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From The Times  
January 24, 2007

## Stress busters

### Monica Seeley solves your PC problems

Monica Seeley

**Outlook:** When you send an e-mail that has a shelf life (eg, information about a meeting), add an Expiry Date. After that date the e-mail is greyed out in the recipient box and the recipient knows not to bother to reply. To insert in an e-mail, open a new e-mail, go to the View menu and pick Options. From the Messages Options dialogue box tick the Expiry Date box (in the Delivery options section at the bottom). Then just insert the date and time, after which a reply will not be needed/worthwhile.

**Word:** When you are spellchecking unusual words, don't forget to add those words to your dictionary.

**Excel:** Add a Note to a cell to annotate the information in that cell. From the Insert menu select Comment. Then type your comments in the box that appears and click anywhere in the spreadsheet to save the comments. Their presence is indicated by a small red triangle in the top right of the cell. To view/hide comments go to the View menu and pick the Comments option.

**PowerPoint:** To tidy up an image that you have inserted into a presentation, use the crop-picture tool (eg, to remove some background from a photo to highlight the main image). From the View menu, pick Toolbars and tick Picture. From the Picture toolbar, click on the Crop tool icon (two diagonal Xs). Then use your cursor to push against one of the dark black bars that appear around your picture.

**Need technical support?** One company we like is pccservice-net.co.uk, useful for readers in London. Tell us any firm that you would recommend and over the coming months we shall try to build up a list of reliable suppliers.

**Useful website:** the number of rogue e-mails that ask you to check some personal information, then use that information to steal your identity, is growing. A useful website to see the latest scams and how to protect yourself is [www.moneymadeclear.fsa.gov.uk](http://www.moneymadeclear.fsa.gov.uk).

E-mail questions to [creme@thetimes.co.uk](mailto:creme@thetimes.co.uk)

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