



From the Technology Trenches – Rick Bernauer, Senior Systems Consultant

Over the last 3 months I've discussed spyware, browser hijacking, spam and other elements from the "dark side" of computing. This month I thought I'd share a few quick tips on getting more from your computer system.

Tip #1: In Windows Explorer you can display more information than the File Name, Size, Type and Modified Date. Right click on any one of the column headings. A short menu of fields will be displayed including: Attribute, Comment, Created Date, Accessed date. You can also click on the menu item "More" for other items including metadata items like Word document Titles and Comments.

Tip #2: This is either really cool or really worthless, I'll leave it up to you. If you want to fill a page with text to test something like printing, but don't want to spend time pasting the same phrase over and over: Type "=rand(x,y)" (don't type the quotes). Where x and y are replaced by numbers. X would be the number of paragraphs and Y would be the number of sentences in a paragraph. The text that gets generated is "The quick brown fox jumps over the lazy dog."

Tip #3: Some keyboards have a special Windows key. Here are 2 keyboard shortcuts: Windows key + D minimizes all open programs and displays the desktop; Windows key + Tab moves through the programs open on the taskbar.

Rick Bernauer, Senior System Consultant
CyTek Corporation
1627 Main, Suite 100
Kansas City, MO 64108
816.471.3333
www.cytekcorp.com