TIPS & TRICKS

AN USEFUL HANDBOOK FOR ALL COMPUTER USERS

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PREFACE

ENHANCED USE OF COMPUTER IN THIS MODERN ERA HAS CREATED AN URGUE AMONG COMPUTER USERS TO HAVE AN USEFUL HANDBOOK ABOUT THE EASIEST WAY OF USING A COMPUTER. NOW-A-DAYS INTERNET GIVES A WIDE ADVANTAGE TO US TO KNOW ALL ABOUT THE WORLD. IN GOOGLE SEARCH ONE COULD GET ALL HIS QUIERIES, BUT IT IS DIFFICULT TO FIND THE RIGHT THING FOR HIM. IT IS ALSO A TIME MATTER IN OUR BUSIEST MOMENT. IN THIS BOOK I HAVE PROVIDED A LOT OF TIPS AND TRICKS. ALL THESE TIPS AND TRICKS ARE PROVED. THESE TRICKS OR TIPS WILL HELP YOU TO COMPLETE ANY WORK IN HALF OF THE ORIGINAL TIME. HERE I HAVE PROVIDED ABOUT 150 KEYBOARD SHORTCUTS FOR YOUR WORK, HUNDREDS OF FUN WITH GOOGLE, A LOT OF MYSTORY WITH INTERNET. THIS BOOK ALSO TEACH YOU MORE ON THE USE OF NOTEPAD, REGISTRY EDITOR, COMMAND PROCESSOR AND SOME OTHER WINDOWS COMPONENTS. THIS BOOK IS WRITTEN FOR BEGINNERS TO PRO, ALL COMPUTER USERS.

I WELCOME CONSTRUCTIVE SUGGESTIONS AND CORRECTIONS FROM ALL THE READER FOR THE IMPROVEMENT OF THE BOOK.

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- ✓ *SOME IMPORTANT GOOGLE TRICKS*
- ✓ *USEFUL KEYBOARD SHORTCUTS FOR WINDOWS COMPUTERS*
- ✓ *SHORTCUT KEYS FOR SPECIAL CHARACTERS*
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SOME IMPORTANT TIPS AND TRICKS

PROCESS OF INSTALLING OPERATING SYSTEM

1. Back up your important files if you are performing a clean install of an operating system on a computer that already contains data. The hard drive is generally formatted during an operating system installation, which removes all data stored on the computer. You can preserve your data by using a feature included with your operating system such as the Windows Backup and Restore utility. You can also move your files to another storage device manually or install the operating system on a new hard drive, keeping your old hard drive in the computer.

2. Decide which operating system you want to use. Your operating system preference may limit the choice of hardware that you can use, and vice versa. For example, the Macintosh operating system cannot be installed on anything other than Apple computers without significant tweaks and modifications. The other primary choices are Windows, which is used on the majority of the world's computers, and Linux.

3. Boot the computer with the operating system disc inserted. In most cases, this causes the computer to launch the operating system installation routine automatically. If not, you may need to press a special combination of keys on the keyboard after turning the computer on. Press the "C" key if you are using an Apple computer. On PCs, the key is usually indicated on the initial black and white screen that is displayed after the computer is turned on.

4. Format your hard drive. Formatting wipes the information off a hard drive so that you can start over with a fresh installation of the operating system. If you are installing the operating system on a new hard drive, this step may already be done for you. Mac OS, Linux and Windows all have built-in utilities to format the hard drive. On a Mac, this is called the "Erase and Install" option. In Windows, use the keyboard arrow keys to highlight the hard drive that you wish to install the operating system on, then press "Enter."

5. Follow the instructions displayed to complete the operating system installation. Although the remaining steps vary depending on the operating system that you are installing, a few steps are universal. You will need to select a password for your computer, choose regional settings such as your language and time zone and confirm the correct date and time. These steps may be performed before or after the required operating system files are copied from the installation disc to the hard drive. After all of the required information is entered, the installation is complete and the desktop will load.

6. Install the drivers for all hardware not detected automatically by your operating system. If a manufacturer such as Dell or HP built your computer, all of the necessary drivers are available on the company's website. If you built your own computer, locate the software CDs included with any add-on hardware that you have installed, such as a video card for gaming. This step can be skipped if you are using an Apple computer unless you have added hardware since purchasing the computer.

7. Install all available system updates. On a Mac, click the "Apple" icon in the upper left corner of the screen, and then click "Software Update." On Windows, select "Windows Update" from

the "Start" menu. After all important updates are downloaded and installed, the computer is ready to use.

CREATE A BOOTABLE USB TO INSTALL ANY OS

Tools required:

1. USB device with a minimum of 4 GB free diskspace.

2. DVD of the OS

PROCESS:

Step-1: Plugin your USB flash drive and backup all the existing data in it. Open the command prompt. If you are using Windows 7/Vista then open it with administrator rights. i.e.: Go to Start > All Programs > Accessories > Right click on "Command Prompt" and select "Run as Administrator".

Step-2: In the command prompt, type in the following command:

DISKPART

Step-3: Now issue the following command:

LIST DISK

This will show you a list of available disks on your system. Disk 0 is usually the hard disk. In my case, Disk 5 is the USB drive (this can be a different one in your case). Now issue the command as shown below:

SELECT DISK 5

In the above command, 5 is the USB drive number on my system. If you have a different number on your system, then you need to replace 5 with that number.

Step-4: Now issue the following list of commands one by one as shown below:

CLEAN

CREATE PARTITION PRIMARY

SELECT PARTITION 1

ACTIVE

FORMAT FS=NTFS QUICK

ASSIGN

EXIT

Minimize the command prompt and proceed to the next step.

Step 5: Insert the Windows 7/Vista installation disc and note down the "drive letter" of your DVD drive. In my case, it is "H:". Now type the following list of commands as shown below:

H: CD BOOT

CD BOOT

BOOTSECT.EXE /NT60 M: (NOTE: M: is your USB drive letter)

EXIT

Step-6: Copy the contents of your Windows 7/Vista installation disk into the USB flash drive.

That's it! Your USB stick is now ready to boot and install the Windows 7 for you. Don't forget to enable the "USB Boot" option and change the "boot priority to USB device from hard disk" in your BIOS settings.

Hide/ Unhide any Drive Using Command Prompt

HIDE DRIVE :

Step 1.) Open command Prompt, go to Start Menu > All Programs >Accessories > Command prompt

Step 2.) In the Command Prompt, type *Diskpart* and hit enter key. If UAC (User Account Control), dialogbox prompts than click Yes.

Step 3.) Then type List Volume and press enter, this will produce the list of all drives.

Step 4.) Now select the drive which you want to hide, you can either do this by typing Select Volume 1 (i.e. Volume Number) or by typing Select Volume *C*(i.e. Drive letter)

Step 5.) To hide a drive, type Remove Letter C. Here, C is the drive letter than you want to hide. You can use any drive letter you want.

Step 6.) That's it. You are done! C drive is now hidden

How to unhide a drive :

Step 8.) To show the hidden drive type "Assign Letter C" and hit enter, now you can view C: drive in explorer.

Step 7.) Follow the procedure mentioned in above step 1, 2, 3 and 4 of hiding.

MAKE YOUR COMPUTER TALK

1. Open Notepad.

2. Write the exact code given below.

```
Dim Message, Speak
Message=InputBox("Enter text","Speak")
Set Speak=CreateObject("sapi.spvoice")
Speak.Speak Message
```
3. Click on File Menu, Save As, select All Types in Save as Type option, and save the file as Speak.vbs or "*.vbs".

4. Double click on the saved file, a window will open like the one in the image. Enter some text in enter text column and click OK.

Now your Computer will speak / talk what you typed in Step 4. Try it yourself.

Windows Compatibility: This VBS file can be executed on all versions of Windows including Windows XP, Windows Vista, Windows 7 and Windows 8.

MAKE YOUR COMPUTER WELCOMES YOU

1. Click on Start. Navigate to All Programs, Accessories and Notepad.

2. Copy and paste the exact code given below.

```
Dim speaks, speech
speaks="Welcome to your PC, Username"
Set speech=CreateObject("sapi.spvoice")
speech.Speak speaks
```

3. Replace Username with your own name.

4. Click on File Menu, Save As, select All Types in Save as Type option, and save the file as Welcome.vbs or "*.vbs".

5. Copy the saved file.

6. Navigate to *C:\Documents and Settings\All Users\Start Menu\Programs\Startup* (in Windows XP) and to *C:\Users\ {UserName}\AppData\Roaming\Microsoft\Windows\StartMenu\Programs\Startup* (in Windows 8, Windows 7 and Windows Vista) if C: is your System drive.

AppData is a hidden folder. So, you will need to select showing hidden folders in Folder options to locate it.

7. Paste the file.

Now when the next time you start your computer, Windows will welcome you in its own computerized voice.

Here instead of "welcome to your pc, username" you can write anything. And you can hear your message at windows startup.

