

Index

Symbols and Numerics

* (asterisk), wildcard character, 106–107
\
(backslash), in Excel range names, 751
: (colon), in Google searches, 535
, (comma)
 adding to Excel values, 732
 e-mail address separator, 664
 in e-mail addresses, 451
\$ (dollar sign), adding to Excel values, 732
= (equal sign), in example formulas, 748
% (percent sign), adding to Excel values, 732
(pound sign)
 in channel names, 483
 in image map names, 522
(pound signs), in Excel cells, 729, 749
? (question mark), wildcard character, 106–107
; (semicolon), e-mail address separator, 664
/ (slash)
 Excel data entry, 729
 in IRC commands, 482
 through circle, mouse pointer, 29
[] (square brackets), in Google searches, 535
_ (underscore), in Excel range names, 751
3-D references, Excel formulas, 751–752
3-D spatial imaging sound cards, 331
3DMark 2001 SE, 334
24-bit sound cards, 301
802.11a standard, 368
802.11b standard, 367–368
802.11g standard, 368–369

A

<A> . . . tags, 515–516
abbreviations and acronyms, e-mail messages, 450
ABCNews.com, 560
abstract visualization of music, 132
AC line wireless networks, 370–371
Accelerated Graphics Port (AGP) slots, 334
accelerator keys, 31
access control, computers, 77–78
access time, hard drives, 319
accessibility options, configuring, 43
Accessories and Utilities, installing, 114
accounts, computer, 43, 78–84

accounts, financial. *See* Money accounts
AccuTraffic, 551
action buttons, PowerPoint slides, 715–717
activating XP, 18–21
Activation Wizard, 20
Active Channels, 424–425, 432–434
Active Desktop layer, 48–49
ad hoc mode, 373
adding values, Excel, 753, 754
Address bar, Internet Explorer, 418
address books
 AOL, 407–408
 Outlook, 655–659
 Outlook Express, 466–470
addressing e-mail messages. *See* e-mail addresses
administrative address, mailing lists, 471–472
advanced searches, 107–108
advanced viewfinder cameras, 164
adware, 180
AGP (Accelerated Graphics Port) slots, 334
AIFF format, 247
AirPort base station, 367
album art, displaying, 133
Album folder, 136
albums, ShowBiz, 253
ALIGN attribute, 512
Align to Grid, 54
All Audio folder, 136
All Clips folder, 136
All Programs list, 66
All Programs menu, 44–45
AMD chips *versus* Intel, 310
America Online (AOL). *See* AOL
amount of detail options, 797
Amtrak, 553–554
analog video cameras, 149
antonyms, searching for, 631–632
AOL (America Online), 401–409
AOL Hometown, 505
AOL Instant Messenger, 485–487
Apple Computer, 245, 367
appointments, 684–689
archives, 474, 494
ArcSoft, 251
<AREA> tag, 520–523
arguments, Excel, 754
arrow-shaped mouse pointers, 28

Arthur Frommer's Budget Travel Online, 549
Artist folder, 136
ASR (Automated System Recovery), 123–124
Asset accounts, 781
asterisk (*), wildcard character, 106–107
Athlon XP CPU, 311–313
ATI chips, 334–335
ATI Technologies, 334
ATM withdrawals, recording, 794–796
attachments
 receiving, 405, 675–676
 sending, 407, 459–460, 668
.au file extension, 413
AU files, 518
AU format, 247
auction sniping, 546
auctions. *See* eBay
AuctionSniper, 546
AuctionStealer, 546
audio
 See also Media Player
 See also music
 See also My Music folder
 See also sounds
 connectors, 207–208
 streaming, 140
audio devices, configuring, 43
Audio folders, 136
Author folder, 136
author information on Web sites, 502
Auto Arrange, 54
AutoComplete feature, 43, 439
AutoContent Wizard, PowerPoint, 694
AutoCorrect, Word feature, 592–593
AutoFill command, 730–731, 736
AutoFit to Contents command, 626
AutoFit to Window command, 626
auto-focus cameras, 165
Autoformat As You Type, Word feature, 592–593
AutoHide command, 431–432
Automated System Recovery (ASR), 123–124
automatic backup, installing, 113–114
automatic formatting, Word tables, 627
automatic lists, Word, 605
automatically maintained mailing lists, 472
autopreviewing, e-mail messages, 675
AutoReconciling, 825
AutoSum button, 753
AutoText, Word feature, 592–593
average, calculating, 753

AVERAGE function, 753, 754–755
.avi file extension, 413
AVI files, 519

B

 . . . tags, 510
Back button, 153, 418, 651
BACKGROUND attribute, 515
background desktop layer, 47
backgrounds
 desktop, 52–53
 DVD videos, 275–276
 HTML coding, 514–515
 MyDVD 4, 275–276
 PowerPoint slides, 709
 sounds, 158–159
 Web pages, 429–430, 514–515
backing up and restoring, 123–124
backslash (\), in Excel range names, 751
backup devices, external hard drives, 200
balancing Money accounts, 819–826
Bank accounts, 781
<BASEFONT> tag, 508
batteries, rechargeable, 287
battery backup, 201
Bcc e-mail copies, 664
BedandBreakfast.com, 553
BGCOLOR attribute, 511, 514
bidding, eBay, 541, 545–547
Bidnapper, 546
BIOS locking, 18
bit rate, 240
blind e-mail copies, 664
Bliss background, 52
blocking software, 396–397
Bloomberg.com, 560
Bluetooth standard, 369–370
BMP images, 518
<BODY> . . . </BODY> tags, 508
bold text, 461, 510
bonds, 838–841
booking accommodations, 553
bookmarks, Word, 588–589
books of interest
 CD & DVD Recording For Dummies,
 2nd Edition, 200
 Digital Photography Handbook, 281
 Home Networking For Dummies, 346
 Mac OS X All-in-One Desk Reference
 For Dummies, 342

- booting from diskette, 123–124
booting programs, 10
borders
 cells, Excel, 761
 pages, Word, 609–611
 tables, Word, 621–622, 628–629
Brill's Mutual Funds Interactive, 563
broadband connections, 392–393
brokerage account fees, 843
browsing a document, Word, 588
browsing, Ethernet networks, 354–357, 362
bugs, 9
bulleted lists
 PowerPoint, 696, 707–708
 Web pages, 511
 Word, 604–606
Bureau of Atomic Tourism, 555
burn-in, 57
burning CDs
 from MP3 files, 248–249
 music, from Media Player, 142–144
 music, from MP3s, 248–249
 pictures, 175–176, 238
 slideshows, 238
burning DVD videos, 278–280
business card scanners, 226
Business Week Online, 561
-
- C**
-
- cable management, 213
cables, Ethernet networks, 347–348, 350
cabling, networks, 343
cache, updating, 438
calendar. *See* Outlook, Calendar
calibrating inkjet printers, 218–220
camcorders. *See* video cameras
cameras. *See* digital cameras; video cameras
Cancel button, 31, 33
canceling appointments and events, 688
capitalization. *See* case
capture cards, 302
capturing video, 168, 302, 335–336. *See also*
 recording video
Car or Other Vehicle accounts, 781
cartridges, inkjet. *See* inkjet cartridges
case, PowerPoint slides, 706
case sensitivity
 e-mail addresses, 450
 online chat, 483
 passwords, 80
 searches, 108
 URLs, 453
cash accounts, 781
categorizing
 Money transactions, 809–810, 815–818
 Outlook items, 689
CBS MarketWatch, 560–561
cc e-mail copies, 664
CD & DVD Recording For Dummies, 2nd
 Edition, 200
CD recorders, 199–200
CD/DVD recorders, 300
CD-R (CD read), 142–144, 175–176, 199. *See also* DVDs
CD-RW (CD read-write), 142–144, 175–176,
 199, 284. *See also* DVDs
CDs. *See also* DVDs
 cleaning, 221
 pictures, burning, 142–144, 238
 slideshows, burning, 142–144
 stuck, removing, 202
CDs (audio)
 burning from MP3 files, 248–249
 copying from, 134–135, 241–243
 copying to, 142–145
 versus MP3 format, 240
 playing, 132–133
 ripping MP3s, 239, 241–243
 writing data to, 142–144
cells. *See* Excel worksheets, cells; Word
 tables, cells
<CENTER> . . . </CENTER> tags, 510
Centers for Disease Control — Traveler's
 Health, 554
central processing unit (CPU). *See* CPU
Chambers, Mark L., 200, 281, 342
channels, online chat, 481, 483–484
channels, Windows, 424–425, 432–434
character Word styles, 614
Chart Wizard, 767–770
charts, Excel. *See* Excel, charts
chat. *See* online chat
CheapTickets.com, 552
check boxes, 34
Check Disk (CHKDSK) utility, 121–122
Checking accounts, 782, 783–784
checks, recording, 794–796
child safety, Internet, 396–399
chips, Intel *versus* AMD, 310



- chipset differences, 334–335
- CHKDSK (Check Disk) utility, 121–122
- circle with slash, mouse pointer, 29
- Citysearch.com, 550
- .class file extension, 413
- classifications, Money transactions, 810
- clean install, 13, 14–16, 17
- cleaning
 - CDs, 221
 - inkjet cartridges, 220
 - keyboards, 214–215, 221
 - laser printers, 216
 - mice, 214–215
 - monitors, 214
 - mouse, 30
 - scanners, 214, 235
- cleaning sheets, for laser printers, 216
- Cleanup utility, 122–123, 125
- cleanups, disk management, 62–63, 122–123, 125
- ClearType, 58, 59–60
- click speed, mouse, 27
- ClickLock, 27
- clients, Ethernet networks, 353–354
- clips
 - sound, 158–160
 - video, 151–156
- clock, 25, 39, 43
- closed mailing lists, 475
- closeup photographs, 287
- closing dialog boxes and windows, 31
- coaxial cables, Ethernet networks, 347–348
- collection pane, 148
- collections, 148, 160–161
- collisions, network, 346
- colon (:), in Google searches, 535
- color
 - appointment items, 689
 - background, PowerPoint slides, 709
 - base desktop color layer, 47
 - base desktop color, setting to white, 51
 - bullets and numbers, PowerPoint, 708
 - cells, Excel, 760–761
 - computers, 184
 - desktop schemes, 50–51
 - e-mail text, Outlook Express, 461
 - event items, 689
 - hypertext links, 413
 - meeting items, 689
 - print quality, photographs, 175
 - range, scanners, 227
 - schemes, PowerPoint slides, 693–694, 709–710
 - tables, Word, 628–629
 - text, PowerPoint slides, 706
 - Web page background, 429–430, 514
 - Web text, 429–430, 508, 511
- COLOR attribute, 508, 511
- color schemes, 693–694, 709–710
- COLS attribute, 513
- columns. *See* Excel worksheets, columns; Word, columns; Word tables, columns
- Columns command, Word, 600–602
- comma (,)
 - adding to Excel values, 732
 - e-mail address separator, 664
 - in e-mail addresses, 451
- Comma Style button, 732
- command buttons, 34
- commenting on documents, Word, 632–634
- Company News On-Call, 559
- Compare and Merge Documents command, Word, 635
- composition, photographic, 288–292
- compression, 128–129, 336. *See also* zipping
 - files and folders
 - Compression folders, 129
- CompuServe addresses, 451
- Computer Administrator accounts, 80–81
- computer maintenance, hardware. *See* hardware maintenance
- computer maintenance, software. *See* installing and removing software; upgrading software
- Computer Virus Myths, 395–396
- computers. *See also specific components*
 - common components, 182–186
 - CPUs, 187–188
 - desktops *versus* laptops, 186–187
 - displaying system properties, 187–188
 - GPUs, 187
 - lunchbox machines, 184
 - mini-tower machines, 183
 - moving, 211–212
 - pizza box machines, 184
 - RAM, 187–188
 - searching for, 101
 - shortcuts to, 71
 - speed, displaying, 188
 - suspending activity, 84
 - tower machines, 183
 - turning off, 85, 124

