UPCOMING EVENTS

Put a Website Shortcut on Your Desktop

Is there a website you visit frequently? YouTube, for example? Instead of opening **Edge** and finding YouTube in your favorites or entering the URL in your address bar, you can put a shortcut on your desktop. Here's how:

1. Open Edge to the website you want to pin.
2. Click and hold the **padlock icon** to the left of the address.
3. Drag to the desktop.
4. That's it! You have a shortcut on your desktop.

Next month: How to pin the website to your taskbar.

Prefer Chrome?
1. Open Chrome to the website you want to pin.
2. Click the **Menu** (three vertical dots) in the upper right corner.
3. Click **More Tools**.
4. Click **Create Shortcut**.
5. Click **Create**.
6. That's it! You have a shortcut on your desktop.

Mute That Unwanted Sound!

Some web pages play audio as soon as you open them. If you've opened several tabs you may not be sure where the sound is coming from.

The tab that's sounding off should display a speaker icon. Right-click on that tab and select **Mute tab** or just click on the speaker icon. To restore the sound, right-click on the tab and select **Unmute tab** or click on the speaker icon again.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT-08

Computer Club

Bert Holmes
Co-Chair

Bob Klimek
Co-Chair

Mike Sultanik
Treasurer

Gary Frantz
Technology

Elaine Craft
Member at Large

Ellen Newman
Member at Large

Vince Pisacane
Member at Large

Did you know . . .

that you can rearrange the icons in your Windows 11 Start Menu simply by dragging and dropping them into their new position? The other icons will move to accommodate them. Try it!

Scaling Characters

Sometimes you may want to adjust the width of characters in Word (as in the heading above) to emphasize an idea contained in a section of text. Here's how:

1. Select (highlight) the characters you want to scale.
2. Press **Ctrl+D** to display the **Font dialog box**.
3. Click the **Advanced** tab.
4. Use the Scale drop-down list to specify the scaling you want applied to the characters. You can click on one of the percents or enter any value between 1% and 600%.

Block Third-Party Cookies on Chrome

When a website asks you to enable cookies, those are first-party cookies. Typically, you can approve or deny them. Third-party cookies provide content for the site you're visiting (such as ads or images), and you can block these third-party cookies automatically. Here's how:

1. Click **Menu**>**Settings**>**Privacy and security.**
2. Click right arrow at right of **third-party cookies.**
3. Click **Block third-party cookies**.
4. That's it!

View back issues of the Newsletter at www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/

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Excel Macros

Do you know how to use macros in your spreadsheets? The macro below is handy when you want a quick way to shade/color every other row. You can Google VBA color names to change from cyan to another color if you wish.

```
Sub HighlightAlternateRows()
Dim Myrange As Range
Dim Myrow As Range
Set Myrange = Selection
For Each Myrow In Myrange.Rows
   If Myrow.Row Mod 2 = 1 Then
      Myrow.Interior.Color = vbCyan
   End If
Next Myrow
End Sub
```

Insert Path and Filename into Excel Header or Footer

Do you keep **printed** copies of some of your important spreadsheets? If you want to revise one, can you remember where the **digital** copy is filed on your computer? Here's how to show its location in the header or footer of the printed copy *after you're saved it previously*:

1. Open the Excel file.
2. Click **Page Layout**.
3. Click the angled arrow in the bottom right of the **Page Setup** group.
4. Click **Header/Footer**.
5. Click **Custom Header …** or **Custom Footer …**.
6. Select one of the three sections.
7. Click the **Insert File Path** icon.
8. **&[Path]&[File]** appears in the selected section.
9. Click **OK** twice to close both dialog boxes.
10. When you print the worksheet, the path name and file name will appear.

Word Tip – Rearranging Paragraphs

If you are writing and editing a paper of several paragraphs, you could find that one or more of your paragraphs would fit better in a different position. Instead of **cutting** and **pasting**, this tip can be very useful in moving paragraphs into a different order, several times if necessary until you're satisfied with the final paper.

1. Decide on the final order of the paragraphs.
2. Put a number as the first character in each paragraph, that number representing the final order in which you want the paragraphs to be.
3. Highlight all the paragraphs.
4. Click **Home**.
5. In the **Paragraph** group, click the **Sort Tool**. (That's the A over Z with the down arrow next to it.)
6. The **Sort Text** dialog box appears.
7. Sort by **Paragraph** and **Number**.
8. Click **OK**.
9. The paragraphs are reordered.
10. Remove the numbers from in front of each paragraph.
11. That's it!

The iPad Dock

The **iPad Dock** is different from the dock on the iPhone. You can display it at any time by swiping up slowly from the bottom of the screen. It also offers slots for docking your apps, up to 13, and always reserves two or three slots on the far right for the most recently used apps, as well as apps you have open on your iPhone or Mac for use via **Handoff**. How do you place apps on the iPad Dock? Here's how:

1. Long press an app icon.
2. The **Edit Home Screen** option (where all the icons jiggle) starts.
3. Drag the icon down to the dock and place it where you want it to stay. (This works with folders also.)
4. That's it!