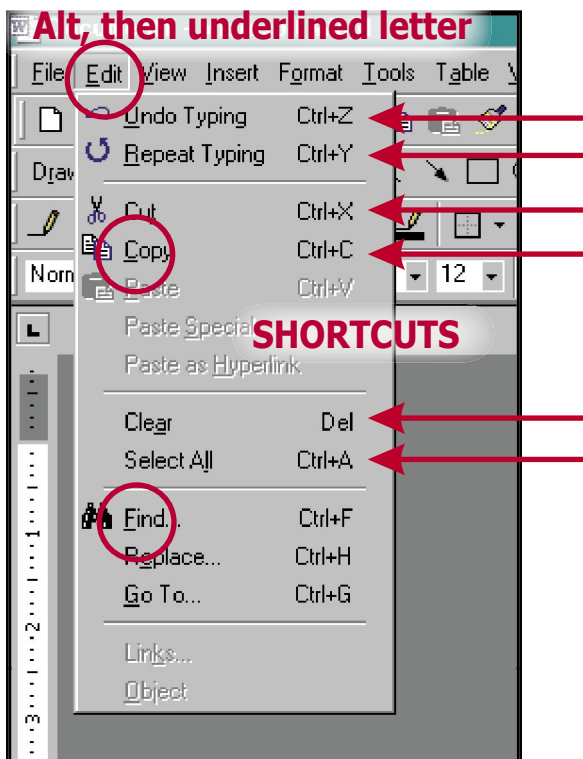


QUESTION OF THE WEEK:

“How can I speed things up on the computer?”

SHORTCUTS!

Everyone knows that a **SHORTCUT** is a “secret” quick way to a destination.



Same on your computer. There's an incredible number of “secret” quick ways to do things - all without the mouse. The mouse is a drag - literally. Once you learn how to “discover” shortcuts, and once you've integrated into your keyboard routines one or two shortcuts for actions you do a LOT, you'll wonder how you ever did without them! Put that fire extinguisher nearby, because you will be SMOKING!

- Shortcuts are single keyboard keystrokes or combinations of keystrokes that replace a series of mouse clicks.
- Using shortcuts can speed you up by at by at least 90%!**
- There are shortcuts for nearly every action in every software program!

**Hard to believe? Can this really be so? Try it yourself! The most common action is “File - Save”. There are two shortcuts for that action, but the simplest is “Ctrl + S”. In other words, if you hold down the Ctrl key (lower right or left on keyboard) and touch the “S” key (then release both keys), you will do the same thing as “click on file - click on save”. In a race, Ctrl + S beats click-click every time.

Discovering shortcuts is literally, in front of your eyes. Underlined letters lead to “Alt” shortcuts - hold down the Alt key and touch underlined letter. This usually reveals another menu with more underlines which work alone - no Alt or Ctrl key needed. The shortcuts using Ctrl bypass menus altogether and really speed up your work. Warning: serious mouse addicts will find mouse-weaning really tough, but it is worth it!

Notice to Windows 2000 and XP users:

By default, the underlines designating Alt shortcuts are turned off. To turn them on, RIGHT-click on the desktop > click on *Effects* tab (XP: Appearance > Effects> uncheck “Hide keyboard navigation indicators until I use the Alt key.”