

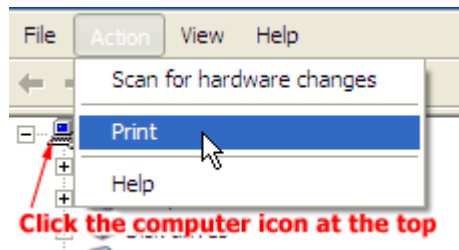
TIP OF THE MONTH

Printing System Properties

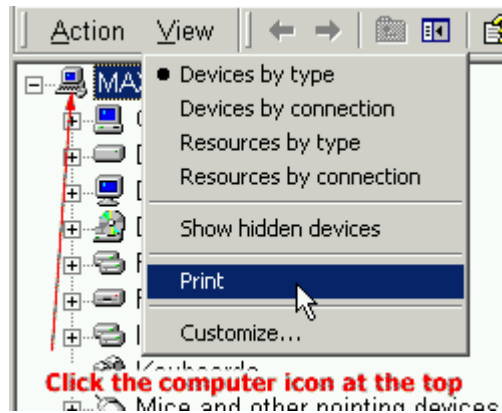
Ever need a print out of your system info? It could be handy to keep in case you ever have questions on your system settings - especially if the system is down for one reason or another. Here's how to do it.

1. Right-click **My Computer** and select **Properties**.
2. The **System Properties** box will be displayed. Select the **Device Manager** tab. (**XP / 2000** users will need to click the **Hardware** tab, then click the **Device Manager** button.)
3. For Win 95 / ME, right click the **Computer** icon and select **Print**.

For XP, click the computer icon at the very top, then the **Actions** menu, **Print**.

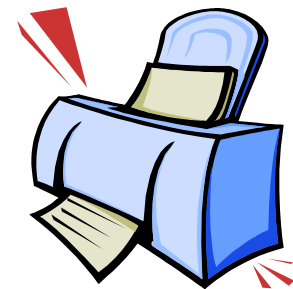


For 2000, click the computer icon at the very top, then the **View** menu, **Print**.



Nothing like consistency from version to version, huh?

You'll be given a screen that lets you select what you would like printed. You can also print out individual info on any of the components listed.



MS OFFICE 101

Did you know...

that you can turn off a bulleted or numbered list with just one key?

Well, you can.

The next time you get to the end of your list hit the **Enter key**.

You should get another

bullet or number.

The exact thing you're trying to avoid—I know, I know. Hold on, we're almost there!

Now hit the **Backspace key**.

Poof!

The bullet or number is

gone and you're returned to the left margin to pick up the work right where you left off.

No messing with the mouse required!

What's in the News:

- Tip of the Month
- MS Office 101
- Last Laugh
- Monthly Insights
- Can we change our personalities?

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Last Laugh



Two computer nerds went into a diner and ordered two drinks.

Then they produced sandwiches from their briefcases and started to eat.

The owner became quite concerned and marched over and told them, "You can't eat your own sandwiches in here!"

The computer nerds looked at each other, shrugged their shoulders and then exchanged sandwiches.

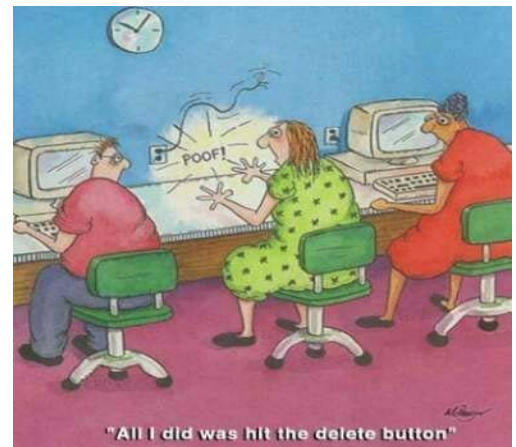
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Monthly Insights

The longer I live, the more I realize the impact of attitude on life. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company...a church...a home.

Life is 10% what happens to you and 90% how you react to it.

Vic Johnson, Daily Insights



CAN WE CHANGE OUR PERSONALITIES?

New studies are revealing a surprising finding: You really can change your personality. With age often comes wisdom—meaning more tolerance, patience and an open mind. But do you have to wait around for life experience to change you? Apparently not. The research shows that you can actually set out to change something about yourself and get good results. Here are a few tips for changing certain aspects of your personality.

If you want to be more assertive, try to image the end of an encounter you're having and how you'll feel if you don't speak up. This more than likely will make you speak up.

If you want to be more patient, try focusing on things around you rather than the thing or person you're waiting for. It will put you back "in the moment" and your wait won't seem as long.

If you want to be more cheerful, you have to make an effort. Even if it feels phony, try greeting your coworkers with a sunny "hello" in the morning. You might be surprised at how your efforts will snowball.

If you want to be braver, you have to avoid giving into fear. Taking risks will generate your desire to take more risks. Be daring—try something new.

If you want to be less critical, ask

your friends to tell you when you start slipping into negativity. You'll be able to do it for yourself in time.

If you want to worry less, ask yourself how your worry is paying off. Sometimes worry does help you come up with a solution, but if you're caught in a cycle of worry, seeing that your worry has no payoff will likely encourage you to quit.

