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Let Word 2007 Create a Table of Contents Automatically:

Microsoft has made this task a breeze. The easiest way to create a table of contents is to use the built-in HEADING STYLES. While in the Home tab of the ribbon you notice the Styles as an option. Each time you have a new topic that will ultimately be in your table of contents, be sure it is a "Heading". Click where you want to insert the table of contents, usually at the beginning of a document. On the References tab, in the Table of Contents group, click Table of Contents, and then click the table of contents style that you want. Click Options. Under Available styles, find the style that you applied to the headings in your document. Click OK. If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents. On the References tab, in the Table of Contents group, click Update Table. Click Update page numbers only or Update entire table.

Tame Your Outlook Inbox With Rules:

Do you get a lot of junk mail that takes your valuable time to delete? You can set up rules that will take care of these annoyances. Open Outlook and choose Rules and Alerts under the Tools tab. Choose New Rule. Click on Check Messages When They Arrive. Click Next. Click to choose "with specific words in the subject". In the bottom section of the screen click on "specific words". Add on e word at a time to build unwanted items like "earn, money, sex, winner, etc." Click OK then Next. Choose "delete it". This will move subject items to your deleted box so you can recover it if needed. Click Next and isolate any exceptions to the rule. The next screen allows you to run this rule on subjects already in your Inbox. Click Finish, Apply and OK. Test this rule and after a week or so you can make it as delete permanently if you want. Empty your deleted box unless there are item to recover.

New Computer Basics Class:

This class for the novice computer user will be held at the Eberly Center for Women on the campus of UT. It runs for 5 weeks every Tuesday evening from 5:30-8:30pm. We will cover the operating system, organizing files, using the Internet and email, and a general overview of popular office programs. This is a small and casual class with plenty of room for questions. Contact the center to secure your spot (419-530-8570). CLASS BEGINS JANUARY 6. Cost is only \$3.33 per hour.

Basic Training:

New classes are set for 2009. Check my website for details. Register for my newsletter at www.ohcomputertraining.com. I will keep you updated with news on upcoming classes as well as hints and tips. Have a MAC? I can help you with that too. Call for information. Need a website? I can set up and design this as well.

Janis Weber, owner of Ohio Computer Training, is a personal computer tutor. Contact her to schedule personal training. E-mail questions or comments to jwpctutor@gmail.com. Contact her by phone at 419-885-4255.