- configuring
 - accessibility options, 43
 - audio devices, 43
 - desktop text, 58–59
 - digital cameras, 43
 - faxes, 43
 - game controllers, 43
 - Internet connections, 43
 - Internet Explorer, 43
 - joysticks, 43
 - keyboards, 43
 - modems, 43
 - mouse pointers, 42, 56–57
 - passwords, 43
 - performance, 43
 - personal computer accounts, 43
 - scanners, 43
 - speech, 43
- connection speeds, and site design, 504
- connectors, speakers, 207–208
- contact information
 - accounts, Money, 785–786
 - AOL address book, 407–408
 - Outlook Contacts folder, 654–659
 - Outlook Express address book, 467–470
 - Web sites, 501–502
- Content Advisor, 397–399
- context menus, 29
- Control Panel, 42–43, 70
- controllers, on motherboards, 310
- controls, dialog boxes, 31
- conventional cameras, 163, 167–168
- cookies, Internet Explorer, 43
- Coolswitch feature, 74–75
- Co-op America, 563
- copies, e-mail messages, 664
- copy protection schemes, upgrading, 16
- copying
 - cells, Excel, 743
 - data to a new system, 16–18
 - files and folders, 90
 - formulas, Excel, 752–753
 - hyperlinks, 445
 - pictures from camera to computer, 166–167, 168–172, 283, 292–294
 - presentations, PowerPoint, 694, 700–701
 - settings to a new operating system, 16–18
 - slides, PowerPoint, 694, 700–701
 - Web files to the Web, 527–531
 - Web graphics, 445
 - Web table data, 446
 - Web text, 445
- copying, music. *See also* burning CDs; ripping MP3s
 - from CDs, 134–135, 241–243
 - to CDs, 142–144
 - copyright issues, 567–569
 - to digital audio players, 144–145
 - for free, 567–568
 - from the Internet, 567–568
 - from MP3 files, 248–249
- copyright
 - copying music, 567–569
 - MP3 music, 240, 241, 246
 - scanned images, 235–237
 - Web publishing, 520
 - Web sites, 502
- cordless mice, 186
- corona wires, laser printers, 216
- corporate mergers, 843
- corporate securities spin-offs, 844
- COUNT function, 753, 755
- counting cells, Excel, 753
- CPU (central processing unit), upgrading, 187–188, 297–298, 309–312
- crashing programs, 9
- Crazy Dog Travel Guide, 554
- creating. *See item to be created*
- creating Web pages. *See* Web publishing
- Credit Card accounts, 782, 786–789, 802–804
- credits, recording, 803
- cropping pictures, 29, 231–233
- crosshair mouse pointer, 28
- CRT monitors, 184
- CRTs. *See* monitors
- Ctrl+Alt+Del operation, 29
- currency, formatting, 43
- Currency Style button, 732
- currency values, Excel, 732
- current collection, 148
- cursors. *See* mouse pointers
- CyberPatrol, 397
- Cybersitter, 397

D

- DailyStocks.com, 565
- daisy-chaining, 327
- data
 - getting from the Internet, 567–569
 - loss during upgrade, 14
 - putting to the Internet, 527–531
 - transferring to a new system, 16–18

- data entry, Excel
 - automatic, 730–731
 - entry method, 727–728
 - validation rules, 733–735
- databases, shortcuts to, 71
- date values, Excel, 729–730, 732–733
- date/time
 - inserting, Word, 603
 - options, 43
 - setting, 39
 - synchronizing, 43
- DDR (Double Data Rate), 304
- Dead Presidents, 555
- debit card purchases, 794–796, 799–800
- decimal numbers, Excel, 729
- decimal places, Excel, 732–733
- Decrease Decimal button, 732
- default.html, page name, 413
- defragmenting hard disks, 122–123
- Deleted Items folder, 136, 655
- deleted pictures, recovering, 295
- deleting. *See item to be deleted*
- Demilitarized Zone (DMZ) hosts, 383
- deposits to Money accounts, 794–799
- Desktop Cleanup Wizard, 62–63
- desktop computers *versus* laptops, 186–187
- desktop levels, 47–50
- Desktop Themes, 61
- desktop, Windows
 - Active Desktop layer, 48–49
 - appearance, 42
 - arranging windows, 45
 - background layer, 47
 - backgrounds, 52–53
 - description, 23–26
 - icon layer, 49
 - illustration, 24–25, 47
 - mouse layer, 50
 - pictures, 52–53
 - programs window layer, 50
 - screen saver layer, 50
 - screen savers, selecting, 57–58
 - text, configuring, 58–59
 - wallpaper, 42, 446–447
- destination research, 549–550
- details view, files and folders, 91
- DHCP (Dynamic Host Configuration Protocol), 351–354, 381
- dialog boxes, 31–34
- dial-up connections, 71, 392–393
- digest form of mailing lists, 476
- digital audio extraction, 240
- digital cameras
 - advanced viewfinder, 164
 - auto-focus, 165
 - as camcorders, 285
 - CD-RW drives, 284
 - choosing, 163–168
 - configuring, 43
 - definition, 163
 - digital zoom, 165
 - exposure control, 166
 - external card readers, 286
 - external flash, 166
 - versus* film cameras, 282–284
 - flash, 166
 - floppy drives, 283
 - focusing, 165–166
 - hard drives, 283
 - illustration, 164
 - internal workings, 282–284
 - lenses, 287
 - look and feel, 167
 - manual focus, 166
 - manufacturer Web sites, 169
 - monopods, 288
 - movie mode, 285
 - optical zoom, 165
 - pixels, 165
 - point-and-shoot, 164
 - RAM cards, 283
 - rechargeable batteries, 287
 - recovering deleted pictures, 295
 - removable memory media, 166–167
 - resolution, 165
 - SLR, 164
 - storage capacity, 284
 - storing images, 166–167, 283
 - synchro-flash terminal, 166
 - transferring images from, 166–167, 168–172, 283
 - tripods, 288
 - types of, 164–165
 - XP compatibility, 167, 171–172, 174
 - ZLR, 164
 - zoom lens, 165
- digital photography, 175, 284–292. *See also* digital cameras; digital pictures; videos *Digital Photography Handbook*, 281
- digital pictures, 163–175, 292, 295. *See also* digital cameras; videos
- digital security certificates, installing, 114

- digital video cameras, 149
digital zoom cameras, 165
DIMMs (Dual Inline Memory Modules), 304
direct connection, online chat, 481
Direct Sequence Spread Spectrum (DSSS), 368
directories. *See* folders
disbursements from brokers, 837–838
Discussion bar, Internet Explorer, 419
Disk Defragmenter utility, 122–123
diskettes, stuck, 202
displays. *See* monitors
distance calculations, 550
Distribute Columns Evenly command, 626
Distribute Rows Evenly command, 626
distribution lists, 665–667
#DIV/0! in Excel worksheets, 749
dividends, recording and reinvesting, 841, 844
D-Link Network Kit in a Box, 349
DMZ (Demilitarized Zone) hosts, 383
DNS (domain name system), 452
document access types, 412
Document Map, Word, 588
document views, Word, 581–583
documents. *See also* HTML; Web pages; Word
 searching for, 101
 sharing over Ethernet networks, 356–357
 shortcuts to, 71
dog, in Search Companion, 100, 110
Dolby Surround sound cards, 332
Dolby Surround sound speakers, 186
dollar sign (\$), adding to Excel values, 732
domain name system (DNS), 452
domain names, in e-mail addresses, 451–452
double-clicking, mouse, 27
Double Data Rate (DDR), 304
downloading
 music from the Internet, 567–569
 music to MP3 players, 245–246
 pictures from camera to computer, 166–167,
 168–172, 283, 292–294
dpi. *See* resolution
dragging and dropping, files and folders, 93
dragging with the mouse, 26–27
drawing, freehand. *See* graphics tablets
Drawing toolbar, displaying, 760
drawing Word tables, 622
drive cage kits, 319
driver updates, installing, 115
drivers
 definition, 8
 incompatibility, Ethernet networks, 361
 networks, 343
 scanners, 235
 upgrading, 117
 video card support, 335
drives, shortcuts to, 71
driving directions, 550
drop caps, Word, 611
drop-down lists, 33–34
DSSS (Direct Sequence Spread Spectrum), 368
Dual Inline Memory Modules (DIMMs), 304
dusting your computer, 212–213
DVD recorders, 199–200
DVD videos, 269–280. *See also* videos
DVD-R, 199, 268
DVD-RW, 199, 268
DVDs, 199–200, 268–269. *See also* CD-R (CD
 read); CD-RW (CD read-write); CDs
DVI-I ports, 207
dye-sub printing technology, 191
DYMO LabelWriter 330 Turbo, 192
Dynamic Host Configuration Protocol
 (DHCP), 351–354, 381
dynamic routing, 383
- ## E
-
- eBay, 539–548
eccentric sites, 555–556
The Economist, 561
editing
 charts, Excel, 770–773
 e-mail messages with Word, 681
 investment transactions, Money, 836
 register transactions, Money, 805–806
 text, Word, 585–587
 videos, 151–158
 worksheets, Excel, 737
EDO (Extended Data Output), 304
EduStock, 558
802.11a standard, 368
802.11b (Wi-Fi) standard, 367–368
802.11g standard, 368–369
Eisen, Lewis S., 493
electrical power, computer
 battery backup, 201
 cleaning laser printers, 216
 moving your PC, 211
 surge protectors, 201
 turning off, 85, 124
 UPS (uninterruptible power supply), 201
elevator, 33

- e-mail addresses, 450–453. *See also* instant messaging; online chat
- e-mail, messages. *See* AOL (America Online); Outlook, e-mail; Outlook Express, e-mail
- e-mail, programs. *See also* AOL; ISPs; Outlook; Outlook Express
- selecting, 449
- specifying for Internet Explorer, 435–437
- <EMBED> tag, 525
- Emergency Repair Disk, 123–124
- employee stock option accounts, 782, 832–833
- emptying the Recycle Bin, 98
- encryption, shared Internet connections, 386
- End User License Agreement, 7–8
- ending programs, 9
- enhanced scanner resolution, 226
- envelope icon, Outlook, 673
- equal sign (=), in example formulas, 748
- erasing, CD-RW (CD read-write), 142
- error checks, hard disks, 121–122
- Ethernet. *See* networks, Ethernet
- European Rail Travel, 553
- events, 684–689
- Excel
 - AutoSum button, 753
 - charts, 767–773
 - Drawing toolbar, displaying, 760
 - Find command, 738
 - Go To command, 738
 - IntelliMouse, 738
 - jumping to specific cells, 738
 - keyboard shortcuts, 738
 - Name box, 738
 - overview, 725–727
 - scroll bars, 738
 - searching for data, 738
 - views, customizing, 743
 - workbooks, 725, 727
 - Zoom commands, 740–741
 - zooming in and out, 740–741
- Excel worksheets
 - ### (pound signs), in cells, 729, 749
 - autoformats, 760–761
 - borders, 760–761
 - calculations, 745–755
 - cells
 - addresses, 727
 - borders, 761
 - coloring, 760–761
 - combining, 758
 - copying, 743
 - deleting, 743
 - erasing, 743
 - merging, 758
 - moving, 743
 - named ranges, 750–751
 - red triangles in corners, 741
 - rotating contents, 758
 - selecting, 742–743
 - splitting merged, 758
 - unmerging, 758
 - columns, 727, 739–740, 759–760
 - Comma Style button, 732
 - commenting, 741–742
 - Currency Style button, 732
 - currency values, 732
 - data entry
 - automatic, 730–731, 736
 - date and time values, 729–730
 - entry method, 727–728
 - lists, 730–731, 736
 - numeric values, 729
 - serial data, 730–731, 736
 - text labels, 728–729
 - types of data, 727
 - data validation rules, 733–735
 - date values, 729–730, 732–733
 - decimal numbers, 729
 - decimal places, 732–733
 - Decrease Decimal button, 732
 - definition, 725
 - editing, 737
 - formatting data, 732–733
 - formulas, 745–755
 - fractions, 729
 - functions, 753–755
 - Increase Decimal button, 732
 - monetary values, formatting, 732
 - navigating, 737–738
 - numbers, formatting, 732
 - numeric values, 729
 - Percent Style button, 732
 - predefined formats, 760–761
 - printing, 762–765
 - red triangles in cell corners, 741
 - removing formats, 732
 - renaming, 727
 - restoring default views, 743
 - rows, 727, 739–740, 759–760
 - selecting cells, 742–743
 - split bars, 740
 - text, formatting, 732

text labels, 728–729, 732–733, 739–740
 text orientation, 733
 time values, 729–730, 732–733
 two-digit years, 729
 views, customizing, 743
 wrapping text, 728–729
 Zip Code values, 733
 Expedia.com, 552
 Explorer bar, Internet Explorer, 417–418
 Explorer, Internet. *See* Internet Explorer
 Explorer, Windows. *See* Windows Explorer
 Extended Data Output (EDO), 304
 external card readers, 286
 external hard drives, 200, 300, 320