For best results, it is recommended to change sound scheme to No Sounds. You can change the sound scheme to No Sounds by following the steps given below:

1. Go to Control Panel.

2. Then click on Switch to Classic View.

3. Then Click on Sounds and Audio Devices.

4. Then Click on the Sounds Tab.

5. Select No Sounds from the Sound Scheme option.

6. If you wish to save your Previous Sound Scheme, you can save it by clicking Yes in the popup menu.

7. Click on OK.

WATCH STAR WARS IN YOUR COMMAND PROMPT

To watch it on Windows XP, Mac OS X and Linux

1. Go to Start, Run. (Only for Windows users)

2. Now type "telnet towel.blinkenlights.nl" without the quotes and press Enter. Users of Mac OS X and Linux can directly execute this code in the terminal window.

On Windows 8, Windows 8.1, Windows 7 and Windows Vista
Telnet is turned off by default in the latest versions of Windows. So, in order to watch star wars, you must first enable telnet by going to Control Panel › Programs › Turn Windows Feature On or off and ticking both the telnet check boxes. After doing that, follow the steps given below:-

1. Go to Start, Search in Windows Vista and Windows 7. **On Windows 8** and Windows 8.1, open the main Start page.

2. Type telnet and press Enter.

3. In the following command prompt window, type "o" without quotes and press Enter.

4. Now type "towel.blinkenlights.nl" without the quotes and press Enter.

If you do not need telnet anymore, you can turn it off.

MAKE A PERSONAL DIARY USING NOTEPAD

This is the easiest trick among all. Only open notepad and write the following:

.LOG

Now save it as diary.bat, Close the notepad.

Now double click on diary and write your daily logs here.

USE KEYBOARD AS A MOUSE

Windows XP Users:

1. Go to Control Panel.

2. Then click on Switch to Classic View.

3. Then Click on Accessibility Options.

4. Then Click on the Mouse Tab.

5. Select Use MouseKeys.

6. Click on OK.

7. Then activate NumberLock (by pressing the NumLk key).

8. You should hear a beep sound.

9. Now you can control the mouse pointer using the arrow keys on the numeric keypad.

Windows 8, Windows 7 and Vista Users:

1. Open Ease of Access Center by clicking the Start button , clicking Control Panel, clicking Ease of Access, and then clicking Ease of Access Center.

2. Click Make the mouse easier to use.

3. Under Control the mouse with the keyboard, select the Turn on Mouse Keys check box.

You can also increase the acceleration and speed of your mouse movements according to your needs.

You can alternately press the Alt+Shift+Num Lock.

MOUSE FUNCTIONS ---KEYBOARD SHORTCUTS

Move up and to the left ---Press 7

Move up ---Press 8

Move up and to the right ---Press 9

Move left ---Press 4

Move right ---Press 6

Move down and to the left ---Press 1

Move down ---Press 2

Move down and to the right ---Press 3

Select the left mouse button ---Press /

Select both of the mouse buttons ---Press *

Select the right mouse button ---Press-

Click ---With the left button selected, press 5

Right click ---With the right button selected, press 5

Double click ---With the left button selected, press +

Drag an item ---Point to the item, and then press 0

Drop the item you are dragging ---Press .

MAKE YOUR COMMAND PROMPT COLORFUL

OPEN NOTEPAD AND WRITE THE COMMANDS:

```
@echo off
:A
color 4
pause
color 1
pause
color 2
pause
color 3
pause
color 4
pause
color 5
pause
color 6
pause
color 7
pause
color 8
pause
color 9
goto A
```
Now save it as a .BAT FILE (example: color.bat)

Open it and hold SPACE BAR. See the amazing colors changing while holding SPACE BAR.

NOTEPAD – MATRIX EFFECT

Open Notepad.

Copy the below mentioned text in your notepad:

```
@echo off
color 02
:start
echo %random% %random% %random% %random% %random%
%random% %random% %random% %random% %random%
goto start
```
Save the file with .bat extension like Matrix.bat

Thats it. Just open the file to see the matrix effect right before your eyes!

SOME IMPORTANT REGISTRY EDITOR TRICKS

1. Disable USB Devices:

Disabling USB ports can be a smart idea to add security to the computer. This can be really handy if the computer is on a public place where the chances of virus and other malware

infection is really high. You can easily disable access to USB ports with the following registry hack:

A. Open the Registry Editor (Start > Run > Type regedit and hit Enter)

B. In the registry, navigate to the following key: HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Services\UsbSt or

C. In the rightside pane, doubleclick on "Start".

D. In the "Value data" field enter 4 and click on "OK".

E. Close the Registry Editor and reboot.

To enable USB devices, follow the same procedure as above except in the step4 enter 3 in the "Value data" field.

Works on Windows XP, Vista and 7.

2. Disable Notification Balloons in Windows 7 and Vista:

You can now disable the annoying notification balloons that keeps popping up frequently with warning messages and reminders. Here is a stepbystep procedure to do that:

A. Open the Registry Editor and navigate to the following key: HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer\Advanced

B. Right click on the right hand pane, and create a new "DWORD".

C. Rename it to Enable Balloon Tips, double click on it and set the "Value data" to 0. Reboot the computer to see the changes in effect.

3. Add "Recycle Bin" to My Computer in Windows 7 and Vista:

Would you like to add the "Recycle Bin" icon to My Computer so that you need not go back to the desktop to access it when required? Well, here is how you can do that:

A. Open the Registry Editor and navigate to the following key: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Explorer\MyComput er\NameSpace

B. Right click on "Name Space" and select New > Key. Name the key with the following name: {645FF0405081101B9F0800AA002F954E}

C. Now, open "My Computer" and hit F5 to refresh the screen. This should show up the "Recycle Bin" icon.

4. Disable the Windows Task Manager:

Need to limit access to your computer by disabling the Task Manager? Here is a simple registry hack to do this:

A. Open the Registry Editor and navigate to the following key: HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Policies

B. Right click on "Policies", select New > Key and name the key as System. If you are on Windows XP, you need not create the new key "System" as it is already present in it. So, you can directly navigate to:
HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Policies\System in the Step1 itself.

C. Rightclick on "System", create a new "DWORD" and name it to DisableTaskMgr.

D. Doubleclick on the DWORD "DisableTaskMgr" and set the "Value data" to 1 (0=Enable, 1=Disable).

E. To enable the Task Manager, Set the "Value data" back to 0.

Works on Windows XP, Vista and 7.

5. Change the Registered Owner and Organization Name:

Here is a simple hack to change the name of the Registered owner on your computer:

A. Open the Registry Editor and navigate to:
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\WindowsNT\CurrentVersion

B. On the right side pane, find the keys Registered Owner and Registered Organization. Double click on them to change the names to whatever you want.

C. To see the changes, right click on "My Computer" and select "Properties".

Works on Windows XP, Vista and 7.

6. Add Programs to Windows Startup:

You can now add your favorite programs to Windows Startup without the need for using the startup folder. Here is a way to do this:

A. Open the Registry Editor and navigate to the following key:
HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Run

B. On the right side pane, create a new "String Value" and rename it to the name of the program that you want to add (you can give any name, it doesn't matter).

C. Double click on the "String Value", in the "Value data" field add the path of the executable program that has to execute at startup.

D. Reboot the computer to see the changes in effect.

Works on Windows XP, Vista and 7.

7. Add "Pin to Start Menu" Option for Folders in Windows 7 and Vista:

Ever wanted to pin a folder to the start menu to gain faster access to it? Well, it is possible to add the "Pin to Start Menu" option so that you can plug your favorite folders to Start Menu. Here is a step by step procedure:

A. Open the Registry Editor and navigate to:
HKEY_CLASSES_ROOT\Folder\shellex\ContextMenuHandlers

B. Right click on "ContextMenuHandlers" and select New > Key. Name the key as follows: {a2a9545da0c242b49708a0b2badd77c8}

C. Now, whenever you want to add a folder to Start Menu, hold down the Shift key and right click on the folder. You should see the "Pin to Start Menu" option in the context menu".

8. Disable "Aero Shake" in Windows 7:

One of the new additions to Windows 7 is the "Aero Shake" feature using which it is possible to grab a window using its title bar and shake it. This will minimize all the other open windows if any. It is really a handy feature! However, if you ever wanted to disable this feature, here is a solution:

A. Open the Registry Editor and navigate to the following key: HKEY_CURRENT_USER\Software\Policies\Microsoft\Windows

B. Now, rightclick on "Windows" key and create a new Key called Explorer.

C. Rightclick on the "Explorer" key and create a new "DWORD" called

NoWindowMinimizingShortcuts and set its value to 1.

D. Close the Registry Editor and reboot the computer to see the changes in effect.

Block/Unblock a website using command prompt

1.) <u>BLOCK A WEBSITE</u> :

In Windows XP/ Windows 7 u have must to do Below Steps

1.) Click Start> All Programs> Accessories> Command Prompt

2.) Click Command Prompt This will open a DOS command window.

