



Seltek Tech Tips January 2011



For more information about any of these topics, contact the Seltek Help Desk at (804) 360-4490 x7 or [e-mail us](#).

Seltek offers a CLE seminar on "Retrieving and Using Electronic Evidence" approved for 1.0 hour of Virginia MCLE credit. To schedule, call Stephanie Greene at 804-360-4490 x13 or [by email](#)

To learn more about the computer forensics and e-discovery services of Seltek, Inc. go to

[Seltek Website](#)

Microsoft Outlook Tip

Microsoft Outlook also has lots of useful right-click menus. For instance, you can right-click the Inbox to create more folders in your folder list. It's an excellent way to organize and keep on top of your email messages.

Tech Tips Corner

By Kara Mueller, Primary Help Desk Analyst

"When in Doubt: Right Click!"

Last month, we talked about using keyboard shortcuts to save time while working. Something just as useful is the right-click. In many programs within Windows, you can use the right mouse button to bring up helpful shortcut menus. Different menus may appear within different programs depending on where you right-click.

Maybe you've seen some of these menus but haven't taken much notice, or you haven't realized how pervasive -- and how useful -- they are. The items on the lists change depending on where you are and what you're doing. They'll give you speed and convenience without the need to memorize keyboard shortcuts.

These examples give you some ideas for why you might want to use the right-click menus yourself. You'll understand their usefulness more fully if you give right-clicking a try while you're working and see what's on the menu.

Microsoft Office programs are so packed full of right-click menus that you may never need to use the ribbon again. Give it a try.

Microsoft Word: In a table, right-click and you'll be able to do all sorts of table formatting, directly from the shortcut menu. For example, you can:

- Insert and delete rows, columns, and cells
- Add borders and shading
- Adjust the width of the table.

Microsoft Excel: You can format cells with a right-click. The exact commands you see on the menu depend on where you click in the spreadsheet. For example, you can easily filter or sort a list from a right-click.

Creating Shortcuts: If you want to be able to open a file or program quickly, right-click the file or program then click 'Create Shortcut.' This creates a shortcut icon that you can move to wherever you want.

- When you double-click a photo on your computer, it opens in a program, such as Windows Live Photo Gallery, that is your default program for opening pictures.

- If you want to open a photo in another program (for example, if you want to edit it in Microsoft Paint), simply right-click the picture icon, click Open With, and then click the program you want to use to open the file.

Save or Print a picture: If you see a picture you like on a webpage, you can right-click the photo and print it or save it to your computer.

Change Your Desktop Background: Right-clicks aren't only for use with documents and files, you can change the background on your desktop.

- Right-click anywhere on the desktop and choose "Personalize" (Windows 7 or Windows Vista) or Properties (Windows XP), click Desktop Background, and then choose a new photo.



This email was sent to carole@cytconsulting.com by stephanie@seltekinc.com | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
Seltek | 8814 Fargo Road | Suite 105 | Richmond | VA | 23229