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**Arranging Multiple Excel 2007 Windows:**

If you have more than one workbook open at a time, Excel allows you to view all the workbooks at the same time, and to arrange each workbook window as you desire. The easiest method of arranging workbook windows is to display the View tab of the ribbon. In the Window group click the Arrange All tool. Excel displays the Arrange Windows dialog box. The Tiled option should be selected. Click on OK. This divides the screen space evenly between all your workbooks. The main benefit is that each workbook gets at least a piece of the screen. Click on the window whose size you wish to adjust. It becomes active. Move the mouse cursor near the border of the active window. When the cursor turns into a set of arrows, click the mouse button and drag the window edge to the desired size. Release the mouse button. Repeat the steps above for each window you want to adjust.

**Watch TV Shows With No Cable Charges:**

Nothing can replace paying your cable provider for current programming on any television in your home but how about if you could use one of your televisions for viewing online broadcasts? Most mega-sized televisions are also monitors, by which I mean they can be used for input from your computer. Here's a cool idea. Take your wireless laptop and place it next to your mega-sized television. Buy a cable that from an office supply store that will allow the image on the laptop to be sent to the large monitor. Bingo...you now can go to [www.hulu.com](http://www.hulu.com) and choose a show to watch on your super-sized screen. Remember you will need a wireless router for your laptop to receive the signal. The downside is that if your signal is not strong enough you may not get rapid transfer of information. Have fun.

**Next Issue:** Solving the lack of hard drive space with no service charges.

**New Classes:**

I will be teaching a class on Word 2007 (beginning level) at The Eberly Center for Women on the campus of UT starting February 17. This is a two week (6 hour) class that will cover the basic skills needed to run the software. We meet 5:30-8:30pm. Contact the center to secure your spot (419-530-8570). I will be teaching Computer Basics starting March 3 for five weeks (15 hours). Small class with room for lots of personal attention. Check my website for details and register for my newsletter at [www.ohcomputertraining.com](http://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](mailto:jwpctutor@gmail.com). Contact her by phone at 419-885-4255.