

LESSON 134

AUTO-TEXT - TO RETRIEVE USED ADDRESSES RESTORE SPEAKER ICON TO SYSTEM TRAY

If you write letters in Word, and often write to the same places, the AutoText feature can make retrieving the addresses easy. Here's how to do it.

Highlight the name and address of the person you want to add to AutoText. Click on Insert on the Menu bar at the top of your Word screen and then select AutoText. From the AutoText menu click on New. Word will display the Create AutoText dialog box. In the space under "Please name your AutoText entry", you'll see a portion of the information you highlighted. It will show as black text on a blue background. Type in the name you wish to give the address in AutoText, or click OK to keep what Windows displays for that name.

To recall the name and address using AutoText, type in the last name and press the F3 key. The rest of the information will be inserted into your document by AutoText

The speaker icon in your system tray (far right side of the Taskbar) can sometimes vanish without a trace. You can get it back by double-clicking on My Computer and then on Control Panel. Double-click on the Multimedia icon and then click in the box next to "Show volume control on the Taskbar". Now click on OK and then close Control Panel.

To remove the speaker icon from your Taskbar right-click on it and select "Adjust Audio Properties". Remove the checkmark next to "Show volume control on the taskbar" by clicking on it. Click OK.