F

FACE attribute, 508
 fading, video clips, 155
 failure recovery, 13, 21
 fan vent, laser printers, 216
 Fantasy Stock Market, 558
 FAQ pages, Web sites, 502
 FAQs (frequently asked questions),
 newsgroups, 493
 Fast User Switching, 83–84
 favorites
 accounts, Money, 789
 eBay, 541
 Web sites, 417–418, 422–425
 Favorites bar, Internet Explorer, 417–418,
 424–425
 Favorites button, Internet Explorer, 418
 Favorites page, eBay, 544
 fax support, installing, 113–114
 faxes, 43
 field of view, 287
 file extensions, searches, 102
 file management utility, 339
 File Rescue Plus, 295
 file transfer, networks, 339–340
 File Transfer Protocol (FTP), 529–531
 file type, searches, 108
 files. *See also* folders; My Computer folder;
 Windows Explorer
 AOL attachments, 405
 compression, 127–129, 336
 copying, 90
 creating, 88–89
 definition, 34
 deleting, 90, 97–98
 details view, 91
 dragging and dropping, 93
 filmstrip view, 91
 icon view, 91
 list view, 91
 modifying, 90
 moving, 90
 naming conventions, 34
 recently used, tracking, 40–41
 renaming, 90
 restoring from Recycle Bin, 97–98
 searching for, 93, 102–106
 selecting, 89–90
 size, 35
 thumbnail view, 91
 tile view, 91
 undeleting, 97–98
 viewing, 90–92
 zipping, 126–128
 Files and Settings Transfer Wizard, 16–18
 film cameras *versus* digital, 282–284
 film photography *versus* digital, 285–286
 filmstrip view, files and folders, 91
 filtering software, 396–397
 filters, mailing lists, 476
 finances. *See* investing online; Money
 financial news, 560–562
 Find command, Word, 589
 Find pane, Outlook, 652–654
 finding. *See* searches; searching for
 finding and replacing, Word, 590–592
 finishing programs, 9
 firewalls, 385
 FireWire ports
 adding, 299
 connection control, 326–327
 daisy-chaining, 327
 device support, 326
 external hard drives, 200
 features, 326–327
 hubs, 327
 Mac and PC compatibility, 327
 on the motherboard, 311
 overview, 204–205
 scanner connection, 227
 on sound cards, 333
 splitting, 327
 upgrading, 328–329
 firmware, 180
 Fixed Column Width command, 626
 flagging e-mail messages, 676, 677–678



- flash (camera), 291
- flash, digital cameras, 166
- flatbed scanners, 193, 224–226
- flat-panel monitors. *See* LCD monitors
- flat-panel speakers, 186
- floppy disks. *See* diskettes
- floppy drives, in digital cameras, 283
- flying star icon, 718
- fly-out menus, Start menu, 70
- focusing digital cameras, 165–166
- Fodor's Travel online, 550
- Folder List, Outlook, 651
- folders. *See also* files; Windows Explorer;
 specific folders
 - for AOL e-mail, 405
 - changing pictures on, 61–63
 - compression, 127–129, 336
 - copying, 90
 - creating, 88–89
 - customizing, 61–63
 - definition, 34
 - deleting, 90
 - details view, 91
 - dragging and dropping, 93
 - filmstrip view, 91
 - icon view, 91
 - list view, 91
 - making private, 81, 94
 - in Media Player, 136
 - modifying, 90
 - moving, 90
 - naming conventions, 34
 - Outlook, 652–655, 658
 - recently used, tracking, 40–41
 - renaming, 90
 - restoring from Recycle Bin, 97–98
 - searching for, 93, 102–106
 - selecting, 89–90
 - sharing, 92–96, 356–357
 - shortcuts to, 71
 - size, 35
 - thumbnail view, 91
 - tile view, 91
 - undeleting, 97–98
 - viewing, 90–92
 - zipping, 126–127, 129
- /FONT> tags, 508, 511
- fonts
 - changing, Word, 576–578
 - e-mail messages, 461
 - searching for, 72
 - settings, Web pages, 508
 - size, 58–60, 461
 - slide design, PowerPoint, 710
 - text, PowerPoint slides, 705, 706
- footers
 - documents, Word, 602–604
 - slides, PowerPoint, 712, 714–715
 - worksheets, Excel, 764
- force feedback, 196–197
- Foreign Languages for Travelers, 554
- forgetting passwords, 80
- Forgotten Password Wizard, 80
- format symbols, displaying, 586
- formats, e-mail messages, 670–671
- formatting, automatic, 592–593
- formatting text, Web pages, 510–511
- formulas, 745–755
- Forward button, 153, 418, 651
- forwarding e-mail, 407, 457–458, 664–665
- fractions, Excel, 729
- fragmented hard disks, 122–123
- frames, width, 513
- <FRAMESET> tag, 513
- fraud, eBay, 540
- freeware, 180
- freezing/unfreezing Excel columns and rows, 739–740
- frequently asked questions (FAQs),
 newsgroups, 493
- Frommer's Budget Travel Online, 549
- Front Side Bus (FSB), 310
- frozen programs, 9, 29
- FSB (Front Side Bus), 310
- FT.com, 562
- FTP (File Transfer Protocol), 529–531
- ftp, document access type, 412
- Full Screen button, 153
- Full Screen view, Word, 583
- functions, 753–755

G

- game controllers, 43, 196–197
- game ports, on sound cards, 333
- gamer's cards, 302
- GeForce4 chipset, 334
- Genre folder, 136
- GeoCities, 506
- geographical names, in e-mail addresses,
 452–453
- Gettysburg PowerPoint Presentation, 696

.gif file extension, 413
 GIF images, Web publishing, 517–518, 523
 Go menu, Outlook, 650
 Go To command, Word, 588
 Google, 494–496, 533–537
 Google toolbar, 536–537
 gopher, document access type, 412
 GPU (graphics processing unit), 187
 graphics. *See* images; pictures
 graphics cards. *See* video cards
 graphics links. *See* image links
 graphics processing unit (GPU), 187
 graphics tablets, 195
 Grayscale, Black and White view, 697–698
 green wiggly lines, Word, 579
 gridlines, 621–622, 628, 764, 769
 Guest account, enabling, 43
 guided wireless networks, 366
 gutters, Word, 598
 .gz file extension, 413

H

hacking into wireless networks, 372
 HammerSnipe, 546
 hand, mouse pointer, 28
 hand-held pen scanners, 194, 226
 handouts, PowerPoint, 692, 720
 hard drives
 in digital cameras, 283
 external, 199–201
 internal, 121–123
 upgrading, 319–324
 hardware. *See also specific components*
 common PC components, 182–186
 compatibility, 14
 conflicts, Ethernet networks, 361
 definition, 179
 performance improvements, 297–298
 peripherals, 181–182
 Hardware Compatibility List (HCL), 14
 hardware maintenance
 cable control, 213
 CDs, cleaning, 221
 Control Panel tools for, 43
 dusting, 212–213
 hard disks, 121–123
 inkjet printers, 217–221
 keyboards, cleaning, 214–215, 221
 laser printers, 215–217
 mice, cleaning, 214–215
 monitors, cleaning, 214
 moving your PC, 211–212
 optical mice, 215
 scanners, cleaning, 214
 scheduling cleanups, 122–123, 125
 stain removal, 212
 trackballs, 215
 HCL (Hardware Compatibility List), 14
 <HEAD> . . . </HEAD> tags, 507
 headers, 602–604, 764
 heading rows, Word tables, 621–622, 626–627
 headings, Web pages, 509–510
 Help and Support, 44, 59, 102
 Help system, upgrading, 118
 Hibernate mode, 84
 hidden files, searching for, 108
 hiding
 Excel columns, 740
 windows, 30
 Windows taskbar, 42
 hierarchical site organization, 503–504
 High Contrast, 60
 Highlight command, Word, 632
 highlighting parts of a document, Word, 632
 History bar, Internet Explorer, 418
 History button, Internet Explorer, 418
 history file, Internet Explorer, 43
 History folder, Internet Explorer, 425, 435
 <Hn> . . . </Hn> tags, 509–510
 Home accounts, 782
 Home button, Internet Explorer, 418
 Home button, Money, 777
 Home Equity Line of Credit accounts, 782
Home Networking For Dummies, 346
 Home Page, Money, 776–777, 779–780
 home pages, Web, 418, 427–428, 501
 HomeExchange.com, 553
 HomePlug, 370
 HomePNA, 370
 Hoover's Online, 559
 horizontal rules, Web pages, 512
 host names, in e-mail addresses, 451–452
 hosting. *See* Web hosting
 hosts, setting up, 351–353
 hotels, online booking, 553
 Hotwire.com, 553
 hourglass, mouse pointer, 28
 hovering the mouse pointer, 27
 How far is it?, 550
 .hqx file extension, 413
 <HR> tag, 512



HREF attribute, 515–516
.htm file extension, 413
HTML, 414, 446, 507–516, 523. *See also* Web publishing
HTML e-mail format, 460–461, 670–671
.html file extension, 413
<HTML> tag, 507
</HTML> tag, 508
HTML tags, 507–516, 520–523, 525. *See also specific tags*
http, document access type, 412
https, document access type, 412
hubs, 327, 343, 348, 360–362, 366
human interface, 87
hung programs. *See* frozen programs
hypertext, 411
hypertext links. *See* Internet Explorer, hypertext links
hyphenation, Word, 608–609

I

<I> . . . </I> tags, 510
I-beam mouse pointer, 29
icon labels, font size, 58
icon layer, 49
icon view, files and folders, 91
icons. *See also* shortcuts
definition, 23
deleting, 23
desktop, 49, 54–55, 62–63
preinstalled, 23
size and spacing, 42
IEEE 1394 ports, 204–205
image editors, 291
image file formats, 517–518
image links, 501, 516, 520–523. *See also* Internet Explorer, hypertext links
image maps, 501, 520–523. *See also* image links
images. *See also* pictures
boundaries, scanned images, 230
formats, scanned images, 233, 235
quality, scanned images, 233
scale, scanned images, 230
Web background, 515
on Web pages, 519–523
width, 513
 tag, 513, 520–523
Inbox, Outlook Express, 456

Increase Decimal button, 732
indentation, Word, 599–600
index.html, page name, 413
Indexing Service, installing, 114
indexing Web sites, 531–532
Infrared Data Association (IrDA) ports, 206
infrared ports, 206
infrastructure mode, 373
inkjet cartridges, 217–218, 220–221
inkjet printers, 217–221
inkjet printers *versus* laser, 189–191
InnSite.com, 553
insertion point, mouse pointer, 29
inside margins, Word, 599
installing and removing software. *See also* upgrading software
Accessories and Utilities, 114
Add or Remove dialog box, 111–112
adding programs, 112
AOL, 401
automatic backup, 113–114
CD required for removal, 112
definition, 8
digital security certificates, 114
driver updates, 115
fax support, 113–114
Indexing Service, 114
installing Windows updates, current, 118–119
installing Windows updates, old, 120
Internet Explorer, 114
J2 Messenger, 113–114
Management and Monitoring Tools, 114
MSN Explorer, 114
network file and print services, 114
old programs on a new XP, 16
parts of Windows, 113–114
removing parts of programs, 112
RIP Listener, 114
rolling back an update, 115
from scratch, 13, 14–16, 17
Simple TCP/IP Services, 114
SNMP, 114
System Restore checks, 115
typical Windows installation, 114
Universal Plug and Play support, 114
Update Root Certificates, 114
Windows XP, 13–21
installing hardware, 311–315, 336–337
instant messaging, 485–489

