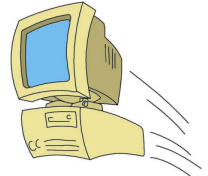




THE DATA BYTE



Official Newsletter of the Computer Users Group of Lincolnton

www.cugol.org

October, 2009

Page 1



Computer Tips

For some computers, the *Home* and *End* keys just sit there gathering dust. Used properly, they can save time.

In *MS Word* and other programs, try these shortcuts.
Home and **End** can speed up your projects.

Home: Goes to beginning of current line.

Ctrl + Home: Goes to beginning of document.

End: Goes to end of current line.

Ctrl + End: Goes to end of a document.

Shift + Home: Highlights from current position to beginning of a line.

Shift + End: Highlights from current position to end of line.

Shift-Ctrl-End: Highlights from current position to end of document.

Shift-Ctrl-Home: Highlights from current position to beginning of document.

Two other keys that don't get the attention they deserve.

They are the *Windows* and *Application* keys. The *Windows* key is the one at the bottom left of the keyboard (second on left of Space Bar).

Windows: The Start Menu is opened.

Windows + E: My computer is displayed:

Windows + F: Opens search window

Windows + D: Desktop appears

There are several more, but these are the most useful.

The *Applications* key (bottom of keyboard – second on right of Space Bar) is the same as a right click.

Some Random Thoughts

MapQuest really needs to start their directions on #5. I already know how to get out of my neighborhood.

There is a great need for a sarcasm font.

Can we all just agree to ignore whatever comes after DVD's? I don't want to have to restart my collection.

Is learning cursive writing really necessary?

Club News



News from September

Twenty-five members signed the roster at our September meeting: **Fred Bowman, Jack Buff, Rondel Burke, Becky Burke, Reba Cordell, Jim Cox, Judson Crow, Gale Deal, Rodney Eaker, David Foster, Bill Keever, Allen Martin, Charles Mize, Linda Motz, Gloria Perkins, Ann Perry, David Rhyne, Charles Rudisill, Christine Simmons, Rutha Simmons, Maureen Tull, Bob Tull, Michael Vance, Sue Vance, and Rebecca White.** We also gained a new member, who joined after the meeting. Welcome to **Humberto Ospina.** We had one guest, **Carolyn Rudisill.**

October Birthdays

Lisa Gambini, Ann Harrill, Charles Hough, and Paulette Rudisill



President's Notes

David Rhyne covered Part 1 on using MS Excel at the September meeting. He and Mike covered a difficult subject well. There will be a Follow-up on the topic soon.

I hope to have programs on popular software in future meetings. This would include Access, PowerPoint, Outlook, and other topics.

If anyone wishes to make a presentation on these or other topics, please let me know.

I would also appreciate suggestions for our meetings.

Question and Answer sessions are very popular, and we will continue to give them high priority.

The Data Byte is the official publication of CUGOL, the Computer Users Group of Lincolnton. Direct comments to:
Charles F. Mize

4797 Asbury Church Rd., Lincolnton, NC 28092

Home Phone 704-735-6433

Email editor: charlesfrank2@gmail.com

Email CUGOL: welcome2cugol@gmail.com

Web page: www.cugol.org

(CUGOL welcomes anyone with an interest in computers.)