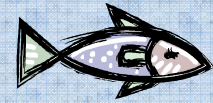


"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



Catch of the Day



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

Quit Mousin' Around

by Kathy

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It's no secret that I encourage people to learn keyboard shortcuts to navigate their computers. "Keyboard shortcuts" are combinations of keys that can supplement or even replace normal actions with the mouse. But what's the point? There are several important reasons to master the keyboard.

Efficiency. It takes time to move your hand from the mouse to the keyboard when you need to type. It takes time to manipulate the mouse pointer across the screen and to click on your desired selection. The more you can keep your hands on the keyboard, the more time you save when doing computer tasks. In some occupations, quick and efficient data entry is of the essence.

Comfort. Odds are that your workspace isn't custom designed to your ergonomic needs. You may have your computer in a bedroom, or on an office desk that's not the right height. Using the mouse in an awkward position for long periods can be uncomfortable, to say the least. Avoiding it by using the keyboard can reduce strain.

An alternative. All hardware is prone to breakage, mice included. In the event that your mouse (or laptop trackpad) malfunctions, you want to have an alternative method for controlling your computer, even if not perfectly, until you can find a replacement.

There are hundreds of keyboard shortcuts; don't overwhelm yourself with all of them. Practice a few until they come naturally, then keep learning more until you are confidently mouse independent!



Service Spotlight: Presentations

Does your organization need a speaker for a specific technology topic? Call LTF Tech to make arrangements for a group presentation. Calling (518) 724-0828 or e-mail info@LTFtech.com.



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



Increase efficiency with keyboard shortcuts!

Where Do I Find Keyboard Shortcuts?

So where do you find these shortcuts to learn them in the first place? The Windows built-in help is the place to go to: Click on the Start Menu, then choose "Help and Support." Search the help documentation for the phrase "keyboard shortcuts" and you will find a list of all the shortcuts Windows supports.

The Random Resource

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

Mealeo.com is using the Internet to change the face of take-out. The Mealeo web site gives users the ability to order meals online from local restaurants for either pickup or delivery. You start by entering your ZIP code and choosing a restaurant. Select your items from the menu, place your order, and get your grub! Some establishments offer discounts for Mealeo orders.