbars with a black right arrow toward the right. Click on that arrow and you will see another short menu. Cruise down the list till you see Quick Launch. If there is no checkmark next to that, it is not active. Click on the words to activate the command. Immediately you will see a group of icons appear on the left side of the task bar near the start button. You can choose an item from your start button to add to the task bar or if you do not want a certain item, simply right-click on the icon and click on delete. Remember none of these are actual programs; they are just shortcuts to installed applications. Removing an icon does not eliminate the program from your computer.

INTERNET EXPLORER MENU BAR:

When you first use Internet Explorer 7 or above, you may notice one key component missing from your browser window. This is the familiar Menu Bar that contains choices such as File and Edit. In older versions of the browser, this was displayed by default and most of us have grown accustomed to using it. Open Internet Explorer then notice at the top of the screen there is at least one menu bar which may have your favorites, etc on it. Be careful to click in the correct location. Right-click in an empty area of any existing toolbar and take note of the list of toolbars that are active and showing. There will be a black check mark by any and all that are. The Menu Bar is the first on the list. Make sure you have a check mark here. If not, click on it once. Immediately you should see the Menu Bar appear. It will contain the words *file, edit, view, favorites, tools and help*. I do not understand why this bar is not automatically added anymore but it is simple to activate. Once it is there it will remain unless you uncheck the item in the list of tool bars. You may notice that you have multiple toolbars cluttering up your viewing area. If you do not use one, then open the list and click on the culprit to deselect it. Many companies will add their toolbar to your window hoping you will use it. Most times you do not need it and can eliminate it temporarily. It can always be brought back.

ANDORID PHONE & GOOGLE CALENDER:

Do you use an android cell phone? Do you use outlook to access your email? Do you rely on your outlook calendar for events and reminders? You will be thrilled with this one. You will need a Gmail account to do this, but what's another email address? Download "Google Calendar Sync." It is hard to find so I suggest putting this phrase in a search engine like Google. It will pop up much faster. Follow the download instructions for your version of Outlook (make sure outlook is closed while you do this action). You will be given options as to how often to transfer (sync) your calendars. You can do a one-way or dual-way sync since you may be adding things to your cell phone when you are not near your computer. I use my computer to update appointments and events then every 10 minutes that information is updated to my cell phone. My phone reminds me of the day's events as well as my Outlook. None of this is contingent on using Gmail. This is a connection between Outlook and an online calendar that happens to be the Google Calendar. I hope this was not too confusing.

I MAKE HOUSE CALLS:

I will come to your home or office to help you with almost any predicament including REPAIRS and upgrades. I have an endless amount of patience and knowledge. I offer a 20% discount on my hourly rate for those aged 60 and over. Give me a call at 419-318-9112. References are always available upon request. Don't forget to sign up for my FREE NEWSLETTER at OhComputerTraining.com. Subscribers will get added hints, tips and exciting new web-links.

Janis Weber, B.A., owner of Ohio Computer Training, is a professional computer instructor at UT, Lourdes, and MCCC. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for assistance at 419-318-9112. Public classes are listed on her website: www.OhComputerTraining.com. **Private tutoring and repairs are a just phone call away.**