



# TechTalk

MCC Information Technology Services Monthly Newsletter

February 21, 2008, No. 12

## IT HELP DESK

M-TH 7:45am-8pm

FRI 8am-4:30pm

SAT 8am-1pm

ext. 8457 Press 0

### ANGEL Issues

ext. 8457 Press 1

### MS Office 2007

ext.8457 Press 2

### AV Equipment

ext.8457 Press 3

## Go Green

- 1. Print double-sided** when possible, and try to review emails and edit documents on screen rather than printing them out. This conserves paper, ink, and reduces wear on the printers.
- 2. Shut down** your computer at night rather than just logging off, to reduce carbon dioxide emissions.
- 3. Recycle** your toner cartridges in A127, and recycle (non-confidential) printouts.



Have a question? We'll answer it in this newsletter! Email: [AskIT@mchenry.edu](mailto:AskIT@mchenry.edu)

Or go to Tech Tutorials at: <http://www.insidemcc.mchenry.edu/PD/Tutorials/Tutorials.htm>

## Deep Freeze: To Serve and Protect

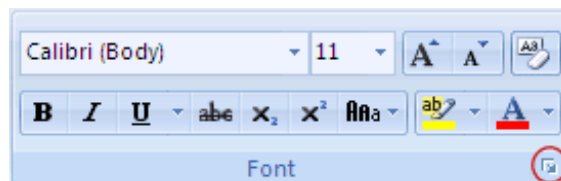
**What exactly does Deep Freeze do?** The security program Deep Freeze works by making a snapshot of a hard drive at the time of initial installation. If changes (good or bad) are made to settings on a “frozen” computer, they are lost. No matter what changes a user makes to a workstation, a simple restart gets rid of all changes and resets the computer to its original state. Computers are kept running at 100%, viruses, spyware and malware are blocked, tech support is faster and easier since all computers are standard, and roaming profiles are kept cleaner.



## Make a Template!

In Word 2007, Microsoft has selected Calibri size 11 as the default font. If you prefer a different default font for your documents, you can create a Word template:

- 1. Open** a blank Word document.
- 2. Choose** the “Home” tab - then click the Font arrow (circled in red below), and choose the Font tab.



- 3. Select** the font size and style you want as your default.
- 4. Click** “Default” and “Yes”.
- 5. Save** the document as “MyWordTemplate” in the H:\ drive.

To use the template, open it, then choose “Save As” to title it with a new name. Then, type and save your new document.

**Top Ten Tips for Microsoft Office 2007:**  
Available on InsideMCC under “Current News”.



### The Mystery of the Disappearing Ribbon

Word 2007 has a new tabbed bar across the top of the page called a “ribbon”. If you double click on the tab name you are on, the ribbon vanishes. A single click on the tab name will bring it back temporarily, so you can choose editing options from the tabs. Once your mouse is off the ribbon it will automatically vanish again.

**Tip #3: To bring the ribbon back and lock it into place, double click on the selected tab name.**