

# COMPU 360 BYTES

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This FREE newsletter offers news and tips to our customers regarding upcoming trends in technology.

Our goal is to keep our customers well informed about computer technology.

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## MS Office 2010: Still don't Like the Ribbon?

Have you switched from a menu-driven older version of Office to Office 2010, and you are still trying to adjust to the Ribbon?

Most people who are "adjusting to the Ribbon" spend their time trying to locate the items they frequently used in the old menus.

Microsoft has also created [Office 2010 menu to ribbon reference workbooks](http://tinyurl.com/y2onx4p) (<http://tinyurl.com/y2onx4p>) that are free to download from their site.

When you go to the site you'll see a reference workbook for any program you may need.

After you download and open the needed reference workbook of your choice you'll be looking at something like this:

	A	B
1		
2	PowerPoint 2010: Menu to ribbon reference	
3	PowerPoint: 2003 Location	PowerPoint: 2010 Location
4		
5		
6		
7		
8		
9		
10		
11		

There you will find the **tabs are labeled with the old menu names**.

**Choosing a menu will display a list of the commands** that were found on the menu along with it's new location in Office 2010.

### Office 2010 menu to ribbon reference workbooks

Office 2010 menu to ribbon reference workbooks

All Programs, Microsoft, partner and popular community content only

Sort By: Rating

All Programs  
My Programs  
Edit My Programs

Community Content  
None  
Popular  
All

SharePoint Designer 20...  
Excel 2010

Project 2010: Menu to...  
Excel 2010

PowerPoint 2010: Men...  
Excel 2010

Visio 2010: Menu to rib...  
Excel 2010

Publisher 2010: Menu t...  
Excel 2010

view details

download

Excel 2010

OneNote 2010: Menu t...  
Excel 2010

Excel 2010: Menu to rib...  
Excel 2010

Word 2010: Menu to ri...  
Excel 2010

SharePoint Server ribb...  
Excel 2010

Note :  
Microsoft also has provided [interactive guides](http://tinyurl.com/2vju5ng).  
(<http://tinyurl.com/2vju5ng>)

## The Best Storage Medium

The kind of disc that most people recommend for archiving is a gold DVD.

In tests, these have been shown to have up to a 15 year retention time.



As far as storing your discs goes, the type of storage sleeve doesn't really matter. Keep your DVDs in a dry, temperature-controlled environment. As long as you do that, the sleeves don't matter.

There are other options for archiving your photos and other information, though.



Memory cards can have much larger capacity than DVD's, anywhere from double to triple or more. If you are using these to archive information, you should (again) store them in a temperature-controlled environment in their original plastic containers.

Another option to remember is to use an external hard drive. These drives have gotten more and more inexpensive and are a very good option in many cases.

## Calculating Gas Costs

We know that the cost of gas is high. Have you actually calculated what it costs to drive your car now?

At the Government website <http://www.fueleconomy.gov/> You can look up the year, make and model of your car and find the average number of miles your car gets per gallon.

Then this website takes the average current cost per gallon of gas and computes what it costs to drive a mile your car per mile. This can be very enlightening!

Fueleconomy.gov links to <http://www.fueleconomy.gov/feg/gasprices/states/index.shtml> which lets you see the current cost of gas around the country and at several gas stations near any city of your choosing.

Use this government website to help you decide whether or not you are going make that car trip or run an extra errand.

## Print Part of Your Email

Sometimes, you'd like to print out an email you've received. The problem is that you don't want to print out the absolutely everything, such as the email header or the signature. The answer is to print out just a section of an email.

Highlight the section of the email you'd like to print. Right click **Copy**.

Your friend thought you'd like this WeightWatchers.com Broccoli Cauliflower Cheese Soup with a Kick! recipe. Why not try it?

To: san

From: Sandra

Message: txt

community recipe: Soups  
 Broccoli Cauliflower Cheese Soup with a Kick!

From the kitchen of MISSLBD

servings | 10  
 estimated *PointsPlus*™ values per serving | 2  
 course | Soups

**Ingredients**

- 1 head(s) broccoli
- 2 cup(s) water
- 4 cup(s) mushroom(s)
- 3 cup(s) carrot(s)
- 4 oz Kraft Velveeta Macaroni and Cheese Prepared Original
- 1 head(s) cauliflower (small)

**Instructions**

cut up the broccoli and cauliflower small and add to a large pot. Add mushrooms, carrots (and any other veggies you like. I am think artichoke hearts from brine drained) add 2 cups water, as well as can of rotel tomatoes - must be those. They add a kick to the dish. Cook on medium/low for about 45 minutes until all good and cooked. Cut up the velveeta into chunks and add into pot. Mix until soupy and cheesy. Serve. Great for meals for the week.

**Special Notes**

you can use chicken broth or veggie broth instead of water, I just prefer not to add sodium. It is small points, but a whole lot of flavor.

Now your text is on your Windows clipboard.

Open a temporary blank Word document. Right-click and select **Paste**.

Now you can print just the relevant part!

Ingredients  
 1 head(s) broccoli  
 2 cup(s) water  
 4 cup(s) mushroom(s)  
 3 cup(s) carrot(s)  
 4 oz Kraft Velveeta Macaroni and Cheese Prepared

## Optimize Folders

If you have a folder filled with many of the same kind of file (MP3s, pictures, etc.), then you probably notice that it can become very slow when it comes to displaying everything.

Did you know that you can optimize folders to make them load their contents faster?

Just **Right-Click** on the folder you want to speed up and click **Properties**. Select the **Customize** tab. Under "**Optimize this folder for**" choose the setting that best describes the contents of the folder. If you're looking to affect the entire folder and subfolders, put a check next to "**Also apply this template to all subfolders**".

If you'd like to reverse this, just follow the same steps and put the optimization selector back to **General Items** and take the check mark off the subfolder option.

### Right-Click Copy

When you want to copy a file or folder, you don't necessarily have to use the left mouse button. You can click and drag the file using the right mouse button, too. When you release the button you'll see a small context menu prompting you to perform an action. You can Copy Here, Move Here, or Create Shortcut Here.

## Quick Tip

### Personalized Screen Saver

You don't have to use the same old Windows screen saver. Instead, use your own folder of photos to personalize your PC. Copy the photos you want to use to a folder on your hard drive. Right-click a blank area on your Windows desktop, click Properties, and then click the Screen Saver tab. From the Screen Saver drop-down box, click My Pictures Slideshow, and click Browse to designate the appropriate folder of photos.



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# Compu 360 News

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