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Technical Geekery Tips

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Microsoft Word



Guess what? The next version of Office will be out soon, and something new for everyone to learn. It's supposedly going to be sometime in 2010, but I suspect that its schedule may be kicked forward just like many people expect Windows 7's to be. It's called Office 2010 and its version number is 14. But Office 2007's was 12...that's right, Microsoft skipped 13 because of the bad luck associated with it. I'll keep you posted with further developments.

BONUS: You know the Window menu at the top of Word? The one that seems totally useless when you can just switch windows with the taskbar? Well, you can actually do a few things with it. First of all, if you have multiple windows open, you can switch between them with it. Second, you can "Split" a document, which allows you to see two different parts of it in one screen. Finally, you can "Arrange All," which allows you to splat all of your documents up on the screen so you can see which is which.

Internet Explorer

Version 8



- If you didn't take the hint and get IE8 already, you better do it now to get better security. Visit <http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx> to download your copy. On many computers, it may already have been "pushed" by Windows Update, so you already have it. To be sure, open Internet Explorer, push the Alt key, then choose Help → About Internet Explorer and look at the giant version number that appears.
- BONUS: Are you using a public computer and want to avoid leaving any trace of what you did? Or do you just want to keep other people who use your home computer from seeing what you just did? Either way, you can use InPrivate. Simply click Safety → InPrivate Browsing or press Ctrl + Shift + P and use the new window that appears to browse. No logon information, history, cookies, or anything else will be saved.

Firefox

Version 3



- Have you ever accidentally closed a tab and had to try to go find it all over again? Well, actually, that problem has been taken care of.
- If you do that again (and I'm sure everyone does every so often), just go to History → Recently Closed Tabs → [the tab you closed].
- BONUS: Anyone who has ever used the "about:mozilla" command in Firefox might notice something different if they try it again in Firefox 3. (Vg'f whfg n qvssrerag irefr.)
- DOUBLE BONUS: To read the hint/answer if you haven't used this command before or can't figure it out, go to <http://personal-computer-tutor.com/rot13.htm>.

Google Chrome

Version 1.0.154.65



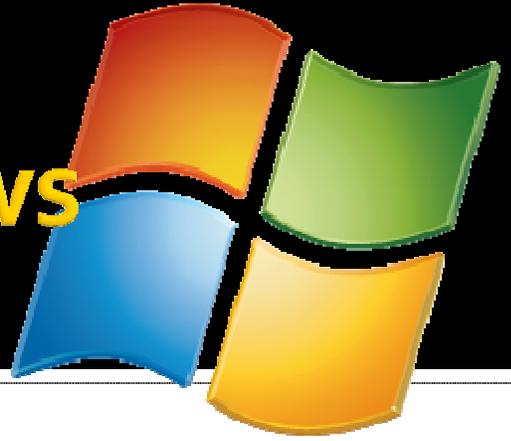
- You know the little star to the left of your address bar? You've probably used it to create a bookmark before. But it also turns yellow when you visit a page in your bookmarks, giving you a hint that you've been there before and liked it (and you don't need to bookmark it again).
- BONUS: Most browsers have a little arrow next to their Back and Forward buttons, letting you view history as well as the very most recent site. But Chrome doesn't have such an option—unless you know where to look. You can either click and hold over the button or right-click it.

Keyboard Shortcuts



- You can press Windows + F at any time in Windows to bring up a search window. Pressing F3 from the desktop does the same thing.
- BONUS: Pushing Shift-F10 or that funky little key that looks a bit like a menu between your right Alt and Control keys creates a right-click at the current location.

General Windows



- If you haven't already, upgrade to Vista Service Pack 2, which came out a couple of days ago.
- BONUS: Did you know you can add an address bar to your taskbar that allows you to type in a webpage and have it displayed in your browser? Just right-click the taskbar and choose Toolbars → Address.

Announcements



- Report difficulties, technical issues, and/or factual problems with this newsletter to webmaster@thetechnicalgeekery.com.
- If someone you know wants to subscribe to this newsletter, have them visit <http://www.thetechnicalgeekery.com/Windows> and enter their email address.
- Visit <http://www.thetechnicalgeekery.com> for Windows downloads and many other features.
- As always, I welcome any comments, compliments, and suggestions at webmaster@thetechnicalgeekery.com.
- Correction: In last month's General Windows section, I stated, "Aero'...is an acronym for...". I should technically have called it a "backronym", or an acronym made up after the fact.

Formatting

- Although I'm not so good at this and it sometimes comes out inconsistent, I try to put wording that will appear on your screen in "quotation marks" or Capitalize All The Words In It.
- If there are multiple items to click on in a row, I use an arrow like this: →. By the way, if you're interested in how to insert those in Word, just use --> (two hyphens and a greater-than sign) and hit the spacebar.
- If you have to type something, I put it in *italics* to avoid confusion about whether to type quotation marks or not.
- Public service announcement: I'm "tired" of seeing people using quotation marks for emphasis. Just STOP DOING IT! Some of my recent favorites have been:
 - Family owned and operated since "1945"
 - "Review your" account information at this URL:
 - Two successive banners posted on a bulletin board:
 - Please "do not" use staples on this board.
 - [posted with thumbtacks] Please *do not* use quotation marks for emphasis.
 - This building "IS A PRIVATE FACILITY"