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**Eliminate The Overtyping Command:**

Touching the INSERT key will turn on the "OVERTYPE COMMAND" which is a real annoyance when you are altering a Word 2003 document. You can turn this option off in a couple of ways. The first is to create a macro. The other is simpler. Open VIEW / TOOLBARS / CUSTOMIZE then choose ALL COMMANDS. Click on Keyboard which will open another window. Choose ALL COMMANDS on the left and OVERTYPE on the right. The word INSERT will display as the keyboard shortcut. Click on Insert and then press REMOVE. Now in the "press keyboard shortcut key" option hold down the CONTROL & SHIFT & INSERT KEYS. This will place that command as the new shortcut. You can still use Overtyping but not by accident. You will have to remember the more complex shortcut you just created. Word 2007 has excluded this annoyance.

**Duplicate Slides in PowerPoint:**

Have you spent a long time creating a slide in a PowerPoint 2003 presentation, complete with custom graphics, backdrops, sounds, and animation? If you need a new slide similar to the current one, are you not feeling like manually duplicating all of that effort? You don't need to. It's easy to create a duplicate slide from any slide in your current presentation. This way, you can create one slide and customize it to your heart's content, then make duplicate slides, only changing text, graphics, animations, and multimedia as necessary. In the left pane of PowerPoint, select the "Slides" tab if it has not already been selected. Click on the slide to duplicate. Select "Insert" / "Duplicate Slide". Your new duplicate slide will appear underneath your selected slide.

**Anti-Virus Software:**

It's getting harder everyday to protect your data from the dangers posed by computer viruses. These malicious programs have evolved into multiple forms and can be contracted through a variety of ways, including opening email attachments, clicking on spam or by visiting corrupt websites. Fortunately, just as viruses have grown in strength and complexity over the years, so also have the tools used to combat them. With the latest generation of anti-virus software, you can give your computer a level of protection never before possible. The best line of defense against computer viruses, spyware, hackers and spam is BitDefender 2008. It is the winner of the Top Ten Reviews Gold Award. BitDefender is an outstanding product with a user-friendly interface that will scan all existing files on your computer, all incoming and outgoing emails, IM transfers and all other network traffic. At \$25 a year, it is a bargain as well.

**Next Issue:** Zoom in on web pages.

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail questions or comments to [jwpctutor@gmail.com](mailto:jwpctutor@gmail.com). Contact her for on-site assistance at 419-885-4255 or go to [www.ohcomputertraining.com](http://www.ohcomputertraining.com). Tutoring is also available in The Eberly Center at UT.