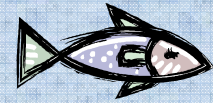


"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



Catch of the Day



Learn To Fish the vast ocean of computer know-how!

PowerPoint Presenters, Pay Attention!

by Kathy

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There's more to an excellent slide presentation than fancy graphics. How you use the software has a big impact on how professional you look. If you know someone who uses PowerPoint, send them these must-read tips.

Print out your slides. Make two copies, one for you and one for the assistant running your presentation, if you have one. It's awkward for everyone if you don't know what slide comes next, so glance at your hard copy. If you have an assistant, they can use the printout to follow your train of thought. Aim for the point where your assistant can move through your presentation without explicit verbal cues from you (e.g., "Next slide").

Use the keyboard to jump to specific slides. If you're on slide 10 and someone asks you for slide 2, don't just arrow back through all the slides in between. Use the "Slide # + ENTER" shortcut to get to the desired slide quickly.

Use a remote control device. These are so inexpensive there's hardly an excuse not to have one. You probably won't be stationary the whole presentation, so a remote reduces the distraction of walking back to your computer to advance each slide. This is especially helpful if the projector light is between you and the computer or you like to walk while you talk. Some remotes are simple, others are full-featured with laser pointers and full mouse control.

I've created a new *PowerPoint Cheat Sheet* that you can print out and keep next to you during your presentations. It lists several keyboard shortcuts for making your presentations smoother. Download it now for only \$3 at www.LTFtech.com/store.



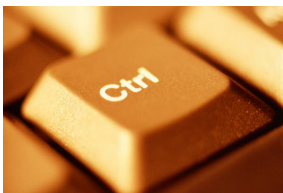
Coming Soon: A New Book!



Kathy is writing a brief reference guide to the Web for computer novices. It's almost done!

The book, when available, will be offered through Lulu.com. Keep your eyes peeled!

Shortcut of the Month (brought to you by the letter ...)



Increase efficiency with keyboard shortcuts!

Controlling the Display When Using a Projector

When your laptop is hooked up to a projector, you can choose whether the computer image displays just on the computer, just on the projector screen, or both. For example, when you want to do something on the computer but don't want others to see, you can switch the display to your screen only. This is usually controlled by a key on your keyboard, so consult your laptop's manual.

The Random Resource

...because your computer isn't just for computing

It can be tough to organize help for a friend in crisis. Kudos to Lotsa Helping Hands (www.lotsahelpinghands.com) for making it easy. Here you can create your own *free* web site where selected coordinators can organize volunteers for situations like a family illness or a new baby. The web site's calendar and automatic e-mail system prevent the confusion that can occur when marshalling a major help effort.

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