

# Ann's Choice Technology Newsletter

## A Publication of the Ann's Choice Computer Club

VOLUME VI ISSUE 6

JUNE 2024

### UPCOMING EVENTS

June 6, 2024  
Q&A Session  
9:30, LPT-08

July 11, 2024  
Q&A Session  
9:30, LPT-08

(The July 4 meeting  
has been resched-  
uled to July 11)

### Centering Excel Worksheets on the Printed Page

Are you working with a small worksheet? Maybe five or six narrow columns and only a few rows? Excel normally prints your worksheet data in the upper-left corner of a piece of paper. If the worksheet data is small enough, the placement of the data in the upper-left corner of the printed sheet can look unbalanced.

To help offset this problem, Excel provides a way you can easily center your printed information. You can center the data horizontally, vertically, or both. Follow these steps:

1. Click the **Page Layout** tab of the ribbon.
2. Click the small angled arrow at the bottom-right of the **Page Setup** group. Excel displays the **Page Setup** dialog box.
3. Click the **Margins** tab.
4. Select the **Horizontally** check box if you want the information centered **left-to-right** between the margins of the page.
5. Select the **Vertically** check box if you want the information centered **top-to-bottom** between the margins of the page.<sup>1</sup>
6. You can also set your margins using the margin boxes.

<sup>1</sup>*Vertical centering is usually not so aesthetically important as horizontal centering. (My opinion.)—Ed.*

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

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## Why did that happen?



You have an Excel spreadsheet containing, for example, your investments over last eight years. You sold some holdings, and you hid, rather than deleted, those rows so that the spreadsheet will show only your current holdings. You want to copy only the current rows to a new tab or spreadsheet, but when you copy and paste, all the hidden rows appear. You could hide them again, but there's an easier way to copy and paste *visible data* only. Here's how:

1. Highlight the cells you want to copy.
2. Click the **Find and Select** icon. (It looks like a magnifying glass.)
3. Click **Go to special>Visible cells only**.
4. Click **OK**.
5. **Ctrl-C**.
6. Go to the new spreadsheet or tab and pick a cell.
7. **Ctrl-V**.
8. Only your visible rows display, but your hidden rows have been carried along in case you ever need them. One flaw: this does not work with merged cells.

## The Browser Cache

It can sometimes cause problems. Copy the link below and paste it into your browser address bar for an explanation of the browser cache. The video also contains a link to another video with directions for clearing the cache.

[www.youtube.com/watch?v=9C9p1Zu2bRs](http://www.youtube.com/watch?v=9C9p1Zu2bRs)

View back issues of the Newsletter at [www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/](http://www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/)

# GEEK CORNER



## Why does Microsoft keep changing things?



By now, you've undoubtedly noticed that the scroll bars in Windows 11 are so thin that they're a little difficult to grab with your pointer. Their sizes *can* be increased. Here's how:

**Caution!** *This involves editing the registry. I seldom edit my registry, and I am not recommending that anyone else should edit their registry. This article is for information purposes. If you decide to edit your registry, you do so at your own risk.—Ed.*

1. Hold down the **Windows Key** and tap the **R** key.
2. Type **regedit** in the box and hit **Enter**.
3. Navigate to **HKEY\_CURRENT\_USER\Control Panel\Desktop\WindowMetrics**.
4. In the right pane, double click on **ScrollHeight**.
5. (You'll notice that the default value is -255.)
6. Enter any value greater than -255, and click **OK**. (*I changed my string value to -400.—Ed.*)
7. Back out, and examine your scroll bar.
8. You can go back in and continue to modify the value until you get the height that suits you.
9. Do the same for **ScrollWidth**.

[www.elevenforum.com/t/change-scrollbar-size-in-windows-11.6465/](http://www.elevenforum.com/t/change-scrollbar-size-in-windows-11.6465/)

## Take a Screenshot with an Android Smartphone<sup>1</sup>

Hold down the **down volume** button and squeeze the **power** button. The screen shrinks slightly. Where did the screenshot go.? It's in the **Gallery**. Tap the **Gallery** icon followed by **Pictures**. Your screenshot appears.

<sup>1</sup>Version 9. Later versions might have different taps or sequences of taps.

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## Deleting Words and Text in MS Word

Here are several ways to delete text in Word:

1. Double click the word and hit **DELETE**. (Best for a single word)
  2. Highlight the word or text and hit **DELETE**. (OK, but number 1 above is preferable)
  3. Highlight several words and hit **DELETE**. (Can be inaccurate)
  4. Click in front of the word or text, hold down the shift key, click the rightmost text you want to delete (which highlights everything between the two clicks) and hit **DELETE**. (Not too bad)
- (And there are probably others I'm not thinking of.)

But there's a better, less cumbersome method of deleting words or text that you're probably unfamiliar with. Here's how:

1. Click in **front** of the word or letter of the word or text you want to delete.
2. Hold down the **CTRL** key and hit **DELETE**.
3. The word or the remainder of the text up to the space is deleted!
4. If you continue holding down the **CTRL** key and hit **DELETE** again, the next word is deleted.
5. Keep hitting **DELETE** and more words disappear.

Want to go backwards?

1. Click **behind** the last letter of the word or text you want to delete.
2. Hold down the **CTRL** key and hit **BACKSPACE** as often as necessary to delete the number of words you want to eliminate.

Try it!