



TECH TRENDS

Step Away From the Mouse!!!

Special points of interest:

- Is the mouse as important as we all thought?
- Do you dress up your pet for Halloween?
- Does Matt really say anything is his column at the end of the Newsletter?

Inside this issue:

Dress Your Pet	2
Fish Oil?	3
Trivia Tidbit	2
Pet of the Month	2
Client of Month	3
Special Offer!	3
Matt's Corner	4

When you see a button on the toolbar with a big, black **B** or a slanted *I* or an underlined U, it's clear what they mean. But you don't have to use those icons. Windows allows you to issue hundreds of commands without your hands ever leaving the keyboard. It's a lot faster to use keyboard shortcuts than stop, move your hand to the mouse, move it, and then return to the keyboard.

There are two primary types of keyboard shortcuts in Windows; Control-key and Alt-key. Control-key shortcuts work like typing an uppercase letter, except you press the Ctrl key instead of Shift. Press Ctrl, hold it, tap a letter or number key, release Ctrl. Alt-key shortcuts work differently; press and release the Alt key, then tap a letter or number (or series of them). More about them, below.

Control-key shortcuts are written Ctrl+__, and can be used either after highlighting something or while you are typing. So, as you type along and come to a book title, it's easy to press Ctrl+I to turn on italics, *Type the Name of the Book* and press Ctrl+I again to turn italics off. This works for all sorts of formatting commands, many of which are mnemonic.

Ctrl+U = Underline

Ctrl+B = **Bold**

Ctrl+I = *Italics*

Ctrl+P = Print

Ctrl+A = select All

Ctrl+N = New document

Ctrl+C = Copy

Ctrl+X = Cut (*X* looks like a pair of scissors)

Ctrl+V = Paste (*V* looks like an arrow, pointing to where you want the material to go)

Ctrl+Z = Undo (*Z* was already taken)

Ctrl+Y = Redo (probably because it's next to Z in the alphabet)

Ctrl+S = Save (handy, and easy to do every few minutes as you work)



The above are common to all Windows programs, and many programs have their own shortcuts.

Word alone has more than 200 (and many work in other Office programs), including:

Ctrl+L = Left align

Ctrl+R = Right align

Ctrl+E = Center align (*C* was already taken by Copy)

Ctrl+2 = double spacing

Ctrl+5 = 1.5 spacing

Ctrl+1 = Single spacing

Ctrl+Enter = Insert a page break (start a new page—much better than hitting the Enter key a bazillion times to move down)

Ctrl+F2 = Print Preview (these are the top row of function keys, the ones you probably never touch)

Ctrl+F6 = Toggle between open windows (also Alt+Tab)

Ctrl+Home = Send the cursor to the top line, first character

Ctrl+End = Go to the very end of the document

Ctrl+Shift+Arrow keys = Highlight word by word or by line

If you need a hint about the Ctrl-key combinations, check the menus in your favorite programs; they are usually listed beside the item you click on. *Ahhh, so that's what those things are!*

October's Useful Web Site— www.goodreads.com

This month's recommended web site is www.goodreads.com. This easy to navigate site for book lovers lets you search for books by author or title, answer trivia questions, take fun quizzes, and get recommendations. Track what you are reading and keep a list of all those books you have read and still want to read. Collect and find famous quotes, and even start a book club!

TECH TRENDS

October Trivia Question—

From which country did the tradition of carving pumpkins originate?

(answer on page 4)



**“A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.”
—Winston S. Churchill**

... Step Away From the Mouse!

Alt-key combinations are more specialized, but are handy in situations where you have to do something very repetitive. Alt-key combinations allow you to activate menu choices in programs. Tap the Alt key, and you will see either a letter underlined in each menu item or (in MS Office 2007 and 2010) a letter or number in a small white box hovering over each menu choice. Press the underlined (or boxed) letter to open that menu, then press the letter in your next choice, and so on.

The drawback to the Alt-key system is that, with a few exceptions, key combinations aren't the same in all programs because the menu options are different. But once you learn the ones you need for a particular repetitive task, you can do them quickly.

Alt, F, A = save As (File, save As)

Alt, F, P = Print

Alt, E, C = Cut

The letter choices have to be unique in each grouping (there can't be two Fs highlighted, etc.), so it can make for some unexpected key combinations (Alt, F, W, F in My Computer/Windows Explorer creates a new folder—File, neW, Folder). Don't worry about learning them all. There are about 20 that you'll use: the rest are specific to certain projects and tasks and are handy for a limited audience.

Now that you know your way around the keyboard, we'll ask one more time, nicely: **Please step away from the mouse!**

Dress Your Pet for Halloween

If you're having a Halloween party this year, why not invite your dog or cat into the festivities?