- Intel 64-bit machines, Ethernet networks, 360
- Intel chips *versus* AMD, 310
- internal hard drives, 300, 320–324
- Internet
 - See also* ISPs (Internet service providers)
 - See also* networks, sharing Internet connections
 - See also* security, Internet
 - See also* Web pages
 - connections, configuring, 43
 - downloading music from, 567–569
 - filters, 397
 - site history, displaying, 400
 - uploading Web files to the Web, 527–531
- Internet call programs, specifying, 435–437
- Internet cameras (Webcams), 149, 163, 168
- Internet Explorer. *See also* Web browsers
 - accessing Web sites, 415–416
 - Active Channels, 424–425, 432–434
 - Active Desktop items, 432–434
 - Address bar, 418
 - AutoComplete feature, 43, 439
 - Back button, 418
 - cache, updating, 438
 - cookies, 43
 - Discussion bar, 419
 - Explorer bar, 417–418
 - Favorites bar, 417–418, 424–425
 - Favorites button, 418
 - Forward button, 418
 - Google as default search engine, 537
 - History bar, 418
 - History button, 418
 - history file, 43
 - History folder, 425, 435
 - Home button, 418
 - installing, 114
 - Internet call programs, specifying, 435–437
 - keyboard shortcuts, 426
 - Links bar, 419
 - Links folder, renaming, 424
 - mail programs, specifying, 435–437
 - Media bar, definition, 418
 - Media bar, hiding/showing, 418
 - Media button, 418
 - menu bar, 418
 - NetMeeting, 436
 - news programs, specifying, 435–437
 - offline viewing, 432
 - online discussions, 419
 - playing music, 418
 - Quick Launch toolbar, 419
 - Refresh button, 418
 - reloading current Web page, 418
 - returning to previous sites, 418
 - script debugging, disabling, 439
 - Search bar, 417–420
 - Search button, 418
 - searching Web sites, 419–421
 - Standard Buttons toolbar, 418
 - starting, 38, 415
 - Stop button, 418
 - toolbars, 418–419, 431–432
 - video conferencing, 436
- Internet Explorer, hypertext links. *See also*
 - image links
 - anchors, 515–516
 - definition, 411
 - HTML coding, 515–516
 - identifying with the mouse, 413–414
 - Internet Explorer, 430–431
 - navigational links, 502
 - organizing, 424–425
 - to other sites, 500, 502
 - to sound files, 524
 - targets, 515–516
 - underlining, 413
 - unvisited, customizing, 430–431
 - unvisited, identifying, 413
 - to video files, 525
 - visited, customizing, 430–431
 - visited, identifying, 413
- Internet Explorer icon, 55
- Internet Explorer, Web pages
 - current page URL, displaying, 418
 - definition, 414
 - favorites, tracking, 417, 418, 422–425
 - fonts, selecting, 428–429
 - home page, changing, 427–428
 - home page, returning to, 418
 - hypertext link display, changing, 430–431
 - offline, synchronizing, 437–438
 - open a in a new window, 426
 - page is not loading, 426
 - previously viewed, displaying, 418, 421–422
 - reloading current, 418
 - shortcuts to, 419
 - speeding display of, 437
 - startup page, 43
 - stopping from loading, 418



Internet Explorer, Web pages (*continued*)
text size, changing, 428
visit history, 418, 425
Internet Relay Chat (IRC), 481–484
Internet service providers (ISPs), 391–394.
See also AOL
interpolated scanner resolution, 226
Intuos2 graphics tablet, 195
investing online, 557–566. *See also* Money
investment accounts, 782, 828–836
Investment Challenge, 558
TheInvestment FAQ, 557–558
investment tax status, 830
IP addresses, 363, 452
IP filtering, 383
iPod, 245
IRC (Internet Relay Chat), 481–484
IRC servers, 482
IrDA (Infrared Data Association) ports, 206
ISPs (Internet service providers), 391–394.
See also AOL
italic e-mail text, Outlook Express, 461
italic text, 510
Itravel.com, 552
Ivens, Kathy, 346

J

J2 fax, 43
J2 Messenger, installing, 113–114
Jasc Software, 292
joysticks, 196–197
joysticks, configuring, 43
.jpeg file extension, 413
JPEG images, 518
.jpg file extension, 413

K

keyboard, ports, 208–209
keyboard shortcuts, 426, 587, 614
keyboards
cleaning, 214–215, 221
configuring, 43
ergonomic, 185
one-touch buttons, 185
wireless, 194–195
keys, wireless networks, 371
keyword searches, 102
Kiplinger's Online, 562

L

label printers, 192–193
language options, 43
laptops *versus* desktops, 186–187
Large Fonts, 58, 60
large initial capital letter, Word, 611
laser printers, 189–191, 215–217
LCD monitors, 185
leading (line spacing), Word, 604
LEAP (Lightweight Extensible Authentication Protocol), 371–372
left margins, Word, 598–599
legends, Excel charts, 769
lenses, camera, 165, 287
 tag, 511
Liability accounts, 782
licensing agreement, 7–8, 18
Lightweight Extensible Authentication Protocol (LEAP), 371–372
Limited accounts, 80–81
line breaks, Word, 597
Line of Credit accounts, 782, 786–789
line of credit charges, recording, 802–803
line spacing (leading), Word, 604
lines (graphic), on Web pages, 512
link exchanges, 532
links. *See* image links; Internet Explorer, hypertext links
Links bar, Internet Explorer, 419
Links folder, renaming, 424
Lion (lithium-ion) batteries, 287
list servers, 471. *See also* mailing lists
list view, files and folders, 91
lists
documents, Word, 604–606
Excel data, 730–731
presentations, PowerPoint, 707–708
Web pages, 511–512
Word styles, 614
lithium-ion (Lion) batteries, 287
Loan accounts, 782
logging off, 83–85
logging on, 77–78, 401–402
Logitech io pen scanner, 194
Logon screen. *See* Welcome screen
Lonely Planet Online, 554–555
long distance photographs, 287
looping programs. *See* frozen programs
losing data during upgrade, 14



lots (securities), 840
lunchbox machines, 184

M

Macintosh computers, on Ethernet networks, 354

Magnification, 60

mail merge, Word, 641–647

mailing list manager (MLM), 471

mailing list servers, 471

mailing lists, 471–477. *See also* e-mail

mailto, document access type, 412

maintenance. *See* hardware maintenance;
installing and removing software;
upgrading software

Management and Monitoring Tools, installing, 114

managing files and folders. *See* Windows Explorer

manually maintained mailing lists, 472

<MAP> . . . </MAP> tags, 520–523

MapBlast, 550

MapQuest, 550

Maps On Us, 550–551

margin purchases, 843

margins, 597–599, 608, 705, 764

MAX function, 753, 755

maximum value, determining, 753

Maxtor Personal Storage 5000DV, 200

Media bar, Internet Explorer, 418

Media button, 418

Media Center Pro, 292

Media library, 135–140, 158, 252

Media Player, 131–145

See also audio

See also MP3 players

See also music

See also My Music folder

See also sounds

meetings, 684, 689

memory. *See* RAM (random access memory)

menu bar, Internet Explorer, 418

menus. *See also* Start menu

context, 29

definition, 26

DVD videos, 269–276

fly-out, Start menu, 70

font size, 58

pop-out, 45

right-click, 29

shortcut, 29

merging

cells, Excel, 758

documents, Word, 641–647

tables, Word, 624

metadata, 106

mice. *See also* mouse layer

cleaning, 30, 214–215

click speed, 27

ClickLock, 27

cordless, 186

customizing, 43

double-clicking, 27

dragging items, 26–27

left button, 26–27

locking the left button, 27

mickeys, 27

movement, unit of measure, 27

multiple buttons, 186

optical, 186

pointers, 27–30, 42, 56–57

ports, 203–209

right button, 29–30

right-clicking, 29

single-clicking, 27

switching buttons, 26

touchpads, 186

trackballs, 186

types of, 186

mickeys, 27

Microsoft. *See also specific products*

Passport, 81–82

Sidewinder Force Feedback controller, 197

slideshow viewer, 238

Virus Assistance Center, 395

Microtek, 193

.mid file extension, 413

MIDI files, 518

MIDI format, 247

MIDI (Musical Instrument Digital Interface)
ports, 333

Migration Wizard, 16–18

Millennium Edition (Windows ME), 11, 13

MIN function, 753, 755

Minimize button, windows, 30, 33

minimum value, determining, 753

mini-tower machines, 183

MLM (mailing list manager), 471

modems, 393

modems, configuring, 43
modification date, searching by, 107
monetary values, Excel, 732

Money. *See also* investing online
categories, 809–818
Home button, 777
Home Page, 776–777, 779–780
navigating, 777–779
Navigation bar, 777–779
Navigation buttons, 777–779
net worth, 792–793
starting, 776
startup window, selecting, 780
tracking finances, 775

Money (magazine), 562

Money accounts. *See also specific account types*

Asset, 781
balancing, 819–826
Bank, 781
Car or Other Vehicle, 781
Cash, 781
Checking, 782–784
contact information, 785–786
Credit Card, 782, 786–789
detail information, 785–786
Employee Stock Option, 782
favorites, 789
Home, 782
Home Equity Line of Credit, 782
Liability, 782
Line of Credit, 782, 786–789
Loan, 782
Mortgage, 782
Other, 782
reconciling, 819–826
Retirement, 782
Savings, 782–784
types of, 781–782

Money for investors

bonds, 838–841
employee stock option accounts, 832–833
investment accounts, 782, 828–836
investment tax status, 830
portfolios, 827–828
retirement accounts, 830–836
stocks, 838–841
watch lists, 835

Money for investors, securities tracking

analyzing investments, 846–847
brokerage account fees, 843

charting performance, 847
comparing investments, 846–847
corporate mergers, 843
corporate securities spin-offs, 844
disbursements from brokers, 837–838
dividends, recording and reinvesting,
841, 844
investment accounts, 828–830
lots, 840
margin purchases, 843
mutual funds, 844–846
payments to brokers, 837–838
recording purchases, 838–839
recording sales, 840–841
retirement accounts, 833–835
return of capital, 843
short sells, 842–843
stock splits, 842
stocks you don't own, 835
updating prices, 836–837

Money registers

amount of detail options, 797
ATM withdrawals, 794–796
changing transactions, 805–806
checks, recording, 794–796
credit card charges, recording, 802–803
credit card payments, recording, 803–804
credits, recording, 803
debit card purchases, 794–796, 799–800
definition, 782
deleting transactions, 806–807
deposits, 794–799
editing transactions, 805–806
line of credit charges, recording, 802–803
mistakes, correcting, 804–807
number of transaction options, 796
opening, 792–793
recording transactions, 793–796, 802–804
sort by date options, 796
Sort By options, 796
sorting, 796–797
splitting deposits, 797–798
splitting withdrawals, 797–798
transaction forms options, 797
transfers, 794, 800–801
views, 796–797
voiding transactions, 806–807
withdrawals, 793–798

MoneyCentral, 558

MoneyCentral Investor, 564, 565

- monitors
 - burn-in, 57
 - cleaning, 214
 - CRT, 184
 - dpi setting, changing, 58–59
 - LCD, 185
 - support for multiple, 336
 - types of, 184–185
- monopods, 288
- Morningstar.com, 564
- Mortgage accounts, 782
- Most Recently Used Documents list, 66
- motels, online booking, 553
- motherboards
 - memory module type, determining, 304–305
 - populated, 303
 - RAM capacity, determining, 305
 - video card slots, 334
- motherboards, upgrading
 - assessing the need for, 309–310
 - controllers, 310
 - cost, 309–310
 - FSB (Front Side Bus), 310
 - installing, 313–315
 - performance improvements, 297–298
 - RAM capacity, 310
 - selecting, 310–311
- mouse. *See* mice
- mouse layer, 50
- mouse pointers, 27–30, 42, 56–57
- Movie Maker, 147–161. *See also* MyDVD 4; ShowBiz; videos
- movie mode, digital cameras, 225
- movies. *See* videos
- MP3 cards, adding, 301
- .mp3 file extension, 413
- MP3 files, 519
- MP3 music, 239–246
- MP3 players, 144–145, 245–246. *See also* Media Player
- MP3, sound card support, 332–333
- MPEG cards, 302
- MPEG files, 519
- MPEG, video card support, 336
- .mpg file extension, 413
- MSN Explorer, installing, 114
- MSN Messenger, 488–489
- MSNBC, 561
- multifunction scanning devices, 225
- multiple-button mice, 186
- multiplying values, Excel, 753
- music
 - See also* audio
 - See also* Media Player
 - See also* MP3 music
 - See also* My Music folder
 - See also* sounds
 - abstract visualization, 132
 - deleting tracks, 140
 - downloading from the Internet, 567–569
 - Napster, 567–569, 570
 - online music stores, 569
 - organizing, 135–140
 - searching for, 101, 103–104, 136–138
 - sorting, 136–137
- music, copying. *See also* burning CDs; ripping MP3s
 - from CDs, 134–135
 - to CDs, 142–144
 - copyright issues, 567–569
 - to digital audio players, 144–145
 - for free, 567–568
 - from the Internet, 567–568
- music, playing from
 - CDs, 132–133
 - the Internet, 418
 - Media Library, 138
 - radio, 140–142
- Musical Instrument Digital Interface (MIDI)
 - ports, 333
- musical instruments, sound cards, 333
- MUSICMATCH Jukebox 7.5, 241
- mutual funds, 562–564, 844–846. *See also* investing online; Money
- Mutual Funds Investor's Center, 563
- My Computer folder, 41–42, 70
- My Computer icon, 55
- My Documents folder
 - contents, 39–40
 - definition, 35
 - illustration, 36
 - Start menu, 70
- My Documents icon, 55
- My Music folder, 35, 39–40, 70
- My Network Places icon, 55
- My Pictures folder, 35, 39–40, 70, 174. *See also* pictures
- My Playlists folder, 136
- My Recent Documents folder, 40–41
- My Recent Documents folder, enabling, 69–70
- MyDVD 4, 267–280. *See also* Movie Maker; ShowBiz