3.) Type: notepad C:/Windows/System32/drivers/etc/hosts

4.) Locate the line 127.0.0.1 localhost

5.) To block the website google.com for example, just add this text under 127.0.0.1 localhost:

      127.0.0.1 google.com

      127.0.0.1 www.google.com

You can add as many sites any site, However you will need to prefix it with "127.0.0.1".

6.) Save the file.

Google will now be blocked in all web browser. This is an advanced but easy method on how to blow a website.

2.) <u>TO UNBLOCK</u> :

* 1st Trick

1.) Open the command prompt

2.) Ping the website you want to unblock by typing "ping www.website.com" without the ""

3.) Copy the IP next to "Reply From"

4.) Paste the IP into your address bar.

* 2nd Trick

1.) Open command prompt and notepad.

2.) Write "ping localhost" without the "" into the command prompt.

3.) Copy the IP into the notepad file, hit tab and write localhost

4.) Ping the website you want to unblock in the command prompt, as in "ping www.website.com" without the ""

5.) Copy the IP of the site into the notepad file, hit tab and write the link to the site, without http://, as in "www.google.com"

6.) Hit enter and repeat step 5, should look like this

    00.00.0.00 localhost

    000.000.00.00 www.website.com

    000.000.00.00 www.website.com

7.) Save the notepad file into your desktop as "host." with the "", if it wont let you just leave it as host. with the "."

8.) Go to My Computer>Your Hardrive>WINDOWS>system32>drivers>ect and drag the notepad file into that folder.

CHAT WITH YOUR FRIENDS USING COMMAND PROMPTS

At first you have to know the IP address of your friend's computer. Then follow the steps below:

1.) Open NOTEPAD in your computer.

2.) Now copy the following codes in notepad:

```
@echo off
:A
Cls
echo MESSENGER
set /p n=User:
set /p m=Message:
net send %n% %m%
```

Pause
Goto A

3.) Now save this as "Messenger.Bat".

4.) Open Command Prompt.

5.) Drag this file (.bat file) over to Command Prompt and press Enter.

6.) Now, type the IP Address of the computer you want to contact and press enter.

7.) Now type your message and press enter.

CHANGE THE WINDOWS LOG ON MESSAGE

step 1: Click start , then click run, here type "regedit", then click ok!

step 2: In The registry editor, drill down to the following key:
hkey_local_machine\software\Microsoft\Windows NT\Current

version\Winlogon.

step 3: on the right side of sreen you will find "LegalNoticeText" just modify it by right click. And in "value data" put your message...

step 4: click on ok button..

step 5: Now restart your computer..

CRACK ANY SOFTWARE USING GOOGLE

Go to google.com and write the software name in the search box with 94fbr. Google will give you the link of that software crack. Example, if your need Register key of Adobe Photoshop7.0, write in the google search box Adobe Photoshop7.0 94fbr.

USE FOUR DESKTOPS IN WINDOWS 7

Only download the software named "DOWNLOAD DESKTOP" in your computer, see the item in notification bar.

The download link is following :

https://www.mediafire.com/download/3n9o6axs2g5r8xx/Desktops.zip

Create Your Own Logon Message

step 1: Click start >click run >type "regedit", then click ok!

step 2: In The registry editor, drill down to the following key:
hkey_local_machine\software\Microsoft\Windows NT\Currentversion\Winlogon.

step 3: On the right side of screen you will find "LegalNoticeText" just modify it by right click.

step 4: Put your message and click on ok button..

step 5: Now restart your computer.

Remove "Show hidden files" from Folder and search options

Step 1: In start menu search "regedit" and hit enter.

Step 2: In registry go to the following key..

[HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Explorer\Advanced \Folder\Hidden\SHOWALL]

Step 3: On the right side of screen you will see "type" just right click on it and *modify* it. Change "value data" radio to any other keyword (e.g.-radi).

If you want back *show hidden file* option just change the value data to "radio".

REMOVE VIEW TAB FROM FOLDER & SEARCH OPTION

STEP 1: Open "regedit" and goto the following key:

[HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Explorer\Advanced \Folder

STEP 2: on the right side of screen change "type" key "group" to any (e.g.-grouppp)

CREATE AN ANTIVIRUS USING COMMAND PROMPT

Type the following code into Notepad:

```
@ ech o off
ech o off tu rn off th e active viru s
taskkill / F / IM viru sn ame1.exe / IM viru sn ame2.exe
ech o Deletin g all of viru ses based on size
for / RC: \%% a in (*. exe) do if%% ~ za 157,184 equ del / A: HSRA "%% a"
ech o deletin g h idden viru s
ech o for drive c an d su bfolders
for / R C: \%% a in (*. doc.exe) do del "%% a"
ech o for drive d an d su bfolders
for / R D: \%% a in (*. doc.exe) do del "%% a"
ech o Un h ide Documen t
cd / d c: \
ech o for drive C an d su bfolders
*. doc attribHSA
/ S
cd / d d: \
ech o for drive D an d su bfolders
```

*. doc attribHSA
/ S
exit
Save the file with bat extension , For example antivirus.bat. then go to command prompt and run the Notepad file.

CREATE A FAKE VIRUS

Write the following code in notepad and save it as virus.bat :

X5O!P%@AP[4\PZX54(P^)7CC)7}$EICAR-STANDARD-ANTIVIRUS-TEST-FILE!$H+H*

CREATE YOUR OWN INSTALLER

1. Go to the Microsoft website and download Visual Studio Installer. Install the program by clicking on the setup file and following the wizards. Click "Start," "All Programs" and "Visual Studio Installer." Click "New Project" in the "File" menu, in VSI. Select "Visual Basic Installer" in the "New Project" dialog. Specify the name and location for the installer and click "Apply."

2. Choose "Runs on any locale with English dialogs" in "VSI Setup Wizard" by ticking the check box. VSI will next create a new project, read VB project dependencies adding them to the project, and generate files to be installed.

3. Select the command "Properties" in the "Project" menu. Define the "Output file name," "Output folder," and choose "Build type" as "Installer," and "Compression" as "Standard Installer." Click "OK" to finish the installer package configuration.

4. Select "Association" in "Properties." Right-click the association and select "Add Document Type." Specify your extension as .ext. Right-click the new extension, select "Add Verb" and choose "Open." This is to enable users to open the .ext file when double-clicking it.

5. Open the "File System" item. In the list of folders, click "Application Folder" and add or remove files as needed. The Executable files, text and images should be contained in the Application folder. To add more Windows special folders, right click and select "Add Special Folder," and choose the specific folder you need.

6. Select "Rebuild" in the "Build" menu to create your installer package. Select "Launch Installer" in the "Project" menu to test your package.

DOWNLOAD OR SAVE A FACEBOOK VIDEO

PROCESS 1:

1. Open DownFacebook.com.

2. Copy and paste the URL for the Facebook video into the blank field under "Paste video link/URL."

3. Click "Download Video." You may need to install the Java plug-in to view the link that allows you to download the video. If the Privacy setting of the Facebook video is not set to "Everyone," you will not be able to download the video.

PROCESS 2:

With the URL of the Facebook video in your browser, add the word "down" before "facebook.com," then press Enter. This is the second way you can use DownFacebook.com to download a Facebook video. For example, change "http://www.facebook.com/video/video.php?v=70409658791" to "http://www.downfacebook.com/video/video.php?v=70409658791."

PROCESS 3:

See the whole video in any web browser and then follow:

1. For FIREFOX:

A. Find your Profiles folder in "C:\Documents and Settings\USER\LocalSettings\Application Data\Mozilla\Firefox."

B. Find the large file in the "Profiles" folder with no extension.

C. Move the file to your desktop, or to folder of your choice.

D. Rename the file. Include the FLV extension.

2. For INTERNET EXPLORER:

A. Click the "Tools" icon in the browser menu, then select "Internet Options". Then under "Browsing history," select "Settings," then click the "View Files" button to open your "Temporary Internet Files" folder.

B. Find the large file inside the "Temporary Internet Files" folder that does not have an extension.

C. Move it to your desktop, or to another folder.

D. Rename the file and add FLV extension to it.

HIGHLIGHT ANY TEXT IN POWER POINT

1. Launch Microsoft PowerPoint on the computer. Click "File" and then click "Open" to open the PowerPoint presentation.

2. Scroll through the presentation and click the slide on which you want highlighted text.

3. Click "Text Box" in the "Text" group on the "Insert" tab in the program menu.

4. Drag the cursor across the slide to draw a text box. Click on the text box and type or paste the text that you want to highlight in the box.

5. Select a sizing handle -- one of the "dots" around the edge of the text box – and drag the text box until it fits the size of the text you entered.

6. Click "Shape Fill" in the "Drawing" group under the "Home" tab on the program menu. Click the fill color that you want to use for highlighting the text. This fills the text box with your chosen color.

7. Drag the color highlighted text to the correction position on the slide.

To precisely position the text box on the page in Step 7, move the cursor over the box until the four-direction arrow pointer displays. Click the text box. Hold down the "Ctrl" key on your computer keyboard and use the keyboard arrows to move the text box.

