



Getting More From Your Computer

By: P C Senior

Welcome to my monthly section, designed to help you enjoy and get the most out of your Personal Computer – or maybe encourage you to get started? It is aimed especially at “PC Seniors” (Over 50’s) but the advice should be useful to all ages! This month, we will be looking forward to the New Year and maybe a New Hobby?

Anyone Can Do It!



It’s January – the start of another NEW YEAR! I’m sure you’ve made and broken many of your New Years’ Resolutions?

Ah well, why not make another one: *to learn and enjoy using the Computer this year!*

Just to encourage you, look at my photo, anyone can do it really! You don’t have to be a “Whiz Kid”, just know enough to enjoy your hobby!

If you have a Computer already - “Give me something useful I can try!” – I hear you say.

Well, if like me, you have to share your Computer with others in the house then you may have some things you don’t want just anyone to look into. Like your **Spreadsheet** of Financial Listings or a **Word Document** with your last Will & Testament on it (just joking).

The good news is – you CAN set a Password to be used in order to be able to Open your Document(s).

Setting a Word Document Password

With your Document on screen ready for Saving, Use the Pull-Down Menus to select: “File” - “Save As” – “Save In:” *This will probably default to your “My Documents” Folder (but you can Browse to a different Folder or Create a new one).*

Next, on the same line (i.e. In the “Save As” Window NOT on the Top Line), select “Tools” followed by “Security Options”.

Fill in the box entitled “Password to open:” and Click on “OK”. Retype your password in the box “Re-enter Password:” and Click “OK” again. It will go back to the previous Screen from where you can give your Document a “File name” and then Click on “Save” If you Close the Document and Re-Open it, you will now have to enter your chosen Password.

Setting an Excel Spreadsheet Password

The procedure for your Spreadsheet is almost the same as for a Word Document BUT, at the beginning, you need to select “File” – “Save As” – “Save In:” then Click on “Tools” followed by “General Options” Give it a try!

Remember

Keep it simple and use the same Password for all your Documents BUT don’t make your Password obvious (i.e. Not the Dog’s name). I normally use a word with a Capital Letter and a Number in it instead of one of the letters. For example: Slowd0g (With a capital “S” and a “Zero” in dog).

Warning

Don’t forget your Password or you won’t be able to get into your Document(s)! Even so, all is not lost; there are programs available on the Internet which can be used to “Crack” your Password. Or you can pay an “Expert” to have it unlocked. Not that we forget things do we? (Err – what was I saying?)

Oh yes - next month, let’s not forget Valentine’s day on the 14th February ♥

**Best Wishes & Happy New Year,
From P C Senior**

Coming Soon “PC Senior” Computer Club in Canvey.

I hope to set up a Computer Club for Over 50’s early in the New Year. It will be a sociable affair where you can make new friends and learn to use the Computer in an easy/fun way. You won’t need to be a Whiz Kid, you won’t need to remember complicated STUFF, and you won’t even need a Computer! If you would be interested in this, send me an Email or ring the Editor (Angela) at Your Canvey Tel 01268-695884 or eMail: pcsenior@canveyislandpublishing.co.uk