N

- #N/A, in Excel worksheets, 749
- #NAME, in Excel worksheets, 749
- named ranges, Excel cells, 750–751
- names
 - newsgroups, 492–493
 - personal computer accounts, 79, 80
 - video clips, 156
- Napster, 567–569, 570
- narration, 158–159
- NAT (Network Address Translation), 385
- National Caves Association, 556
- natural language searches, 102
- Navigation bar, 777–779
- Navigation buttons, 777–779
- Navigation Pane, hiding/showing, 675
- Navigation pane, Outlook, 650–651
- negative scanners, 226
- Net Nanny, 397
- .NET Passport connection, 43
- netiquette, newsgroups, 492
- NetMeeting, 435–437
- Network Address Translation (NAT), 385
- network interface cards (NICs), Ethernet networks, 348–349, 361–362
- networks
 - adapter cards, 343
 - advantages of, 339–342
 - applications, network-ready, 343
 - applications, sharing, 341–342
 - cabling, 343
 - collisions, 346
 - documents, sharing, 341–342
 - drivers, 343
 - file and print services, installing, 114
 - file servers, 342
 - file transfer, 339–340
 - gaming, 340–341
 - hardware requirements, 343
 - hardware, sharing, 342
 - hubs, 343
 - IP address, determining, 363
 - kits for, 343
 - Linux computers, 342
 - Macintosh computers, 342
 - management software, 343
 - motherboard support, 311
 - packets, 346
 - PC computers, 342
 - PDAs, 342
 - printers, sharing, 342
 - shortcuts to other computers, 71
 - software requirements, 343
 - supported devices, 342
 - switches, 343
- networks, Ethernet
 - browsing, 354–357, 362
 - cables, 347–348, 350
 - clients, setting up, 353–354
 - coaxial cables, 347–348
 - computers, displaying, 354–357, 362
 - configuring Windows XP, 350–357
 - devices, displaying, 354–357, 362
 - DHCP (Dynamic Host Configuration Protocol), 351–354, 381
 - documents, sharing, 356–357
 - folders, sharing, 356–357
 - hardware conflicts, 361
 - hardware requirements, 346–349
 - host, setting up, 351–353
 - hubs, 348, 360–362
 - incompatible drivers, 361
 - Intel 64-bit machines, 360
 - Internet, sharing, 380–383
 - kits for, 349
 - Macintosh computers, 354
 - NICs (network interface cards), 348–349, 361–362
 - overview, 345–346
 - printers, sharing, 357–360, 362–363
 - printing, 357–360, 362–363
 - shared printer drivers, 359
 - speed rating, 348–349
 - switches, 349
 - troubleshooting, 360–363
 - twisted pair cables, 347–348
- networks, sharing Internet connections
 - encryption, 386
 - firewalls, 385
 - with hardware, 380–384
 - NAT (Network Address Translation), 385
 - port sniffers, 385
 - privacy, 386
 - reasons for, 377–378
 - security, 383, 386
 - with software, 378–380
 - VPN (Virtual Private Networking), 386–388
- networks, wireless
 - 802.11a standard, 368
 - 802.11g standard, 368–369
 - AC line networks, 370–371



- ad hoc mode, 373
- AirPort base station, 367
- Bluetooth standard, 369–370
- connecting to, 374–375
- DSSS (Direct Sequence Spread Spectrum), 368
- encryption, 371, 373
- guided, 366
- hacking into, 372
- hardware cost, 366
- hardware installation, 372–375
- hubs, 366
- infrastructure mode, 373
- Internet, sharing, 383–384
- keys, 371
- LEAP (Lightweight Extensible Authentication Protocol), 371–372
- OFDM (Orthogonal Frequency Division Multiplexing), 368
- passwords, 371, 372
- phone line networks, 370–371
- power line networks, 370–371
- range, 367, 368, 369
- security, 371–372
- SSID (Service Set Identifier), 372, 374
- standards, 367–370
- switches, 366
- unguided, 366
- USB, 367
- VPN (Virtual Private Networking), 372
- WAPs (wireless access points), 366
- war driving, 372
- WEP (Wireless Equivalency Privacy), 371, 373
- Wi-Fi (802.11b) standard, 367–368
- versus* wired, 365–371
- “New updates are available...” message, 119
- news programs, specifying for Internet Explorer, 435–437
- newsgroups, 491–498
- Newsletter Access, 562
- newspaper-style columns, Word, 600–602
- Next Frame button, 153
- NiCad (nickel-cadmium) batteries, 287
- nickel-cadmium (NiCad) batteries, 287
- nickel-metal-hydride (NiMH) batteries, 287
- NICs (network interface cards), Ethernet networks, 348–349, 361–362
- NiMH (nickel-metal-hydride) batteries, 287
- “no” symbol, mouse pointer, 29
- nonresponding programs. *See* frozen programs
- Normal view, Word, 581–582
- Normal/Outline view, PowerPoint, 697
- Normal/Slides view, PowerPoint, 697
- Norton Personal Firewall, 385
- notes, handwritten on computer. *See* graphics tablets
- Notes Page view, PowerPoint, 697–698
- notification area, 25, 26
- notification of pending updates, 119
- NTBackup. *See* ASR (Automated System Recovery)
- #NULL, in Excel worksheets, 749
- #NUM, in Excel worksheets, 749
- number of transaction options, 796
- numbered lists, 511–512, 604–606, 707–708
- numbers
- Excel data, 729, 732
 - international formatting, 43
 - list items, PowerPoint presentations, 708
- NVIDIA chipset, 334

O

- OCR (optical character recognition), 194
- OFDM (Orthogonal Frequency Division Multiplexing), 368
- offline Web pages, synchronizing, 437–438
- . . . tags, 512
- OneSource CorpTech, 560
- online chat, 479–484
- Online City Guide, 550
- online discussions, Internet Explorer, 419
- online maps, 550–551
- online travel services, 552–553
- open mailing lists, 475
- operating systems, 188. *See also* programs; software
- operators, Excel formulas, 748
- optical character recognition (OCR), 194
- optical mice, 186, 215
- optical scanner resolution, 226
- optical zoom cameras, 165
- option buttons, 34
- order of precedence, Excel formulas, 747
- ordered lists, on Web pages, 511–512
- organizational names, in e-mail addresses, 452–453
- Orthogonal Frequency Division Multiplexing (OFDM), 368
- Other accounts, 782
- Outline view, Word, 582, 637–638
- outlining, presentations, 696

Outlook

- Calendar, 683–689
 - navigating, 650–651
 - uses for, 649–650
- Outlook, e-mail. *See also* Outlook Express
 - abbreviations and acronyms, 450
 - addresses, 657, 663–665
 - Back button, 651
 - contacts, 654–659
 - Contacts folder, 655–659
 - Deleted Items folder, 655
 - Find pane, 652–654
 - Folder List, 651
 - folders
 - creating, 680
 - deleting, 654–655, 680
 - renaming, 680
 - searching for items in, 652–654, 658
 - viewing contents of, 652
 - Forward button, 651
 - Go menu, 650
 - messages
 - addressing, 663–664
 - attachments, receiving, 675–676
 - attachments, sending, 668
 - autopreviewing, 675
 - bcc copies, 664
 - blind copies, 664
 - cc copies, 664
 - changing views, 675
 - copies, 664
 - decorative formatting, 671–672
 - deleting, 654–655, 676
 - distribution lists, 665–667
 - editing with Word, 681
 - envelope icon, 673
 - flagging, 676, 677–678
 - formats, 670–671
 - forwarding, 664–665
 - HTML format, 670–671
 - marking as unread, 675
 - moving to folders, 676, 680
 - Navigation Pane, hiding/showing, 675
 - notification of new mail, 673
 - organizing, 676–679
 - paper-clip icon, 675
 - pictures in, 668–668
 - plain text format, 670–671
 - prioritizing, 667
 - reading, 673–675
 - Reading Pane, hiding/showing, 674–675
 - receiving, 672–675

- reminders, 677, 678
 - reply reminders, 677, 678
 - replying to, 664–665
 - replying without original text, 665
 - rich text format, 670–671
 - rules for organizing, 678–679
 - scheduling appointments from, 687
 - searching for, 677
 - sending at a later time, 669–670
 - sending to groups, 665–667
 - sending to individuals, 661–663
 - sorting, 676
 - stationery, 671–672, 681
 - tracking by contact, 659
 - Navigation pane, 650–651
 - Outlook Today button, 651
 - Rules Wizard, 679
 - searches, saving and reusing, 654
 - tasks, deleting, 654–655
 - Up One Level button, 651
 - Word, as default editor, 681
- Outlook Express
- adding to Internet Explorer, 435–437
 - address book, 467–470
 - attachments, sending, 459–460
 - bold text, 461
 - checking for new mail, 455–456
 - contacts list, 467–470
 - default format, setting, 461
 - desktop layout, changing, 462
 - e-mail, 458–466
 - font type and size, 461
 - formatting, 460–461
 - forwarding, 457–458
 - HTML e-mail format, 460–461
 - images in, 460
 - Inbox, 456
 - italic text, 461
 - MSN Messenger, disabling, 489
 - newsgroups, reading, 496–498
 - plain text format, 460–461
 - printing, 462
 - reading, 456–457
 - replying to, 457
 - rich text e-mail format, 460–461
 - sending, 462
 - starting, 39
 - underlined text, 461
 - writing, 458–459
- Outlook Today button, Outlook, 651
- outside margins, Word, 599

p

- packets, network, 346
 page borders, Word, 609–611
 page breaks, printing Excel worksheets, 762–763
 page numbers, 602, 603, 764
 Paint Shop Pro. *See* scanning with Paint Shop Pro
 paper feed rollers, laser printers, 216
 paper-clip icon, Outlook, 675
 paragraphs, Word, 590–591, 595–596, 599–600, 614–615
 parallel ports, 205–206
 parental controls, Internet, 396–399
 passwords
 AOL, 402
 case sensitivity, 80
 configuring, 43
 creating, 80
 failure to recognize, 80
 forgetting, 80
 Forgotten Password Wizard, 80
 instant messaging, 486
 Internet, 397, 399
 Microsoft Passport, 81–82
 protecting, 481
 screen saver, bypassing, 58
 upgrading, 16
 wireless networks, 371, 372
 patches, software, 180
 payments to brokers, 837–838
 PayPal, 548
 PC Quote, 562, 565
 PCI slots, 334
 PCs. *See* computers
 PCX images, 518
 pen scanners, 194
 Pentium 4, 311–313
 people finders, 101
 people on the Web, searching for, 101
 people on your computer, searching for, 101
 percent sign (%), adding to Excel values, 732
 Percent Style button, 732
 performance
 configuring, 43
 hardware improvements, 297–298
 Internet Explorer display speed, 437
 video card benchmarks, 334
 peripherals, 181–182
 personal computer accounts, 43, 78–84
 phone line wireless networks, 370–371
 photo printers, 191–192
 Photo Printing Wizard, 172–174
 photographs. *See* digital pictures
 physical memory, 318. *See also* RAM
 PIC images, 518
 pictures
 See also digital cameras
 See also digital pictures
 See also icons
 See also images
 See also My Pictures folder
 See also videos
 attaching to Outlook contacts, 657
 burning to CDs, 175–176, 238
 cropping, 29
 as desktop backgrounds, 52–53
 in e-mail messages, 460, 668–668
 in Excel charts, 773
 resizing, 29, 53
 searching for, 101, 103–104
 user ID, Welcome screen, 80
 viewing on older Windows versions, 238
 Web graphics, saving to your computer, 444
 pinning programs and files, 65, 66–67
 pixels, camera resolution, 165
 pizza box machines, 184
 plain text e-mail format, 460–461, 670–671
 planning Web sites, 500
 playback buttons, Movie Maker, 153
 Player window, 252
 playing
 CD-R, 142
 CD-RW, 142
 music from
 CDs, 132–133
 Media Library, 138
 MP3s, 243–245
 radio, 140–142
 video clips, 152–153
 videos, 157–158
 playing time, estimating, 154, 719–720, 722–723
 playlists, 132–133, 136–139
 plus sign, mouse pointer, 28
 .png file extension, 413
 point-and-shoot cameras, 164
 pointers. *See* mouse pointers
 points (unit of measure), 577
 pop-out menus, 45
 populated motherboards, 303