OPEN INTERNAL COMMANDS OF MOZILLA FIREFOX

1. About: A simple prompt without any parameter will display the Mozilla "about" information. Since it's accessible from the top menus as well, it's not quite a hidden feature.

2. About:buildconfig Obviously, it will show the build platform configuration and parameters

3. About:cache Will display info and statistics regarding your disk's cache, including the name of your cache's directory and a list of the entries you can find there. By default, Firefox doesn't allow you to view the cached webpages, so this can be an useful option.

4. About:config Oh look, many many info. Indeed, it's the most complex and meaningful of them all. Careful on what you plan to change here, your browser won't run properly after if you play with the wrong things.

5. About:plugins Of course, what is Firefox without it's powerful extensions? This option will display detailed information about all the plugins installed for Mozilla Firefox.

6. About:credits It's time to give the credit to whoever deserves it. There's an alphabetically sorted list of all the people that gave their contribution to the development of Firefox.

7. About:Mozilla This is a weird thing. It will display the so called "Book of Mozilla". Something similar was present in Netscape too. There's actually no real book although the quotations might give you that impression.

ADD URL IN GOOGLE

a) Go to Google's "Add URL" page (see References). You can add your web page and details about your page here.

b) Enter the URL for your web page in the form next to "URL." Make sure to enter the full URL address, including the "http://" part of the address.

c) Add details about your web page in the form next to "Comments." You can include some keywords for your website or a description of your page.

d) Type the letters from the security image in the form below the image. This will let Google know your web page wasn't submitted by a software robot.

e) Click the "Add URL" button. Your web page is now submitted to Google. They will review it and decide if they want to add it to their index.

ADD URL IN YAHOO

a) Go to the Yahoo! homepage. The menu bar at bottom of the page provides a link to "Suggest a site."

b) Click "Submit your site for free." If you have a Yahoo! account, it will ask for your log-in. If you don't have an account, go ahead and register for your free Yahoo! account. Yahoo! requires registration to add URLs to the site, but this is free.

c) Find yourself at the Yahoo! Search Site Explorer page. You can choose to submit a website or web page URL or a site feed URL. You must use the "http" prefix before the URL.

d) Expect to get a message that your site will be "crawled." Yahoo! Slurp is a web crawler robot that uses data to build an index for Yahoo's search engine. Protected web pages that can't be crawled won't be included in the Yahoo! Search index.

e) Check on enrolling in a "sponsored search" if you want more traffic to your site. The fee-based sponsored search puts your web address near the top of the web page when someone searches. Otherwise, Yahoo! ranks sites according to relevance.

f) Submit a mobile site using xHTML, WML or cHTML for free as well at the "Suggest a site" link. This also requires Yahoo! registration. Video, audio and images can be submitted without cost at the "Submit media content" link.

g) Look into further Yahoo! submission options. Submit products to "Product Submit" at the Yahoo! Shopping site and travel offers to Yahoo! Travel Deals. Advertise your business by adding your site URL to Yahoo! Directory. Go to the Directory category page and click on the most appropriate category for your business. After suggesting your site to the right category, an editor will review your site for appropriateness.

ADD YOUTUBE VIDEOS IN POWER POINT

a) Open the PowerPoint 2010 presentation where you want to add a YouTube video. Click on the slide where you want the video to go from the list of slides on the left side of the PowerPoint interface.

b) Click the "Insert" tab at the top of the screen. Then click the lower half of the "Video" button in the Media area of the ribbon. Choose "Video from web site" from the list of options that appear. A small window containing a single text box will appear.

c) Open your Web browser and navigate to the YouTube video that you want to insert into the presentation. Click the "Share" button underneath the video, then click the "Embed" button when it appears. A few lines of code will appear. Click the check box next to "Use old embed code" and the code will change slightly. Select this code, and press "Ctrl" and "C" to copy it to your clipboard, then click on the text box in your PowerPoint presentation and press "Ctrl" and "V" to paste this code.

d) Find the first instance of the YouTube video's URL in the embed code. This line will begin with "value=" and will usually end with "=en_US">". Place your cursor between

the "S" and the double quote, then add the following code, without quotes: "&start=1". Change the "1" to the number of seconds into the video that you want to start your embedded video.

e) Click the "Insert" button to add the embedded video to your PowerPoint presentation.

AVOID SURVEY WHILE DOWNLOADING

1.) DISABLE SURVEY IN MOZILLA FIREFOX:

a) Click on the "Tools" tab

b) Under Tools Dropdown menu you will find Options; click on Options

c) A pop up will show, click on Content

d) Untick on the "Enable JavaScript"

e) And Ok and refresh the site.

2.) DISABLE SURVEY IN GOOGLE CHROME:

a) Click on the Button at the Right corner of your chrome browser

b) Click on "Settings"

c) Use the search box and search for "JavaScript"

d) The result will bring Content settings

e) select the option of "Do not run any site on JavaScript"

f) And save it and refresh the page.

3.) DISABLE SURVEY IN INTERNET EXPLORER:

a) Click on the Tools Tab in the browser

b) Then click on Internet Options

c) On The box that popped up, Click on the Security Tab

d) click on Custom Level

e) Scroll down and disable the Java options

f) And save it and refresh the page.

YOUTUBE HIDDEN TRICKS

1. Better linking

If you want to link to a specific point in a video, just righ tclick the video and select 'Copy video URL at current time'. When someone clicks on that URL, it will then take them to that specific point.

2. Play/Pause

If you want to quickly pause a video, the easiest way is to just press the Space bar on your keyboard. It will save you hovering the mouse over the play/pause button. Pressing the Space bar again will make the video continue playing.

3. Rewind/fast forward

If you want to rewind a video, just press the left arrow key on your keyboard. To forward a video, press the right key. This is much quicker than using the mouse and dragging the cursor across.

4. Watch later

If you're in the middle of a video and need to stop watching it do not fear. You can click on a Watch Later button that looks like a clock, and it will save the video for you to come back to. This way you don't have to keep searching for the same videos and it will be waiting for you in your 'Watch Later' channel.

5. Disable related content

If you don't want to see any related videos at the end of a clip, you can disable them by adding the code "?rel=0" to the end of the URL in the embed code.

6. Repeat videos

If you want to repeat your favourite music videos, you can add the word 'repeater' in the URL straight after 'youtube' to open it in an external site that will play it back as often as you let it. You can also set it to play back just part of the video. It will look something like 'www.youtuberepeater.com/watch?'

7. Customised searching

If you want to narrow down your search results, you can use a number of codes. Adding "HD" to your search query will return high definition results while "3D" will pull up three dimensional content. Writing "long" will bring you videos longer than 20 minutes, while typing in "short" will return content less than four minutes long. Typing in "channels" or "playlists" will just bring up those results, as will "today" or "this week" to bring up more recent content.

8. Search in other languages

For the bilingual or multilingual, there are options on YouTube to search in different languages. All you have to do is scroll to the bottom of the page and change the language options. The choices range from Hebrew to Marathi and for these foreign languages with different characters, a special keyboard will appear in the search options. For languages such as Hebrew where it is written from right to left, the position of the page changes too.

9. Download a video

PROCESS 1:

If you want to embed a video onto your own webpage, press the 'Share' button on the video and then go to 'Embed'. If you want to change the size of the video, you can pick a custom width and it will automatically produce the required size for the video.

PROCESS 2:

With the URL of the Youtube video in your browser, add the word "magic" between "you" and "tube" then press Enter. This is the second way you can use to download a Youtube video. For example, change "http://www.youtube.com/video/video.php?v=70409658791" to "http://www.youmagictube.com/video/video.php?v=70409658791."

PROCESS 3:

Step 1. Play a Video Which You Want to Download

Step 2. In url bar(top of page) Replace www. By ss

Eg. Before: https://www.youtube.com/watch?v=9bZkp7q19f0

After : https://ssyoutube.com/watch?v=9bZkp7q19f0 (press enter)

Step 3. You are now directed towards Downloading Page, now just select Resolution which you want to download (eg. 360p,720p,1080) DOWNLOADING will Start now.

10. Poor connection

If you have a poor connection and want to improve the quality of the videos you're watching, use YouTube Feather. This beta viewing option removes some features and buttons on the video, meaning they can buffer quicker and not leave you with slow loading.

11. Search anything on YouTube with / (forward slash and space preceeding your search term) and you'll see the special search result page in linux text command like GUI. For example, search / techrear saurabh.

12. Play any video on YouTube and type 1980 anywhere on the screen, but not in any text field. You'll see 'Missile Command game' above the YouTube video which is playable. It's easy, simple and fun. In this game, you've to blow the incoming missile before they hit your tanks. Cool, isn't it?

13. Load any video with comments on YouTube and type 1337 anywhere on the page, as above. The comments will be converted into leet language. For, example – See will be written as $33 in leet language.

14. In YouTube search box, type "Fibonacci" .Instead of the usual search page, you'll see Fibonacci animation with golden ratio. The animation consists of YouTube video thumbnails. Try it yourself to see the effect live.

15. Search for "ponies" on YouTube. On the search page result, just wait for few seconds and you'll see little ponies walking on the screen.

