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Finding Word Templates:

Prior to Word 2007, it was difficult to find the templates within the program. If you want to know where your templates are stored, follow these steps: Choose Options from the Tools menu. Word will display the options. Choose the File Locations tab. In this list, choose User Templates. Click the Modify button (even though you won't be modifying anything.). Word displays the Modify Location dialog box. The Look In drop-down list, at the top of the dialog box, contains the current path name used for templates. Now you can follow that link. In Word 2007, life gets much easier. Click the Office button and then New. This will open a menu with the first choices being Installed Templates, My Templates and New From Existing. You can easily point to any template and open it. You can modify or just utilize it.

Hide A Worksheet in Excel:

Want to circulate an Excel workbook file but keep certain worksheets hidden from other to view? You can do this by bringing up the sheet you wish to hide on your screen. Now go to Format / Sheet / Hide. It will not be immediately obvious that a sheet is hidden from view unless the sheets are still labeled Sheet 1, Sheet 2 etc. To display the sheet again go to Format / Sheet / Unhide on any of the other sheets in the workbook. A dialogue box will appear, allowing you to select the hidden sheets. Click OK to make the sheets viewable again. I would include a password as well to ensure no one but you can activate any sheets.

Tone Deaf?

I found this wonderful website that will test your ability to recognize proper tones. The Distorted Tunes Test is a pretty good benchmark. You're given 26 audio clips. You have to decide if each was played correctly. The songs in the audio clips will be instantly recognizable to most. You should be able to recognize off-key notes unless you are tone deaf. If you want to take this test use Google to search the phrase Distorted Tunes Test. The result should be the top choice at this national institute on deafness website. Have fun!

Senior Discount:

For the next two months (August and September 2009) I am offering a 20% discount on my hourly rate for personal training. For those 60 and over, I will come to your home and help with any computer questions you may have. I have an endless amount of patience and knowledge. Give me a call 419-885-4255.

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for on-site assistance at 419-885-4255. Please offer your suggestions for another issue. Fall group classes are now listed on her website: www.ohcomputertraining.com.