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### **How to Restore Your Computer:**

If you suddenly find your computer unstable after downloading a program or installing new software you can restore your computer to an earlier date. There is a wizard that you can use to undo the changes you have made to your system. It will not remove any emails you may have received. To access the SYSTEM RESTORE WIZARD, click Start and then click Help and Support. Click Performance and Maintenance. Click Using System Restore To Undo Changes, and then click Run the System Restore Wizard. From the Welcome to System Restore screen select Restore my computer to an earlier time. Then select the date when you are sure your computer was working fine. Follow the prompts and things should return to normal.

### **Set a Language to Word:**

When you enter non-English text into your Word document, chances are Word will not recognize it and interpret it as misspelled. Word automatically proofreads your document for the language version installed on your system. To let Word know which dictionary to use to proof the text, you should mark it for proofing in its own language by assigning a language style. Follow these steps. Type the foreign language text. Select the text. Go to Tools / Language / Set Language. Scroll to and select the language from the Mark Selected Text As list. Click OK. Go to View / Task Pane. Click the Getting Started arrow and select Styles and Formatting from the list. With the text still selected, click New Style. Enter a name for the style (such as French) in the Name box. Click OK.

### **Address Letters with Word's Toolbar Button:**

When you write a letter, you probably have to open up your Outlook address book to find a name and address and then copy and paste the address into your document. You can simplify this process by adding a button to your Word toolbar that will let you find and insert the address. Go to Tools / Customize. Click the Commands tab. Select Insert from the Categories list box. In the Commands text box, click and drag the Address Book command to the Standard or Formatting toolbar. Now click in the Word document where you want the address to appear and then click the Insert Address toolbar button. A dialog box will open and allow you to search for the name in your Outlook address book. When you locate the name, click on it, and then click OK. Word will insert the name and address in the document at the insertion point. Nice!

### **Basic Training:**

The Catherine Eberly Center for Women on the campus of UT offers basic computer training at very reasonable prices. This is a non-credit series of classes that focuses on the novice user. 419-530-8570.

**Next Issue:** Customize the Ribbon in Office 2007

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 personal or group training at 419-885-4255. Visit [www.ohcomputertraining.com](http://www.ohcomputertraining.com) for archived articles and more.