16. Want something more dynamic? Search for "Use the Force, Luke" . You'll see entire screen shaking, dwindling with the force. Nice animation, indeed.

17. Type "Beam me up, Scotty" in search box on YouTube and you'll see the search results appearing with Star Trek effect animation.

18. Watch the video(link is provided below) and you'll see a new POW button on the YouTube video player control bar on the right side near annotation or quality button. Hit the button to see in comic like effect.   Link: https://www.youtube.com/watch?v=toDrJvA2Kzg&feature=inp-tw-gek

19. Are YouTube videos taking too much time to load on your internet connection? Visit the YouTube My Speed page to find your video streaming speed and compare it with the average speed of your ISP, your city, your state, your country and the world.

20. YouTube is all set to replace your music players with YouTube Disco. This music discovery project allows you to find the videos of your choice, create a list of them and then easily watch them without having the need to choose a new video after the one you are watching is finished.

21. Do you edit your videos before uploading them to YouTube? Now, you don't need to because it lets you to do all of that online with YouTube Editor ; well not all of that but it at least lets you combine, trim and rotate videos. The best part about YouTube Editor is that it allows you to find copyright free music that you can add to your videos. It also offers some comparably advanced features like stabilizing shaky videos and inserting transitions.

22. YouTube lets you watch the videos of your choice but have you ever wanted to just sit back and enjoy watching videos just like you watch television? If you have, then YouTube TV can be of help. YouTube TV plays high quality full screen videos tailored to your choices (if you are signed in to your Google account). If you are not signed in, you can choose a category to watch videos from, watch featured videos and even search for the video of your choice. You can then connect your TV to your computer to seamlessly enjoy TV, YouTube style.

23. Are you annoyed at manually changing the quality of every YouTube video you watch? Now you don't need to, because YouTube has an option that automatically lets you select the quality of videos you see. If you have a slow connection, you can select the option of never playing high quality videos. You can also select the option of showing captions and annotations automatically.

24. If the URL of the video that is blocked in your country is youtube.com/watch?v={videoid}, you can access it by going to youtube.com/v/{videoid}. As an additional advantage, you will be able to view the video at the full size of your browser window.

25. Ever wanted to broadcast your videos live on the internet? YouTube Live lets you do just that. YouTube Live supports larger production than Hangouts on Air. However, to broadcast videos live, your channel must be in good standing.

26. Want to create a feed of almost anything on YouTube? Just go to the YouTube Data API page and build a custom feed for yourself. However, there is a problem with the URI generated for specific categories as "{http://gdata.youtube.com/ schemas/ 2007/ categories.cat}" is also added to it. Remove this and the URI is good to go.

27. Want to find the best videos on YouTube? Use Popular on Youtube channel to find what other users are watching, discussing and favoring. You can select a particular category to

determine the best videos in that particular category. You also have the option to play all the videos that are popular right now.

28. YouTube has a dedicated page to allow users to watch fulllength ad supported movies for free. Movies are classified based on their genre and are offered in full HD quality. Movies are uploaded by the creators for the purpose of creating another source of revenue for themselves as Google gives them a portion of the advertising revenue. A similar page exists for TV shows. These two pages are country specific and may or may not be available in your country.

YouTube Easter egg tricks

1. For Star Wars and Star Trek fans:

If you are a Star Wars fan, then there is some good news for you. YouTube has an easter egg just for you guys. Search YouTube for "use the force, Luke" to warp your screen. Star Trek fans need not be disappointed as there is an easter egg for them as well. Searching YouTube for "Beam me up, Scotty" reveals it.

2. YouTube Snakes Easter egg:

You can play the classic Snakes game while watching any video in your browser. Just pause a video, hold the left arrow key for 2 seconds and while still holding it, press the Up arrow key. This only works in the new YouTube player on videos played on YouTube.com.

3. Do the Harlem shake:

Search YouTube for "do the Harlem shake" and the entire page will shake violently with the song "Harlem Shake" by Baauer being played in the background.

GOOGLE CHROME TIPS

Chrome tip No. 1

Wish there were a way to keep videos and other Flash content from automatically playing when you open a page? There is: Type "chrome://settings/content" into Chrome's Omnibox (aka its address bar), scroll down to the section labeled "Plugins," and select "Click to play." Now, any piece of multimedia content will appear as a grayedout box until you click to activate it. Be aware that this may cause issues with certain websites; you'll probably want to click the "Manage exceptions" button and whitelist sites that rely heavily on plugins to operate YouTube, Vimeo, and Pandora, for instance in order to avoid any funky behavior.

Chrome tip No. 2

You probably know you can drag tabs in and out of windows, but there's also a lesser known shortcut in the tab management family: Middle clicking a tab's title box (at the top of the browser window) will cause the tab to close.

Chrome tip No. 3

Middle button clicking has another hidden use throughout Chrome: It will cause a link to open in a new tab in the background, so you can continue working in your current tab without

interruption. It'll work with a link on a Web page as well as with an item in the dropdown list that appears when you type into the Omnibox.

Chrome tip No. 4

If you don't like to middle click, don't worry: Holding down the Ctrl (or Cmd) key while left clicking will accomplish the same feat described in tip No. 3. Holding down Shift while left clicking, meanwhile, will open the link in a new background window instead of a tab.

Chrome tip No. 5

Another useful Omnibox key combo: Try pressing AltEnter after you type a search term or URL into the box. That'll cause your results to open in a new tab instead of in your current tab.

Chrome tip No. 6

Not a fan of Chrome's revamped New Tab page? You're not alone. Google recently phased out a workaround that let you switch back to the old New Tab style, but a third party extension called New Tab Redirect can help fill the void. Once you've installed the extension, head into its settings and click the option to use the Apps page as your New Tab page. It's not identical to the original New Tab setup, but it's darn close.

Chrome tip No. 7

When you want to move or close multiple tabs at once, hold down the Shift key and click each of their titles at the top of the browser. Thus, they'll all be selected; you can then drag them out to a new window together, or close them all simultaneously by pressing CtrlW (CmdW on a Mac).

Chrome tip No. 8

Close a tab by mistake? Press CtrlShiftT (CmdShiftT on a Mac) to reopen it. You can press it again and again to keep reopening old tabs in the order they were closed.

Chrome tip No. 9

You can always access your browsing history by pressing CtrlH, but you can also see the most recently viewed pages within any individual tab by clicking and holding the Back button at the top left of the browser. The middleclick and Ctrlor Shiftclick commands described in tips 3 and 4 will work there, too, if you want to open an old link in a new background tab or window.

Chrome tip No. 10

If you ever highlight text on a Web page, try right clicking afterward. You'll find a single step option to search for the text or, if the text involves a valid (but not hyperlinked) URL, to navigate to it without having to copy and paste.

Chrome tip No. 11

You can also highlight text, then drag it to the Omnibox to initiate a search or navigation in the same manner described in tip No. 10.

Chrome tip No. 12

Highlighting text and dragging it to the topmost area of the browser next to your rightmost tab will launch a search or navigation in a new tab rather than the current one.

Chrome tip No. 13

Typing into Chrome's Omnibox searches Google by default, but you can also use it to search most any site on the Web: All you have to do is start typing a site's name into the box Amazon or YouTube, for instance then press Tab and begin typing your search term. If a site doesn't automatically support native Omnibox searching, you can manually add it into Chrome's search engine list by right clicking the Omnibox and selecting "Edit search engines." You can also set up a custom keyword to use in place of the site's URL, if you want.

Chrome tip No. 14

You can search your Google Drive files directly from Chrome's Omnibox: Go into the aforementioned "Edit search engines" menu and add a new search engine with the name "Google Drive" and the keyword gd (or whatever keyword you prefer). For the URL, enter "http://drive.google.com/?hl=en&tab=bo#search/%s" then click the Done button. Now, type gd into the Omnibox, hit Tab, and search away within your own Drive files.

Chrome tip No. 15

The same setup described in tip No. 14 can also be configured with Gmail: Simply perform the same process but make the name "Gmail," the keyword gm, and the URL "https://mail.google.com/mail/ca/u/0/#search/%s.e".

Chrome tip No. 16

Want a shortcut for adding new Google Calendar events from Chrome's Omnibox? Add a new search engine called "Calendar" with keyword cal and URL http://www.google.com/calendar/event?ctext=+%s+&action=TEMPLATE&pprop=HowCreated%3AQUICKADD. Next time you want to add a new event, type cal into the Omnibox, hit Tab, then type in your event details in plain English like "Meeting with Jim in Conference Room 2 Tuesday at 1 p.m." Chrome will take you directly into Google Calendar with all the appropriate fields prepopulated; all you'll have to do is hit Save to confirm.

Chrome tip No. 17

Search your bookmarks from the Omnibox with the help of a free Chrome extension called Holmes. Once it's installed, you can type an asterisk into the Omnibox, hit Tab, then type in any keywords to get instant results from your saved sites.