- pornography, 396–399
- port expansion, 299
- port forwarding, 383
- port numbers, in e-mail addresses, 453
- port sniffers, 385
- portable external hard drives, 199–200
- portfolios, 827–828
- ports, 204–209, 326. *See also* FireWire ports; USB ports
- posting newsgroup articles, 493–494, 496
- pound sign (#)
 - in channel names, 483
 - in image map names, 522
- pound signs (###), in Excel cells, 729
- power, computer. *See* electrical power, computer
- power line wireless networks, 370–371
- PowerPoint
 - Grayscale, Black and White view, 697–698
 - Normal/Outline view, 697
 - Normal/Slides view, 697
 - Notes Page view, 697–698
 - overview, 691–692
 - Slide Show view, 697–698
 - Slide Sorter view, 697–698
 - speaker notes, 692, 706–707
 - views, 697–698
- PowerPoint presentations
 - AutoContent Wizard, 694
 - blank, 693
 - bullet points, 696
 - bulleted lists, 707–708
 - bullets, appearance, 708
 - considering the audience, 695
 - copying from other presentations, 694, 700–701
 - creating, methods, 693–694
 - creating, tips on, 694–696
 - definition, 692
 - handouts, 692, 720
 - layout, selecting, 698–700
 - lists, 707–708
 - numbered lists, 707–708
 - numbers (list item), appearance, 708
 - outlining, 696–697
 - rehearsing, 719–720
 - shortcuts to, 71
 - showing, automatically, 722–723
 - showing, kiosk-style, 722–723
 - showing, manually, 720–721
 - speaker notes, 692, 706–707
 - timing, automatic presentation, 722–723
 - timing, manual presentation, 695, 719–720
 - writing the text, 694, 696
- PowerPoint slides
 - action buttons, 715–717
 - background colors, 709
 - color schemes, 693–694, 709–710
 - copying from other presentations, 694, 700–701
 - creating, 705
 - definition, 692
 - deleting, 701
 - flying star icon, 718
 - fonts, slide design, 710
 - fonts, text, 705, 706
 - footers, 712, 714–715
 - global format changes, 710–714
 - inserting, 698–700
 - moving, 701
 - moving between, 715–718
 - navigating, during development, 715–718
 - navigating, during presentations, 720–721
 - predefined designs, 693–694, 709–710
 - slide designs, 709–710
 - Slide Masters, 710–714
 - sounds, during transitions, 718
 - text, 703–706
 - text frames, 704–706
 - Title Master, 711
 - title slides, 698, 700
 - transitions, 717–718
- PowerPoint templates
 - See* color schemes
 - See* slide designs
 - See* Slide Masters
 - See* Title Master
- preferences. *See* configuring presentations. *See* PowerPoint
- Previous Frame button, 153
- Priceline.com, 553
- Print Layout view, Word, 582
- Print Preview view, Word, 582, 583
- printer drivers, 115, 359
- printers
 - adding, 43
 - connecting to, 43
 - driver updates, 115
 - dye-sub technology, 191
 - inkjet *versus* laser, 189–191
 - label printers, 192–193
 - network print services, 114

photo printer, 191–192
 removing, 43
 sharing, 357–360, 362–363
 shortcuts to, 71
 signed drivers, 114
 thermal wax technology, 191
 troubleshooting, 43
 unsigned drivers, 114

printing
 address labels, 640–647
 digital pictures, 172–174
 e-mail messages, Outlook Express, 462
 envelopes, 641–647
 Ethernet networks, 357–360, 362–363
 form letters, 641–647
 mass mailings, 641–647
 postal bar codes, 646
 speaker notes, PowerPoint, 707
 Web pages, 441–443
 Word, 638–646
 worksheets, Excel, 762–765
 your return address, 640

prioritizing e-mail messages, 667

privacy. *See also* security
 clearing recently-used files list, 41
 instant messaging, 488
 mailing lists, 475
 making folders private, 94
 marking folders as private, 81
 Microsoft Passport, 81–82
 online chat, 480
 shared Internet connections, 386

product activation, 18–21

PRODUCT function, 753

programs. *See also* installing and removing
 software; operating systems; software
 active, switching between, 74–75
 adding to Start menu, 37
 booting, 10
 bugs, 9
 crashing, 9
 definition, 8
 deleting from Start menu, 37
 errors, 9
 frozen, 9
 reinstalling after upgrading to XP, 16
 searching for, 72
 shortcuts to, 71
 starting, 9
 stopping, 9

programs window layer, 50

projects (video), 151–152

public domain software, 180
 Public Register's Annual Report Service, 560
 publications. *See* books of interest
 publicizing Web sites, 500, 531–532
 publishing Web pages. *See* Web publishing

Q

queries for searches, 102
 question mark, mouse pointer, 28
 question mark (?), wildcard character,
 106–107
 Quick Launch Toolbar, 72–74. *See also*
 shortcuts; Start menu
 Quick Launch toolbar, Internet Explorer, 419
 QuickTime files, 519

R

Radio Tuner, 140–142
 Radio Tuner Presets folder, 136
 Rage line chipsets, 334–335
 ragged right margin, Word, 608
 rail travel, 553–554

RAM (random access memory)
 and scanners, 235
 on video cards, 335

RAM cards, in digital cameras, 283

RAM (random access memory), upgrading
 adding, 298, 306–307
 DDR (Double Data Rate), 304
 DIMMs (Dual Inline Memory Modules), 304
 EDO (Extended Data Output), 304
 memory module type, determining, 304–305
 motherboard capacity, determining, 305
 performance improvements, 187–188
 physical memory, 318
 RDRAM (rambus dynamic random access
 memory), 304
 SDRAM, 304
 SIMMs (Single Inline Memory Modules), 304
 SyncDRAM, 304
 type, determining, 303–305
 virtual memory, 317–319

rambus dynamic random access memory
 (RDRAM), 304

random access memory (RAM). *See* RAM

range, wireless networks, 367, 368, 369

raw scanner resolution, 226

RDRAM (rambus dynamic random access
 memory), 304



- Reading Layout view, Word, 582
 - Reading Pane, hiding/showing, 674–675
 - RealAudio player, 519
 - receiving e-mail messages, 672–675
 - recently used programs list, 66, 68–69
 - rechargeable batteries, 287
 - reconciling Money accounts, 819–826
 - recording Money transactions, 793–796, 802–804
 - recording video, 149–151, 264–265. *See also* capturing video; DVD videos
 - recovering deleted pictures, 295
 - recovering from failed installation, 13, 21
 - recurring appointments and events, 684, 687–688
 - Recycle Bin, 97–98
 - Recycle Bin icon, 49, 55
 - red wiggly lines, Word, 579
 - Redo command, Word, 586
 - #REF, in Excel worksheets, 749
 - reflective backgrounds, 291
 - Refresh button, Internet Explorer, 418
 - regional options, 43
 - registering XP, 20–21
 - registers, Money, 782
 - Rehearse Timings command, 719–720
 - rehearsing, PowerPoint, 719–720
 - reloading current Web page, Internet Explorer, 418
 - reminders, e-mail messages, 677, 678
 - removable memory media, cameras, 166–167
 - removing. *See* installing and removing software; *item to be removed*
 - renaming
 - e-mail folders, Outlook, 680
 - files and folders, 90
 - Links folder, 424
 - playlists, 139
 - Slide Masters, 714
 - worksheets and workbooks, Excel, 727
 - reorganizing documents, Word, 637–638
 - Replace command, Word, 589
 - reply reminders, e-mail messages, 677, 678
 - replying to e-mail messages, 407, 457, 664–665
 - replying to newsgroup articles, 496
 - request address, mailing lists, 471
 - rescheduling appointments and events, 688
 - researching companies, 559–560
 - resizing
 - fonts, 58–60, 461
 - pictures, 29
 - windows, 31
 - resolution
 - cameras, 165
 - dpi setting, changing, 58–59
 - monitor screens, 42
 - scanned images, 230
 - scanners, 226–227
 - video cards, 335
 - Restore button, 30, 33
 - restoring
 - from Recycle Bin, 97–98
 - windows, 30
 - your old system, 13, 21
 - retirement accounts, 782, 830–836
 - return of capital, 843
 - returning to previous sites, Internet Explorer, 418
 - reviewing pending updates, 119
 - revision marks, Word, 634–637
 - revisions, accepting/rejecting, 637
 - rich text e-mail format, 460–461, 670–671
 - right margins, Word, 599
 - right-click menus, 29
 - right-clicking, mouse, 29
 - RIP Listener, installing, 114
 - ripping MP3s, 239, 241–243
 - road reports, 551
 - Roadside America, 556
 - Robert Young Pelton's Dangerous Places, 555–556
 - rolling hills background, 52
 - rotating
 - cells, Excel, 758
 - scanned images, 231–233
 - Rover the search dog, 100, 110
 - rows. *See* Excel worksheets, rows; Word tables, rows
 - rpms, hard drives, 319–320
 - rule of asymmetry, 290
 - rule of thirds, 288–290
 - rules for organizing e-mail, 464–465, 678–679
 - Rules Wizard, Outlook, 679
 - Run box, 44
-
- S**
-
- safe zone, DVD videos, 278
 - SafeSurf, 397
 - safety, online chat, 481
 - Savings accounts, 782, 783–784
 - ScanMaker 4900, 193
 - Scanner and Camera Wizard, 169–171, 293–294

- scanners
 - business card, 226
 - cleaning, 214, 235
 - configuring, 43
 - dpi, 226–227
 - drivers, 235
 - enhanced resolution, 226
 - flatbed, 193, 224–226
 - hand-held pen, 194, 226
 - internal operation, 223–224
 - interpolated resolution, 226
 - multifunction devices, 225
 - negative, 226
 - OCR (optical character recognition), 194
 - optical resolution, 226
 - popular features, 226–227
 - and RAM, 235
 - raw resolution, 226
 - resolution, 226–227
 - transparency adapter, 227
 - USB or FireWire connection, 227
- scanning with Paint Shop Pro, 227–237
- scheduling. *See also* Outlook, Calendar; Task Scheduler
 - appointments and events, 685–687
 - cleanups, 122–123, 125
- scraps, shortcuts to, 71
- screen names, AOL, 402
- screen resolution, 42
- screen saver layer, 50
- screen savers, 42, 57–58
- screen size, 504, 513
- screening stocks, 566
- script debugging, disabling, 439
- scrollbar, 33
- scrolling Web pages, 513
- SCSI ports, 205
- SCSI, replacing, 301
- SDRAM, 304
- Search bar, Internet Explorer, 417–420
- Search button, Internet Explorer, 418
- Search Companion, Windows XP, 99–102
- search engines, 101, 531–532. *See also* Google
- searches
 - advanced, 107–108
 - case sensitivity, 108
 - file extensions, 102
 - by file type, 108
 - forming queries, 102
 - keyword searches, 102
 - metadata, 106
 - by modification date, 107
 - natural language searches, 102
 - picking a starting point, 106
 - saving and reusing, 109, 654
 - simple, 102–106
 - by size, 107
 - in subfolders, 108
 - in system folders, 108
 - on tape backup, 108
 - Web sites, with Internet Explorer, 417, 419–421
 - wildcards, 106–107
- searching for
 - computers, 101
 - documents, 101
 - eBay items, 541–544
 - e-mail addresses in Outlook Express, 469–470
 - e-mail messages, 102, 403, 677
 - files and folders, 93, 102–106
 - fonts, 72
 - help information, 102
 - hidden files, 108
 - information on your computer, 99–102
 - items in Outlook folders, 652–654, 658
 - mailing lists, 472
 - music, 101, 103–104, 137–138
 - newsgroups, 495–496
 - Outlook contacts, 658
 - people on the Web, 101
 - people on your computer, 101
 - pictures, 101, 103–104
 - programs, 72
 - stocks, 566
 - videos, 101, 103–104
 - a word or phrase, 106
- section breaks, Word, 596–597
- securities, tracking. *See* Money for investors, securities tracking
- security. *See also* passwords; privacy
 - digital security certificates, 114
 - DMZ (Demilitarized Zone) hosts, 383
 - dynamic routing, 383
 - fraud, eBay, 540
 - Internet, 383, 386, 396–400
 - IP filtering, 383
 - online chat safety, 481
 - patches, upgrading, 118
 - port forwarding, 383
 - static routing, 383
 - Update Root Certificates, 114
 - virus protection, 395–396
 - WAN blocking, 383
 - wireless networks, 371–371, 385