You can dress them in costume. You won't be the only one doing it. Last year, many consumers dressed their dogs as a rabbit, a bumble bee or some other critter, according to the National Retail Federation.

PetSmart also had costumes for horses and turtles. Petco was selling dog treats in skull, pumpkin and bat shapes for about \$4 a pound. Its Spa Works grooming package included pumpkin spice shampoo, a frilly orange and black party collar and glow-in-the dark nail polish.

Some fancy pet stores held doggie fashion shows featuring costumed pets in funny or scary outfits. Cats can be dressed for a party as well, but they are mainly lap cats who like to be handled. Petco says cat hats are a big seller, including cowboy, witch and pirate styles. Walmart usually carries princess, witch and Dracula costumes for pets, plus frilly dresses. Last year, one dress had a glow-in-the-dark skull on the front.

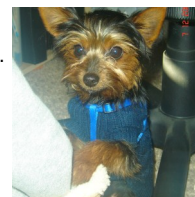
Veterinarians think most pets enjoy the extra attention from their doting owners and more attention from party guests. They say petting and dressing your dog increases bonding.

When trick-or-treaters come to your door this year, you and your costumed pet could greet them with smiles!



Pet of the Month

Well, of course, the first pet of the month has to be mine! This is Jethro. He is a Yorkshire Terrier, but is what you would call a teacup. He only weighs about 4 pounds and can easily be held in a pocketbook. He's a great dog, but with a bit of an attitude. Apparently that's common for this breed. We would like all of you to send in a picture of your pet, too! We will feature a new pet every month. If your pet is displayed, let him or her know that a treat is on the way! Email your pics and pet info to tech@advancedcomputerrepair.com. And don't forget your address so we can send out your pet's present.



Presidential Crossword

1	2	3	4	5	6	7	8
9				10			
11			12		13		
14				15			
16			17			18	19
		20			21		
22	23			24			
25				26		27	
28						29	

Across

- Free (of)
- Go one better than
- Chit
- Work, as dough
- Greek portico
- Fuse
- Bothered
- Exists
- ... green
- Hello
- Type of military badge
- Pop
- Congers
- Used for thatch
- A pint, maybe
- Mountain ridge
- Coffee holder

Down

- Hindu sage
- Bits
- Pairs
- All right
- Straighten out
- Angry, with "off" dance
- Indian dish
- Eccentric
- Driveway type
- Filmmaker Spike
- Shout out
- Atlas enlargement
- Game name
- Harvest
- When doubled, a dance
- Crew need
- N.E. state

clue to the word in the shaded diagonal.

I	O	D	E	I	E	V
E	T	V	W	T	N	V
S	T	E	W	T	O	
N	O	A	E	H	O	
I	H	V	E	S	I	
G	T	E	M	V	O	L
G	V	E	N	K	N	O
O	D	I	N	O	G	I

NOTE: The title is a

Client of the Month



Every month we choose one very special "Client of the Month" as a way of acknowledging clients and thanking those who support our business.



Please meet Ted Olsen, owner of TES Technologies located in Moorestown. A long-

time client, Ted's company specializes in the cleaning of our environment. Working with large industrial companies, TES designs processes that clean air and water pollutants produced during the manufacturing process. Ted has been a valued ACR customer for over 10 years. Thanks Ted for your business and helping protect the future of our planet!



Can Fish Oil Slow Biological Aging?

Researchers at Northwestern University and elsewhere have found that the omega 3 fats in fish oil have a life-lengthening effect for heart patients. The question is: will they do the same thing for the rest of us?

Patients in their studies who consumed the most fish oil showed the least shortening of telomeres, a sign of biological aging. Patients with the lowest levels of omega 3s had the fastest rate of telomere shortening over a five year period. The study did not specify cause and effect. That is, those with higher omega 3 levels may have healthier habits.

The American Heart Association reports that other studies have shown increased survival rates for patients who consume omega 3s from fish oil, but previously, no one could establish why it happened.

At this point, the telomere length is becoming an important indication of biological age.

"Wait, someone just sent me a hex message."

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Name: _____

Matt's Corner



Thanks to everyone for checking out our new newsletter. We are refining it every month. I guess I'll be refining my column over the months, too! I'm sure everyone knows that I'm a straight shooter and I'll be quite honest with all of you right now. I have no idea what to write in here at the moment. Yes, that's boring and maybe even kind of stupid, but that's where I'm at for October. Thank you

so much for all of your business and I promise to be much more interesting next month! If you have any suggestions or items you would like to see in upcoming editions, please email me at: matt@advancedcomputerrepair.com



Answer to the October Trivia
Question is :
Ireland

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