

## Basic computer skills - effective

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### Save what you entered in Internet Explorer

When registering a member of a website or registering to own a free mailbox online, you usually spend a lot of time. The most annoying thing is when you have filled out the long form on the Web and sent it, but finally get a message that says there is no other item yet declared. So you press the Back button to go back to add, all the information received disappears. Redone from the beginning? It takes a lot of time!

But actually, you still have a way to handle this situation. Edit the browser cache settings to save the entered information. Open IE, go to Tools -> Internet Options menu, select the General tab, select Settings, then tick Every time you start Internet Explorer in the Check for new version of pages. In doing so, only when restarting IE will check the newer version of the archived pages. This means that the old information you declare on the Web site in this case is still preserved.

### Delete emails that you missed

Have you ever sent an email, especially when the email content is confidential, to the person you are not planning to send? So if that happens, how to retrieve those email right away when you know for sure the recipient has not opened the mail? If using Outlook Express, do the following:

Go to your inbox and go to Folder -> Sent Items. Double click on the letter that I sent the wrong address. In the menu of the email window select Tool and select Recall and choose This message. There are 2 options for you:

- 1. If you want to replace the email you sent with another content, select Delete unread copies and replace with a new message, click OK and type the new content.
- 2. If you want to delete the email you sent, select Delete unread copies of this message.

### Customize Internet Explorer

Browsing the Web with Internet Explorer, sometimes you want to quickly open other applications such as Word, Excel, Outlook Express. Using AddaButton ( <http://www.harmonyhollow.net> ), you can add up to 12 custom buttons to IE's toolbar to get quick access to your applications, documents, and websites. use.

## **Use Google's Deskbar tool**

One of Google's pretty good tools is Google Deskbar ( <http://toolbar.google.com/deskbar> ). This small capacity utility allows you to perform a search right on the Windows toolbar. Search results are displayed in a minimized pop-up window of the browser. By default, the Deskbar will perform a standard search (standard search). However, the included shortcuts allow you to search for photos, search for news and many other features.

## **Free software online**

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Serif has long been a respectable name in the software world, providing everything from HTML editors to image processing packages. Visit <http://www.freerifsoftware.com> Website, you can download a lot of free programs. Most of these programs not long ago were fee-based programs and provided only for a limited extent in the form of demos. The most popular programs include PagePlus 5, Webplus 6, DrawPlus 4, 3Dplus 2, PhotoPlus 5.5.

## **Download simultaneously**

When downloading a program or a document online, you can still surf the Web as usual. If necessary, open a new window by selecting File, New. Moreover, most browsers let you perform multiple simultaneous download sessions. This is especially convenient when you need to download a lot of software from an address that provides free software online.

## **Exchange via local network**

WinNT has a chat program that allows you to exchange messages very conveniently with your colleagues. You can use it by selecting Start, Program, Accessories and clicking Chat. In Win2000, the exchange can be done using the much more powerful NetMeeting program by selecting Start, Programs, Accessories, Communications and clicking on NetMeeting.

## **Data compression and decompression programs have many features**

Most of the files you download from the Internet are provided as ZIP archives and you will need a program to extract these files before you use them. ZipGenius ( <http://www.zipgenius.it> ) is such a program, which supports compression formats like ZIP, RAR, ARJ, CAB, 7z, ACE and many other formats. More specifically, the program also integrates the CD burning utility and the FTP Client tool.

## **Format to distinguish formula cells from other cells in Excel**

In case you want to distinguish formula cells from basic data cells in Excel, you can apply a special format to the formula cells (color, font size).

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To do so, first select the data area containing the formula fields that need special formatting. Then select Go To

item from the Edit menu and click your mouse on the Special button. In the Go To Special dialog box, select the Formulas box and click OK. All cells containing formulas will be highlighted, regardless of whether they are adjacent to each other or not. Click on any of those cells, select Format Cell and choose the format you want to apply to all formula cells.

### **Use Google to find a word definition**

For a quick search on the Web definition of a term, type define:, followed by a blank character and the term to define into the Google search engine. For example, if you type define: market and press ENTER, Google will return a list of market terms that it gathers from all over the Web.

### **Connect your computer to the network easily with the Network Setup Wizard**

Windows XP's Network Setup Wizard will automate the process of configuring a computer to connect to the network. It can perform automatic Internet connection sharing, assign IP addresses, set up shared folders and shared printers. To start the Wizard, select Start, All Program, Accessories, Communications and Network Setup Wizard. Then just follow the instructions on the screen.

### **Copy pictures from the Web**

If you use Internet Explorer, you can copy images from a Web site and paste it into another application. To do so, right-click the image and select Copy. Switch to another application and select Edit, then Paste (or simply press Ctrl + V). If you use Netscape or other browsers, you may have to save the image to the hard disk and then insert it into the document in the application.

### **Print Web pages with addresses**

When you need to print a Web page to paper, if you do not print the Web site address, it will be difficult to find documents online later. Therefore, when printing a Web page, its address must be printed. In Netscape Navigator select File, Page Setup, check the Document location [URL] checkbox and click OK. In other browsers, select File and the corresponding option in Page Setup.

### **Use Yahoo Messenger right away without installing**

You still use Yahoo Messenger to contact friends and relatives, but your computer must have Yahoo Messenger installed. To help you communicate in case your computer does not install this program, Yahoo has just released Web Messenger online chat version. To use Web Messenger, you access the address:

***http://messenger.yahoo.com*** and click on Launch Yahoo! Web Messenger Beta (located at the bottom of this site), enter the user and password as when logging in to retrieve mail. A window appears with 2 options to login (hidden or not hidden when login), you choose 1 of the 2 options and press Sign In button; Messenger chat window appears. Although this tool is not fully functional like the version installed on your computer, the usage is still unchanged.

### **Some functions support Photoshop web design**

Normally, when referring to Photoshop, users often think about the work of creating and processing digital photos. But in later versions of Photoshop (from version 6.1 later), it has a built-in automatic function of 'instant noodles'.

## + Create Web Album

You have collected quite a lot of images and want to put them on the web for people to "show off" with you, or maybe you want to create a photo CD Album for your collection. The problem is how to create a beautiful Photo Album without spending a lot of time, but also convenient and easy to use. The best way is to create a thumbnail (Thumbnails) that represents the original image and this thumbnail is linked to the original image so that every time you click on a small image, a large image will appear.

In Photoshop, go to File -> Automate -> Web Photo Gallery to open the Web Photo Gallery window. In this window, select an appropriate site type in the Style box, name the site as well as adjust the font that will be displayed on the website. Click Source to select the folder containing the image, click Destination to select the web publishing folder. Finally click OK.

## + Create a large image that represents all images in a folder

In Photoshop, select File -> Automate -> Contact Sheet II. In the window that appears, click Choose to select the folder containing the image, adjust some parameters if you need it or not, click OK. The program will automatically open all image files in the selected folder, it will automatically create a Thumbnails for each original image file, all thumbnails will be included in a new image file.

## + 'Packing' photos in the form

This function will create a new image from an original image, but depending on how you want to create a new image, there will be additional thumbnails located around many different angles.

In Photoshop, select File -> Automate menu -> Picture Package. In the Picture Package window, click Choose to select an image file to 'pack', select the 'pack' type in the Layout box, click OK.

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