- seek bar, 152
- seek time, hard drives, 319
- semicolon (;), e-mail address separator, 664
- sequential site organization, 503, 504
- serial ports, 205–206
- Service Set Identifier (SSID), 372, 374
- settings, transferring to a new system, 16–18.
See also configuring
- shading, Word tables, 628–629
- shadows, composing photographs, 291–292
- Shared Documents folder, 35, 93–96
- shared printer drivers, Ethernet networks, 359
- shareware, 180
- sharing. *See also* networks; personal
 - computer accounts
 - applications, 341–342
 - computers, 77–78, 80, 83–85
 - documents, 341–342, 356–357
 - folders, 92–96, 356–357
 - hardware, 342
 - Internet connections, 377–388
 - printers, 342, 357–360, 362–363
- “sharing the root of a drive”
 - message, 96
- shopping. *See* eBay
- short sells, 842–843
- shortcut menus, 29
- shortcuts, 71–72. *See also* icons; Quick Launch Toolbar; Start menu
- shortcuts to Web pages, Internet Explorer, 419
- ShowBiz. *See also* Movie Maker; MyDVD 4
 - albums, 253
 - creating a video, 254–256
 - dubbing, 260
 - importing clips or images, 253–254
 - Media library, 252
 - Player window, 252
 - previewing your work, 262–263
 - saving to a CD or DVD, 264–265
 - saving to a hard drive, 263–264
 - soundtrack, 260
 - special effects, 257–260
 - starting, 251
 - Storyboard strip, 252
 - Timeline strip, 252
 - titles, 261–262
 - transitions, 256–257
 - Web site, 251
- signed printer drivers, 115
- signing on. *See* logging on
- Signon screen. *See* Welcome screen
- SIMMs (Single Inline Memory Modules), 304
- simple searches, 102–106
- Simple TCP/IP Services, installing, 114
- Single Inline Memory Modules (SIMMs), 304
- single-clicking, mouse, 27
- single-lens reflex (SLR) cameras, 164
- .sit file extension, 413
- site maps, 501
- SIZE attribute
 - tag, 508
 - <HR> tag, 512
- size, searching by, 107
- slanting text labels, Excel, 733
- slash (/)
 - Excel data entry, 729
 - in IRC commands, 482
 - through circle, mouse pointer, 29
- slide designs, 709–710
- Slide Masters, 710–714
- Slide Show view, 697–698
- Slide Sorter view, 697–698
- slides (presentation). *See* PowerPoint
- slideshow viewer, 238
- slideshows, picture, 238, 273–274
- slideshows, presentation. *See* PowerPoint
- SLR (single-lens reflex) cameras, 164
- SmartMoney.com, 564
- .snd file extension, 413
- SND files, 518
- SNMP, installing, 114
- social consciousness, 563
- software, 180–181. *See also* installing and removing software; operating systems; programs
- sort by date options, 796
- Sort By options, 796
- sorting
 - e-mail messages, 676
 - icons, 54
 - Money registers, 796–797
 - music tracks, 136–137
 - registers, Money, 796–797
 - ShowBiz albums, 253
- sound cards, 208, 301–302, 331–333, 336–337
- sound clips, 158–160
- sound files, 518–519, 524
- sound formats, 247. *See also* MP3 files
- sounds
 - See also* audio
 - See also* Media Player
 - See also* music
 - See also* My Music folder
 - background, 524

- looping, 524
- muting, 43
- playing at startup, 43
 - during PowerPoint slide transitions, 718
 - volume, 43
- soundtracks, 260
- spam blocking, 392
- speaker notes, PowerPoint, 692, 706–707
- speakers, 186, 207–208
- special effects, 257–260
- speech, configuring, 43
- speed, displaying, 188
- speed rating, Ethernet networks, 348–349
- spell checking, Word, 578
- spinners, 32, 34
- Split Clip button, 153
- splitting
 - cells, Excel worksheets, 758
 - cells, Word tables, 624
 - columns, Excel worksheets, 739–740
 - deposits to Money accounts, 797–798
 - FireWire ports, 327
 - rows, Excel worksheets, 739–740
 - the screen, Word, 583–584
 - USB ports, 327
 - video clips, 156
 - withdrawals from Money accounts, 797–798
- spot floods, 291–292
- spreadsheets. *See* Excel worksheets
- spyware, 180
- square brackets ([]), in Google searches, 535
- SSID (Service Set Identifier), 372, 374
- stain removal, 212
- stamp tongs, 202
- Standard Buttons toolbar, Internet Explorer, 418
- standard deviations, calculating, 753
- standards. *See also specific standards*
 - DVDs, 200
 - wireless networks, 367–370
- Standby mode, 84
- Star machine, Xerox, 10
- Start menu. *See also* Quick Launch Toolbar; shortcuts
 - definition, 26
 - description, 36–38
 - example, 38
 - Favorites, 70
 - illustration, 24
 - pop-out menus, 45
 - recently used programs, 38
- Start menu, customizing
 - adding/deleting programs, 37
 - All Programs list, 66
 - Control Panel, 70
 - deleting billboards, 38
 - fly-out menus, 70
 - Most Recently Used Documents list, 66
 - My Computer, 70
 - My Documents, 70
 - My Music, 70
 - My Pictures, 70
 - My Recent Documents folder, enabling, 40–41, 69–70
 - old style, reverting to, 45
 - pinning files, 65
 - pinning programs, 65, 66–67
 - recently used programs list, 66–69
 - System Administrative Tools/Display, 70
 - unpinning programs, 67
- Startup folder, 75
- startup page, Internet Explorer, 43
- static routing, 383
- stationery for e-mail messages, 671–672, 681
- STDEV function, 753
- STDEV.P function, 753
- stock splits, 842
- stocks, 564–566, 838–841. *See also* investing online; Money
- Stop button, 153, 418
- stopping programs, 9
- storage, adding, 299–301
- storage, upgrading, 300, 319–323
- storing, 166–167
- storing images, 168–172, 283
- Storyboard strip, 252
- storyboard view, 153–154
- streaming audio, 519
- subfolders, searching, 108
- subscriber list, mailing lists, 474–475
- subscribing to
 - mailing lists, 472–474
 - newsgroups, 497–498
- The Subway Navigator, 550
- SUM function, 753
- summing values, Excel, 753, 754
- surfing the Web, 412
- surge protectors, 201
- Surround sound cards, 301
- switches
 - Ethernet networks, 349
 - networks, 343
 - wireless networks, 366

switching between active programs, 74–75
switching personal computer accounts, 83–84
SyncDRAM, 304
synchro-flash terminal, 166
synchronizing offline Web pages, 437–438
synchronizing sounds with video, 158–159
synonyms, searching for, 631–632
System Administrative Tools/Display, 70
system folders, searching, 108
system properties, displaying, 187–188
System Restore checks, 115
system-busy mouse pointer, 28

T

tab indicator, displaying, 607
tab leaders, Word, 607
<TABLE> tag, 513
tables, Web pages, 513
tables, Word documents, 614
tablets. *See* graphics tablets
tabs, 31, 34, 606–607
tape backup, searching, 108
tape drives, adding, 300
targets of links, 515–516
Task Scheduler, 124–126
taskbar. *See* Windows taskbar
tasks, deleting, 654–655
tax records, keeping, 815
tax-related status, 810, 813–814
technical support, ISP, 392
templates, Word, 575, 618–620
temporary files, deleting, 122
terminating programs, 9
text
 ClearType, 58, 59–60
 desktop, 58–59
 Excel, 728–729, 732–733
 font size, 58–60, 461, 508
 Help and Support Center, 59
 High Contrast, 60
 icon labels, 58
 inside documents, shortcuts to, 71
 menus, 58
 PowerPoint slides, 703–706
 size, Word, 576–578
 window titles, 58
 Windows Explorer, 58
text documents. *See* Word
text frames, PowerPoint slides, 704–706

text links. *See* Internet Explorer, hypertext links
TheInvestment FAQ, 557–558
themes, 42
thermal wax printing technology, 191
Thesaurus, Word, 631–632
TheStreet.com, 561
3-D references, Excel formulas, 751–752
3-D spatial imaging sound cards, 331
3DMark 2001 SE, 334
three-finger salute, 29
thumb, 33
thumbnail display, ShowBiz albums, 253
thumbnail view, files and folders, 91
Thumbnails view, Word, 587–588
ticker symbols, 562
TIF images, 518
tile view, files and folders, 91
tiling windows, 45
time. *See* date/time
Time Out, 555
time values, Excel, 729–730, 732–733
Timeline strip, 252
time-line view, 153–155
timing, PowerPoint presentations, 719–720, 722–723
TITLE attribute, 523
title bar, 30, 32
Title Master, 711
title slides, 698, 700
<TITLE> . . . </TITLE> tags, 508
titles
 charts, Excel, 769
 dialog boxes, 31, 32
 video, 261–262
 Web pages, 502, 508
TLDs (top-level domains), 452–453
Tom's Hardware, 334
toner guard, laser printers, 216
toner, laser printers, 215
toolbar, dialog boxes, 32
toolbars, Internet Explorer, 418–419
ToolTips, HTML coding, 523
top-level domains (TLDs), 452–453
Total Commander, 339
touchpads, 186
tower machines, 183
Track Changes command, Word, 634
trackballs, 186, 196, 215
tracking activities, Outlook contacts, 659
tracking finances. *See* Money

- transaction forms options, 797
- transferring
- data to a new system, 16–18
 - between Money accounts, 794, 800–801
 - pictures from camera to computer, 166–172, 283, 292–294
 - settings to a new operating system, 16–18
 - Web files to the Web, 527–531
- transitions, 155, 256–257, 717–718
- transparency adapter, scanners, 227
- transparent GIF images, 523
- travel, 549–556
- Travelocity.com, 553
- trim handles, video clips, 155
- trimming video clips, 154–155, 276–277
- tripods, 288
- troubleshooting your PC, 43
- TUCOWS, 481
- TV output, 335–336
- TV tuner, 336
- TWAIN standard, 227
- 24-bit sound cards, 301
- twisted pair cables, Ethernet networks, 347–348
- two-digit years, Excel, 729
- .txt file extension, 413
- type. *See* fonts; text
- typeface. *See* fonts; text
- typing errors, correcting, 592–593
- typography guidelines, Web pages, 502
-
- U**
-
- . . . tags, 511
- undeleting, files and folders, 97–98
- underlined e-mail text, Outlook Express, 461
- underlined hypertext links, 413
- underlined letters, 31
- underscore (_), in Excel range names, 751
- Undo command, Word, 586
- undoing mistakes, Word, 586, 592–593
- unguided wireless networks, 366
- Uniform Resource Locators (URLs). *See* URLs
- uninterruptible power supply (UPS), 201
- The Universal Currency Converter, 555
- Universal Plug and Play support, installing, 114
- Universal Serial Bus (USB) ports, 203–204, 208
- unmerging, Excel cells, 758
- unordered lists, Web pages, 511
- unpinning programs, 67
- unsigned printer drivers, 115
- unsubscribing from
- mailing lists, 472–474
 - newsgroups, 498
- Up One Level button, Outlook, 651
- Update Root Certificates, installing, 114
- upgrading software. *See also* installing and removing software
- automatically, 118–119
 - bypassing old updates, 120
 - definition, 180
 - drivers, 117
 - Help system, 118
 - installing old updates, 120
 - “New updates are available . . . ” message, 119
 - notification of pending updates, 119
 - printer drivers, 115
 - reviewing updates, 119
 - security patches, 118
 - to Windows XP, 13–21
- uploading Web files to the Web, 527–531
- UPS (uninterruptible power supply), 201
- URLs (Uniform Resource Locators)
- case sensitivity, 453
 - current page, displaying, 418
 - definition, 411
 - document access types, 412
 - versus* e-mail addresses, 453
 - shortcuts to, 71
 - syntax of, 412–413
- U.S. Customs and Border Protection, 555
- U.S. Department of State — Traveler Warnings and Consular Information Sheets, 555
- U.S. Securities and Exchange Commission, 560
- USA Today Online Weather Almanac, 551
- USB 2.0
- adding, 299
 - external hard drives, 200
 - on the motherboard, 311
 - versus* USB 1.x, 325–326
- USB flash drives, 200–201
- USB (Universal Serial Bus) ports, 203–204, 208, 327–329
- USB scanners, 227
- USB speakers, 186
- USB wireless networks, 367
- Usenet. *See* newsgroups

Usenet indexes, 495
user computer accounts. *See* personal computer accounts
user settings, changing, 79–80
users, adding, 78–79