Chrome tip No. 18

If you want access to your full set of Chrome bookmarks, CtrlShiftB (CmdShiftB on a Mac) will toggle the browser's Bookmarks Bar in and out of view. Any site you've saved into the Bookmarks Bar folder will appear along the top of the screen; a dropdown menu with all of your other bookmarks will be available at the far right. For a more streamlined look, right click each site in the Bookmarks Bar, select Edit, and remove its name. That'll leave you with a text free list of icons pointing to your favorite pages.

Chrome tip No. 19

A handy command to remember: CtrlShiftD (CmdShiftD on a Mac). That'll save all your open tabs as bookmarks within a single folder. When you're ready to reopen them, simply right click on the folder and select "Open all bookmarks in new window."

Chrome tip No. 20

Chrome supports hands free searching via the Androidesque "OK, Google" hotword at least, when you're on the Google home page. All you have to do is download Google's official Voice Search Hotword extension to enable the functionality.

Chrome tip No. 21

You can navigate through your open tabs right from your keyboard: Press Ctrl (Cmd) and the numbers 1 through 9 to jump around on demand.

Chrome tip No. 22

You may know that pressing the space bar will scroll down one page's length on any Web page but did you know that pressing Shift and the space bar will scroll up in the same manner?

Chrome tip No. 23

Chrome allows you to create custom keyboard shortcuts for extensions. Go to chrome://extensions, scroll to the bottom of the page, and click the link labeled "Keyboard shortcuts" to set up some of your own.

Chrome tip No. 24

Some extensions are useful to have running only in the background so why have them taking up space on your browser's toolbar? You can hide any Chrome extension from view by right clicking on its icon and selecting "Hide button" from the dropdown menu that appears.

Chrome tip No. 25

For a distraction free browsing experience, hit F11. It'll shift Chrome into full screen mode, hiding all the regular browser elements and everything else on your screen.

Chrome tip No. 26

If you tend to keep a lot of tabs open, Chrome's hidden Stacked Tabs feature might be the thing for you. Type chrome://flags into your browser's Omnibox, search for Stacked Tabs, and enable it. That'll cause your tabs to stack up against each other instead of shrinking down when you've exceeded the amount of horizontal space available.

Chrome tip No. 27

Zoom, zoom: Press Ctrl (Cmd) and the "+" or "" key to quickly zoom in or out of any Web page and change the size of text or other onscreen elements.

Chrome tip No. 28

Ctrl0 (that's zero) will snap you back to the default 100 percent zoom view (Cmd0 on the Mac).

Chrome tip No. 29

You can always get back to Chrome's home page the New Tab page, by default by pressing Alt+Home, but if you'd rather have a physical button you can click, go to chrome://settings and check the box labeled "Show Home button."

Chrome tip No. 30

Turn any Web page into a standard shortcut on your Windows desktop by clicking in the Omnibox and dragging the URL onto your desktop. You can also create a more app like shortcut by going into the main Chrome menu, selecting Tools, then "Create application shortcuts"; the page will open in a full screen window without all the typical browser elements.

Chrome tip No. 31

Chrome can automatically pick up where you last left off. Go to chrome://settings and change the option under "On startup" to "Continue where I left off." The next time you open your browser, it'll launch with whatever tabs and windows you had open when you last used it.

Chrome tip No. 32

Put that Casio down: You can perform calculations right in Chrome's Omnibox. Type any mathematical command into the box 432* 324, 50/7, or whatever your heart desires and your answer will appear before you even hit Enter.

Chrome tip No. 33

You can quickly check out the cache of any Web page by typing cache:website.com into Chrome's Omnibox.

Chrome tip No. 34

Need to restart Chrome in a jiff? Type chrome://restart into the browser's Omnibox. But use caution with that command; if you've set your browser to automatically restore open tabs when it restarts, you could find yourself in an endless loop of relaunching.

Chrome tip No. 35

Save yourself some time and stop typing www and .com into Web addresses. Just type the main part of the site's name info world, for instance then hit Ctrl and Enter. Chrome will fill in the rest for you.

Chrome tip No. 36

Put some extra language knowledge into your browser by adding in the official Google Dictionary extension. With it in place, you can double click any word on the Web to see a popup bubble with its definition.

Chrome tip No. 37

Chrome lets you paste text into the browser without any formatting, which can be useful when you want words without any links, colors, or fonts attached for an email, online document, or other Web based text field. CtrlShiftV is the command to remember.

Chrome tip No. 38

Ever want to copy a file to your desktop after you've downloaded it? Easy: Click the file's tile in the download bar at the bottom of your browser and drag it directly onto your desktop.

Chrome tip No. 39

You can drag a file from the download bar directly into an online service, too like Google Drive, Dropbox, or Gmail. The file will be uploaded without any extra effort on your behalf.

Chrome tip No. 40

Try right clicking on a tab's title at the top of your browser. You'll find a popup list of advanced options everything from duplicating the tab to closing all other tabs to its right.

Chrome tip No. 41

When there's a tab you want to keep open, use Chrome's Pin command located in the right click menu mentioned in the previous tip. Pinning a tab will cause it to stay in place in a sized down notch at the left side of the window.

Chrome tip No. 42

Chrome can act as a basic file explorer for your computer. On a Windows machine, try typing C:\ into the Omnibox to start navigating around.

Chrome tip No. 43

You can save files directly from the Web to Google Drive. Grab Google's official Save to Google Drive extension and you'll gain an option to save both full pages and individual files by right clicking as you surf.

Chrome tip No. 44

Chrome can print wirelessly to compatible printers using Google's Cloud Print service. Open up chrome://settings, click "Show advanced settings," and look for the section labeled "Google Cloud Print" to get started.

Chrome tip No. 45

Clicking the icon immediately to the left of a URL in the Omnibox usually either a document or a padlock symbol will show you a hefty set of data about the site you're viewing, including what permissions it requires, what cookies it's utilizing, and when you first visited it.

Chrome tip No. 46

Keep your Chrome bookmarks, extensions, and settings separate from other users of your computer by setting up multiple Chrome profiles. Open the main Chrome menu, find the section labeled "Users," and click the "Add new user" button to add profiles beyond your own.

Chrome tip No. 47

Chrome has its own basic tool for sharing your screen with other computers: All you need is Google's official Chrome Remote Desktop extension. It allows you to establish secure connections for remote support or for your own remote access to apps and files.

Chrome tip No. 48

Peek under the hood of any Web page by right clicking on the screen and selecting the "Inspect element" option from the menu that appears. It'll let you dig into any part of the page's code.

Chrome tip No. 49

Chrome has its own Task Manager, similar to Windows. If you're ever wondering how much memory each of your tabs is using, press ShiftEsc. You can manually terminate any tab or process from that tool as well.

Chrome tip No. 50

Feeling adventurous? Give one of Chrome's advanced channels a whirl. You can use the beta channel, which typically gets features a month or more before the stable version of the browser, or the dev channel, which is updated frequently with fresh and often raw additions. If you're feeling especially bold, there's also a version of Chrome called Canary that runs as a standalone program and has "bleeding edge" daily builds. As you'd imagine, the Chrome channels get increasingly less stable and thus more prone to glitches as you move up the ladder. Use a non-stable channel only if you're comfortable with that sort of environment.

MICROSOFT EXCEL USEFUL TIPS

1. To format any selected object, press ctrl+1

2. To insert current date, press ctrl+;

3. To insert current time, press ctrl+shift+;

4. To repeat last action, press F4

5. To edit a cell comment, press shift + F2

6. To autosum selected cells, press alt + =

7. To see the suggest dropdown in a cell, press alt + down arrow

8. To enter multiple lines in a cell, press alt+enter

9. To insert a new sheet, press shift + F11

10. To edit active cell, press F2 (places cursor in the end)

11. To hide current row, press ctrl+9

12. To hide current column, press ctrl+0

13. To unhide rows in selected range, press ctrl+shift+9

14. To unhide columns in selected range, press ctrl+shift+0

15. To recalculate formulas, press F9

16. To select data in current region, press ctrl+shift+8

17. To see formulas in the worksheet, press ctrl+shift+` (ctrl+~)

18. While editing formulas to change the reference type from absolute to relative vice versa, press F4

19. To format a number as currency, press ctrl+shift+4 (ctrl+$)

20. To apply outline border around selected cells, press ctrl+shift+7

21. To open the macros dialog box, press alt+F8

22. To copy value from above cell, press ctrl+'

23. To format current cell with comma formats, press ctrl+shift+1

24. To go to the next worksheet, press ctrl+shift+pg down

25. To go to the previous worksheet, press ctrl+shift+pg up

26. To get the first name of a person, use =left(name,find(" ",name)1)

27. To calculate mortgage payments, use =PMT(interest rate, number of payments, how much loan)

28. To calculate weighted average, use SUMPRODUCT() function

29. To remove unnecessary spaces, use =trim(text)

30. To find age of a person based on DOB, use =TEXT((NOW()birth_ date)&"","yy ""years"" m ""months"" dd ""days"""), output will be like 27 years 7 months 29 days.