V

Vacation Direct, 553
vacation planning. *See* travel
#VALUE, in Excel worksheets, 749
Vanguard Group, 558
VAR function, 753
variance, calculating, 753
VARP function, 753
VCRs (video cassette recorders), 149
VDTs. *See* monitors
Via Rail Canada, 554
video cameras
 advantages, 197–198
 capturing video, 168
 choosing, 149, 163
 digital cameras as, 285
 illustrations, 198
video capture cards, 302, 335–336
video cards
 illustration, 180
 performance benchmarks, 334
 upgrading, 302, 334–337
video cassette recorders (VCRs), 149
video clips, 151–156
video conferencing, Internet Explorer, 436
video files, 519, 525
Video folders, 136
video ports, 207
videos
 See also digital pictures
 See also DVD videos
 See also Movie Maker
 See also MyDVD 4
 See also ShowBiz
 albums, 253
 capture cards, 302
 capturing, 168, 302, 335–336
 choosing a camera, 149
 creating, 254–256
 dubbing, 260
 editing, 151–158
 importing clips or images, 253–254
 playing, 157–158
 previewing your work, 262–263

 recording, 149–151
 saving to a CD or DVD, 264–265
 saving to a hard drive, 158, 263–264
 searching for, 101, 103–104
 soundtracks, 159–160, 260
 special effects, 257–260
 starting, 251
 thumbnail display, 253
 titles, 261–262
 transitions, 256–257
virtual memory, 317–319. *See also* RAM
Virtual Private Networking (VPN), 372, 386–388
Virus Assistance Center, 395
virus protection, 392, 395
visualization of music, 132
voiding Money transactions, 806–807
VPN (Virtual Private Networking), 372, 386–388

W

Wacom graphics tablets, 195
The Walking Connection, 556
Wall Street Journal, 562
Wall Street Research Net, 565
wallpaper, 42, 446–447
WAN blocking, 383
WAPs (wireless access points), 366
war driving, 372
watch lists, 835
watermarks, Word, 611
.wav file extension, 413
WAV files, 518
WAV format, 247
The Weather Channel, 551
weather reports, 551
Web browsers. *See also* Internet Explorer
 accessing Web sites, 415–416
 cache, updating, 438
 channels, organizing, 424–425
 definition, 411
 HTML documents, 414
 hypertext, 411
 online discussions, 419
 playing music, 418
 returning to previous sites, 418
 searching Web sites, 417, 419–421
 starting, 38, 415
 surfing the Web, 412
Web documents. *See* HTML; Web pages



- Web graphics, saving to your computer, 444
- Web hosting, 505–506
- Web Layout view, Word, 582
- Web organization, 505
- Web pages. *See also* Internet Explorer; Web browsers
 - author information, 502
 - backgrounds, 514–515
 - bold text, 510
 - bulleted lists, 511
 - colored backgrounds, 514
 - colored text, 508, 511
 - copying, 445–446
 - copyright information, 502
 - current page URL, displaying, 418
 - definition, 414
 - document titles, 508
 - favorites, tracking, 417, 418, 422–425
 - font settings, 508
 - fonts, selecting, 428–429
 - formatting text, 510–511
 - frames, width, 513
 - headings, 509–510
 - home page, changing, 427–428
 - home page, returning to, 418
 - horizontal rules, 512
 - HTML source, viewing, 446
 - hyperlinks, 500–502
 - hypertext link display, changing, 430–431
 - hypertext links, 515
 - image links, 515
 - images, background, 515
 - images, width, 513
 - italic text, 510
 - lines (graphic), 512
 - lists, 511–512
 - numbered lists, 511–512
 - offline, synchronizing, 437–438
 - open in a new window, 426
 - ordered lists, 511–512
 - page is not loading, 426
 - page layout, 513–514
 - page length, 513
 - page settings, 513–514
 - previously viewed, displaying, 418, 421–422
 - printing, 441–443
 - reloading current, 418
 - saving to your computer, 443–444
 - screen size considerations, 513
 - scrolling, 513
 - shortcuts to, 419
 - speeding display of, 437
 - startup page, 43
 - stopping from loading, 418
 - tables, width, 513
 - targets, 515–516
 - text size, changing, 428
 - titles, 502
 - type size, 508
 - typeface, 508
 - typography guidelines, 508
 - unordered lists, 511
 - visit history, 418, 425
 - as wallpaper, 446–447
- Web publishing. *See also* HTML
 - AU files, 518
 - author information, 502
 - AVI files, 519
 - BMP images, 518
 - combination organization, 504
 - connection speeds, 504
 - contact information, 501–502
 - copyright information, 502
 - copyright issues, 520
 - creating pages, 500
 - design guidelines, 499–500
 - FAQ pages, 502
 - finding site space, 505–506
 - GIF images, 517–518, 523
 - hierarchical organization, 503–504
 - home pages, 501
 - hosting, 505–506
 - hypertext links, 502, 524–525
 - image file formats, 517–518
 - image maps, 501, 520–523
 - images on Web pages, 519–523
 - indexing your site, 531–532
 - JPEG images, 518
 - keeping your site current, 500
 - link exchanges, 532
 - links to other sites, 500
 - MID files, 518
 - MP3 files, 519
 - MPEG files, 519
 - navigation links, 502
 - PCX images, 518
 - PIC images, 518
 - planning, 500
 - previewing your work, 527
 - publicizing your site, 500, 531–532
 - publishing pages, 501
 - QuickTime files, 519

- Web publishing (*continued*)
 - recommended contents, 501–502
 - related links, 502
 - screen sizes, 504
 - sequential organization, 503
 - site maps, 501
 - site organization, 503–505
 - SND files, 518
 - sound files, 518–519, 524
 - sounds, background, 524
 - sounds, looping, 524
 - streaming audio, 519
 - submitting your site to search engines, 531–532
 - TIF images, 518
 - titles, 502
 - transferring files to the Web, 527–531
 - transparent GIF images, 523
 - troubleshooting, 504
 - uploading files to the Web, 527–531
 - video files, 519, 525
 - WAV files, 518
 - Web organization, 505
 - Web rings, 532
- Web Publishing Wizard, 527–528
- Web rings, 532
- Web sites. *See also* URLs (Uniform Resource Locators)
 - combination organization, 504
 - contact information, 501–502
 - definition, 411
 - FAQ pages, 502
 - finding site space, 505–506
 - hierarchical organization, 503–504
 - home pages, 501
 - hosting, 393–394, 505–506
 - indexing, 531–532
 - keeping current, 500
 - organization, 503–505
 - publicizing your site, 500
 - recently visited, displaying, 400
 - recommended contents, 501–502
 - screening content, 397
 - sequential organization, 503
 - site maps, 501
 - Web organization, 505
- Web-based mailing lists, 474
- Webcams (Internet cameras), 149, 163, 168
- Webcasting, 432. *See also* Active Channels; Active Desktop layer
- Webmaster, 412
- Welcome screen, 77–78, 80
- WEP (Wireless Equivalency Privacy), 371, 373
- wide-angle photographs, 287
- WIDTH attribute
 - <HR> tag, 512
 - tag, 513
 - <TABLE> tag, 513
- Wi-Fi (802.11b) standard, 367–368
- wiggly lines, Word, 579
- wildcards in searches, 106–107
- window titles, font size, 58
- windows, 30–31, 45
- Windows
 - alternative operating systems, 8, 188
 - history of, 10–12
 - installing and removing parts of, 113–114
 - need for, 8
 - typical installation, 114
- Windows 95, 11, 13
- Windows 98, 11, 13
- Windows 2000, 11, 13
- Windows Explorer
 - customizing, 42
 - definition, 35
 - description, 87–88
 - example, 36–37
 - font size, 58
- Windows ME (Millennium Edition), 11, 13
- Windows Media Player. *See* Media Player
- Windows Messenger, 481
- Windows NT, 11, 13
- Windows Product Activation (WPA), 18–21
- Windows taskbar
 - customizing, 74–75
 - definition, 25
 - hiding, 42
 - illustration, 24
- Windows XP. *See also specific components*
 - configuring for Ethernet networks, 350–357
 - history of, 11–12
 - installing, 13–21
 - startup, customizing, 75
 - upgrading to, 13–21
- Windows XP Home advisor, 14
- Windows XP Professional advisor, 14
- Windows XP Upgrade advisor, 14
- wireless access points (WAPs), 366
- Wireless Equivalency Privacy (WEP), 371, 373
- wireless networks. *See* networks, wireless
- withdrawals from Money accounts, 794–798
- wizards, 9
- WMA format, 247
- WOPR Lounge, 21



Word

- address labels, 640–647
 - antonyms, searching for, 631–632
 - AutoCorrect feature, 592–593
 - Autoformat As You Type feature, 592–593
 - automatic lists, 605
 - AutoText feature, 592–593
 - bookmarks, 588–589
 - browsing a document, 588
 - bulleted lists, 604–606
 - columns, 600–602
 - commenting on documents, 632–634
 - creating documents, 575
 - date and time, inserting, 603
 - as default e-mail editor, 681
 - Document Map, 588
 - document views, 581–583
 - drop caps, 611
 - editing text, 585–587
 - envelopes, 638–640, 641–647
 - finding and replacing, 590–592
 - fonts, changing, 576–578
 - footers, 602–604
 - form letters, 641–647
 - format symbols, displaying, 586
 - formatting, automatic, 592–593
 - Full Screen view, 583
 - gutters, 598
 - headers, 602–604
 - highlighting parts of a document, 632
 - hyphenation, 608–609
 - indentation, 599–600
 - inserting whole files, 589
 - inside margins, 599
 - keyboard shortcuts, 587, 614
 - large initial capital letter, 611
 - leading (line spacing), 604
 - left margins, 598–599
 - line breaks, 597
 - line spacing, 604
 - lists, 604–606
 - mail merge, 641–647
 - margins, 597–599, 608
 - mass mailings, 641–647
 - merging, 641–647
 - moving around a document, 587–589
 - navigation, 587–589
 - newspaper-style columns, 600–602
 - Normal view, 581–582
 - numbered lists, 604–606
 - opening a second window, 583–584
 - opening documents, 576
 - organizing documents, 637–638
 - Outline view, 582, 637–638
 - outside margins, 599
 - page borders, 609–611
 - page numbers, 602, 603
 - paragraphs, 590–591, 595–596, 599–600, 614–615
 - points (unit of measure), 577
 - postal bar codes, 646
 - Print Layout view, 582
 - Print Preview view, 582, 583
 - printing, 638–640
 - ragged right margin, 608
 - Reading Layout view, 582
 - red and green wiggly lines, 579
 - reorganizing documents, 637–638
 - repeating an action, 587
 - return addresses, 640
 - revision marks, 634–637
 - revisions, accepting/rejecting, 637
 - right margins, 599
 - saving documents, 576
 - section breaks, 596–597
 - selecting text, 585
 - spell checking, 578–579
 - splitting the screen, 583–584
 - starting a new page, 597
 - styles, 613–618
 - synonyms, searching for, 631–632
 - tab indicator, displaying, 607
 - tab leaders, 607
 - tabs, 606–607
 - templates, 575, 618–620
 - text size, changing, 576–578
 - Thesaurus, 631–632
 - Thumbnails view, 587–588
 - typing errors, correcting, 592–593
 - undoing mistakes, 586, 592–593
 - watermarks, 611
 - Web Layout view, 582
 - word completion, automatic, 592–593
 - working in two places at once, 583–584
 - zooming in and out, 583
- Word tables
- automatic formatting, 627
 - borders, 621–622, 628–629
 - cells, 621–622, 624
 - color, 628–629
 - columns, inserting and deleting, 625
 - columns, moving, 625
 - columns, resizing, 626
 - columns, selecting, 624–625



Word tables (continued)

- converting from text, 622
- creating, 622
- drawing, 622
- entering data, 622–623
- gridlines, 621–622, 628
- heading rows, definition, 621–622
- heading rows, repeating across pages, 626–627
- heading rows, text orientation, 626–627
- merging and splitting, 624
- modifying layout, 624–626
- predefined formats, 627
- row labels, 621–622
- rows, 624–626
- selecting parts of, 624–625
- shading, 628–629
- workbooks. *See* Excel, workbooks
- worksheets. *See* Excel worksheets
- workspace, Movie Maker, 148
- workweek, 683
- The World Clock, 556
- WPA (Windows Product Activation), 18–21
- wrapping text, Excel, 728–729
- writing data to CDs (audio). *See* burning CDs; copying
- writing e-mail messages, Outlook Express, 458–459

X

- Xerox, Star machine, 10
- XP. *See* Windows XP

Y

- Yahoo! Finance, 562, 565
- Yahoo! Messenger, 487
- Yahoo! Travel Pages, 550

Z

- Zero Insertion Force (ZIF) sockets, 312
- ZIF (Zero Insertion Force) sockets, 312
- Zip Code values, Excel, 733
- .zip file extension, 413
- Zip folders, 129
- zipping files and folders, 126–128. *See also* compression
- ZLR (zoom-lens reflex) cameras, 164
- zones, in e-mail addresses, 452–453
- zoom in/out, timeline view, 155
- zoom lens, 165
- zooming, 58, 60, 583
- zoom-lens reflex (ZLR) cameras, 164

<http://www.pbokshop.com>