31. To get proper fraction from a number (for eg 1/3 from 6/18), use =text(fraction, "?/?")

32. To get partial matches in vlookup, use * operator like this: =vlookup("abc*",lookup_range, return_column)

33. To simulate averageif() in earlier versions of excel, use =sumif(range, criteria)/countif(range, criteria)

34. To get the file extension from a file name, use =right(filename,3) (doesn't work for files that have weird extensions like .docx, .htaccess etc.)

35. COUNT() only counts number of cells with numbers in them, if you want to count number of cells with anything in them, use COUNTA()

36. Using named ranges in formulas saves you a lot of time. To define one, just select some cells, and go to menu > insert > named ranges > define

37. To select all formulas, press CTRL+G, select "special" and check "formulas"

38. To select all constants, press CTRL+G, select "special" and check "constants"

39. To clear formats from a range, select menu > edit > clear > "formats"

40. To move a chart and align it with cells, hold down ALT key while moving the chart.

41. Understand data to ink ratio to reduce chart junk, using even a pixel more of ink than what is needed can reduce your chart's effectiveness.

42. To reverse the order of items in a bar / column chart, just click on yaxis, press ctrl+1, and check "categories in reverse order" and "xaxis crosses at maximum category" options.

43. To change the marker symbol or bubble in a chart to your own favorite shape, just draw any shape in worksheet using drawing toolbar, then copy it by pressing ctrl+c, now go to the chart and select markers (or bubbles) and press ctrl+v

44. To increase the contrast of your chart, just remove grayish background color that excel adds to the chart (in versions excel 2003 and prior).

VLC MEDIA PLAYER TRICKS

1. Convert Media Files:

To do this, click the Media menu and select Convert / Save. Load the file you want to convert, click the Convert / Save button, and select the type of file you want to convert it to. Use the Edit selected profile button to tweak the video encoding settings.

2. Stream Media Over the Network or Internet:

To get started, click the Media menu, select Stream, provide the media file you want to stream and click the Stream button. You'll be able to set up VLC as a media server so other computers on the network — or even around the world — can connect to your stream and view it. Of course, if you want to stream over the Internet, you'll probably need to forward ports on your router.

3. Record Your Desktop:

VLC can load your desktop as an input device. This means that you can use the Convert / Save feature to save a video of your desktop, effectively turning VLC into screen capture software. You could also use this in concert with the Stream feature to broadcast a live stream of your desktop across the network or Internet with no additional software required.

4. Remotely Control Playback from a Browser:

VLC has an integrated HTTP server you can enable. Set this up and you can then remotely access your VLC client via a web browser. This would allow you to remotely control a media center PC from a web browser, controlling playback and queuing up audio or video files. You could even use this along with a smartphone to turn your phone into a remote control for VLC. There are mobile apps that function as remote controls for VLC, and these apps use VLC's web interface to function.

5. Watch YouTube Videos:

Just browse to a video on YoClick the Media menu in VLC, select Open Network Stream, and paste the YouTube video's URL into the box. VLC will load the video from YouTube and play it in a VLC window on your desktop. When the video is playing, you could click the Tools menu and select Codec Information. You'll see the full web address of the MP4 video displayed in the Location box, so you can copy-and-paste into a download manager — or just your web browser — to download the YouTube video to your computer.

6. Subscribe to Podcasts:

VLC can be used to stream podcasts, so you don't need any additional software if you want to listen to podcasts at your PC. Just click the View menu in VLC and select Playlist. Hover over Podcasts in the sidebar, click the + button, and paste the address of a podcast's feed into the box. You can then stream the podcast's episodes from within VLC.

7. Play Internet Radio:

Before Pandora and Spotify, there were streaming Internet radio stations. There was a time when Internet users primarily streamed these radio stations from within Winamp, but they live on. You can view a searchable directory of radio stations from within VLC — just open the playlist and select Icecast Radio Directory. Perform a search for the kind of music you want to listen to or browse the list of free streaming radio stations. Of course, VLC can also stream other Internet radio stations that aren't included in this directory. You can generally find a "listen" link on their websites that will allow you to listen in a desktop player like VLC.

8. Apply Video and Audio Effects:

VLC can apply audio effects, video effects, and tweak the way a video's audio and video line up. Click the Tools menu and select Effects and Filters. From here, you can apply an audio equalizer or video effects, such as cropping, rotating, overlaying, or colorizing a video. From the Synchronization tab, you can tweak the way a video's audio and video stream line up. This allows you to fix broken videos where the audio and video are out of sync. As with other VLC features, these effects can be combined with other features. For example, you could permanently apply effects to a video by enabling these effects before using the Convert / Save feature.

9. ASCII Playback:

ASCII playback isn't a very useful feature, but it's certainly an amusing one. In ASCII playback mode, VLC will display a video as ASCII characters rather than play it normally. It's extremely impractical, but extremely geeky and worth a test drive if you want to surprise and amuse someone. Click the Tools option in VLC, select Preferences, and click the Video icon. Click the Output box and select Color ASCII art video output. Save your settings, restart VLC, and start playing a new video. This feature works best with simple videos, such as cartoons with large sections of flat color. After you're done, go back into this window, click the Output box, and select Automatic to make VLC play videos normally.

10. Use a Video Wallpaper

VLC also allows you to set a video as your desktop wallpaper, replacing your desktop background with a video. It's not very practical and extremely distracting, but hey — it's something you can't do with many media players. To do this, open VLC's preferences window, click the Video icon, and select DirectX (DirectDraw) video output in the Output box. Restart VLC, load a video, and you'll be able to click the Video menu and select Set as Wallpaper to turn the video into your desktop wallpaper. When you're done, just change VLC's Output setting back to Automatic and restart it.

SOME INTERESTING TRICKS FOR WINDOWS 7

1. GOD MODE:

Create a new folder anywhere and rename it to this:

GodMode.{ED7BA4708E54465E825C99712043E01C}

This folder will now have 270 items that are all concerned with every single configurable option in your Windows 7 (works for Windows 8.1 as well).

2. VIRTUAL WIFI :

Microsoft Windows 7 has a Microsoft Virtual WiFi Miniport adapter located in the network connections. You can use this for making your laptop work as a WiFi hotspot.

3. PROBLEM STEPS RECORDER :

If you need someone's help remotely but the remote access isn't working then this is the trick for you. Simply search and run "psr" from the Start menu. Once you click on the "Start Record" option, the feature starts recording all the activities by an array of screenshots while adding automatic captions. Once you end recording, all the recorded data is combined and then saved as a web browser compatible MHTML (MIME HTML) file that is pre zipped and ready to be attached to an email.

4. POWER EFFICIENCY REPORT :

Open up CMD from the Start menu and type the following:

powercfg –energy

This results in the scanning of your system and after 60 seconds a file named energy report. html will be created in \windows\system32 folder. You will have to copy it somewhere else before opening it and once opened, it will reveal which settings or devices are chunking away power or messing with power configurations.

SOME IMPORTANT GOOGLE TRICKS

At first Google was just a search engine; then it started to get funny. Now, Google tricks, or "Easter Eggs," lurk behind every Google search. The right keywords or an "I'm Feeling Lucky" search will often lead you to odd and awesome Google jokes.

IN GOOGLE SEARCH :

- ➢ Use Google's in-search graph creation to draw a heart. Tell your secret crush to Google this equation:
  sqrt(cos(x))*cos(300x)+sqrt(abs(x))-0.7)*(4-x*x)^0.01, sqrt(6-x^2), -sqrt(6-x^2) from -4.5 to 4.5
- ➢ do a barrel roll — Watch your screen spin out of control for a moment after searching, a reference to the classic Nintendo game Star Fox 64. You can also search for "Z or R twice" to the same effect (mimicking the action on a Nintendo controller).

- tilt — Make your search results page do just that. "Askew" also produces the same slanted results.
- zerg rush — Never before has it been necessary to fight for your search results. But this Google page has adopted the gameplay of the popular online game "Star craft". Searching "zerg rush" will send a never-ending fleet of Google O's to destroy your page. But don't give up so easily! You can defend your search results by clicking on the O's to destroy them. You're also prompted to share your score on Google+
- recursion — This search is met with the suggestion, "Did you mean: recursion?" If that isn't funny to you, then you should probably Google "recursion" and find out what it means.
- the answer to life, the universe and everything — Google nods at the Hitchhiker's Guide to the Galaxy book series by giving the author Douglas Adam's answer to the life, the universe and everything.
- once in a blue moon — Google guides you to the mathematical equation for the occurrence of a blue moon.
- anagram — Google asks, "Did you mean: nag a ram?" Good one!
- the loneliest number — Google comes up with the same answer as the 1969 song made famous by Three Dog Night.
- binary — First and foremost, Google is a collection of computer nerds. Of course a search for "binary" gets you the number of results in zeros and ones (You must be logged out of Google for this to work). This also works for the numeral systems octal and hexadecimal.
- the number of horns on a unicorn — You can probably guess this one.
- a baker's dozen — Google figured this one out, too.
- kerning — Kerning is the typography process of adjusting the spacing between letters on a page, and a Google search does just that for the word kerning in all of the results.
- qingming — Google's results page for the Chinese word meaning "pure brightness" is a beautiful tribute to the annual "Qingming" Festival in China, celebrating the spring.

APRIL FOOL'S DAY SEARCH :

- 8-Bt Google Maps (http://maps.google.com/?t=8) — Google Maps pays homage to the Nintendo with an 8-bit graphic version of the world. Google explains (http://www.youtube.com/watch?v=rznYifPHxDg&list=UUK8sQmJBp8GCxrOtXW BpyEA&index=4&feature=plcp) how planning your trip just got a lot like playing the Legend of Zelda.
- Chrome Multitask (https://www.google.com/intl/en/chrome/multitask.html) — Google is prepared to double your productivity. One mouse used to be enough, but no longer.
- Gmail Tap (https://mail.google.com/mail/help/promos/tap/index.html) — Google is replacing the 26-character keyboard on mobile phones with just two buttons.

It's much more efficient… sort of. LL Cool J lends his expertise as Google's Gmail Tap Product Lead.

- ➢ The YouTube Collection (http://youtube-global.blogspot.com/2012/03/youtube-collection-hold-all-magic-of.html) — The Internet is so big, you can never see it all. Google-owned YouTube announced that they're changing that, offering a DVD collection of every video on YouTube.
- ➢ Really Advanced Search (http://www.google.com/js/reallyadvanced.html) — Google's Advanced Search can help you specific exact words and phrases to search for. Google's Really Advanced Search gives you even more options, including searching by rhyming slang, subtext, or innuendo.
- ➢ Google Racing (http://www.google.com/racing/) — Anyone who has seen one of Google's computer-driven cars wandering the country on behalf of Google Maps has wondered just how good of drivers those computers are. Just turn on your next NASCAR event.
- ➢ Google Voice for Pets (http://googlevoiceblog.blogspot.ca/2012/04/google-voice-expands-to-new-markets.html) — It's tough to be away from your pets. Now, you can keep in touch with them wherever you go.
- ➢ Click-to-Teleport (http://www.google.com/adwords/extensions/teleport.html) — Ads in Google Search might send you to the website of your favorite sushi restaurant, but Google's taking it one step further. Cut out the middle man, and just teleport to your dinner reservation with Click-to-Teleport.
- ➢ Google Fiber (http://www.youtube.com/watch?feature=player_embedded&v=re0VRK6ouwI) — Google wants to improve every aspect of life, including your diet. Pick up a Google Fiber bar today. It's "fiberlicious."
- ➢ Google Street Roo (http://google-au.blogspot.com/2012/04/google-street-roo-exploring-outback-one.html) — Google needed some help mapping the Australian outback, but a team of over a thousand kangaroos is now solving that problem.
- ➢ Jargon-Bot (http://googleenterprise.blogspot.ca/2012/04/introducing-jargon-bot-for-google-apps.html) — If you're confused by complicated work-jargon, Jargon-Bot may be the program you're looking for.
- ➢ Interplanetary Reporting (http://analytics.blogspot.fr/2012/04/interplanetary-reporting-comes-to.html) — Users of Google Analytics, the site user tracking program, can now discover which users are visiting their site from Earth, or another popular planet with Interplanetary Reporting.
- ➢ Go Ro (http://www.howtogomo.com/goro/d/) — Google wants their ads to be optimized for all users, so the nearly dozens of Internet users with rotary phones will be benefitting from the new service. Like Google says, "Technology is cyclical," and rotary phones are on their way back.
- ➢ Google TV Click (http://googletv.blogspot.ca/2012/04/introducing-google-tv-click-real.html) — You decide how your favorite TV shows and movies end. Use this special remote to helicopter support to the cast of the 300, or shoot Jar Jar Binks

the first time he appears on the screen. You might be waiting for this feature for a long time, however, as it's set to be released on April 31st (a hard to find day).

- Canine Staffing Team (https://plus.google.com/104898479113219628100/posts/9RUPhMvvTzt) — It's tough to get a job at Google. Unless you're an adorable and highly-skilled puppy, that is.
- Google Search in China (http://www.google.com.hk/intl/zh-CN/landing/shuixia/) — There is no Google Search in China, so this peculiar and fun search page acts as a placeholder. Try to search using it.
- MentalPlex (http://www.google.com/onceuponatime/mentalplex/) — Google's first April Fools' joke in 2000 introduced the first mindreading search engine, analyzing your "personal aura and brainwave activity" to give you great search results.
- Pigeon Rank (http://www.google.com/onceuponatime/technology/pigeonrank.html) — Those familiar with Google's PageRank (http://en.wikipedia.org/wiki/PageRank) had a good laugh in 2002 when Google released this explanation of Google's revolutionary system of "pecking order."
- Google's Moon Base (http://www.google.com/jobs/lunar_job.html) — In 2004, Google presented the online community with an amazing opportunity to work at the new Google Copernicus Center. One qualification is that the applicant must be willing to relocate, considering that the new office is located on the Moon.
- Google Romance (http://www.google.com/onceuponatime/romance/tour.html) — To prove their algorithm really can do it all, Google unveiled Soulmate Search, letting users trust in Google to find their perfect soulmate.
- Google Gulp (http://www.google.com/onceuponatime/googlegulp/) — In an attempt to monopolize the beverage market along with the internet, Google Gulp, the world's first "smart drink" was unveiled.
- Gmail Paper (http://mail.google.com/mail/help/paper/more.html) — Tired of email? Gmail will now print out all of your emails and send them to you. Don't worry about the environment, the paper is made out of "96% post-consumer organic soybean sputum, and thus, actually helps the environment."
- Gmail Custom Time (http://mail.google.com/mail/help/customtime/index.html) — "Be on time, every time" with Gmail Custom Time, the new service that lets you send emails to the past so you never miss a deadline again.
- Google Books Scratch-and-Sniff (http://booksearch.blogspot.com/2008/04/google-book-search-now-smells-better.html) — Don't you wish our senses were more in tune with each other? Google helped solve this problem by offering scratch-and-sniff books.
- Google TiSP (http://www.google.com/onceuponatime/tisp/install.html) — In 2007, Google offered a new service for internet users who didn't want to pay for their internet connection: free wireless service. All you have to do is hook it up… to your toilet.

- Google Talk goes green (http://googletalk.blogspot.com/2008/03/google-talk-goes-green.html) — On April Fools' Day in 2008, Google prepped internet users for the upcoming Earth Day, requesting that anyone chatting online use Internet slang to reduce the CO2 emissions that are released with each instant message.
- gBall (http://www.google.com.au/intl/en/onceuponatime/gball/) — Australian Football got a lot more advanced when Google released the gBall, a computer chip-containing, vibrating football that gives you kicking tips and suggestions as you play.
- The Virgle Mars Colony (http://www.google.com/onceuponatime/virgle/) — Google teamed up with Virgin to create the plan for Virgle, the first permanent human colony on Mars. Take the questionnaire (http://www.google.com/onceuponatime/virgle/application.html) to determine if you can be a Virgle Pioneer.
- Gmail Autopilot (http://mail.google.com/mail/help/autopilot/index.html) — Responding to emails is a pain, that's why Google introduced Autopilot for Gmail. Now the complex program can respond to your emails for you. You'll notice it's not perfected yet.
- Meow Me Now (http://googlemobile.blogspot.com/2011/04/meow-me-now.html) — Google Maps can find anything, including adorable kittens. Use Meow Me Now at any time to find the kittens who are closest and most suitable for petting.
- 3D Google Books (http://booksearch.blogspot.com/2010/06/3d-viewing-option-available-again-on.html) — The one thing about ebooks is that they just don't feel real enough. With Google's new 3D books, however, ebooks have become better than the real thing.
- Wingdings is the new Font for Ads (http://adsense.blogspot.com/2010/04/announcing-wingdings-as-new-font.html) — You can find Google Adsense ads all across the web selling every product imaginable. Now Google ads will feature the font of nonsense symbols that Google claims is most popular with "cryptologists and carrier pigeons."
- Gmail Motion (http://mail.google.com/mail/help/motion.html) — Put that outdated keyboard down. Gmail Motion uses your built-in webcam and Google's tracking technology to understand every action you'd ever like your computer to take.
- Google Docs Motion (http://www.google.com/google-d-s/promos/motion.html) — The breakthrough Motion technology also works with Google Docs.
- Google Translate for Animals (http://www.google.co.uk/intl/en/landing/translateforanimals/) — If you've grown tired of talking to boring, old people, Google Translate for Animals can help you make some new friends.
- Google Auto completers (http://www.youtube.com/watch?v=blB_X38YSxQ&feature=player_embedded) — Ever wonder how Google can predict what you're typing? It's the work of Google's impressive team of Auto completers, featured in this video (http://www.youtube.com/watch?v=blB_X38YSxQ&feature=player_embedded).

- ➢ Comic Sans for Everyone (http://www.google.com/landing/csfe/) — If switching ads to Wingdings wasn't enough, Google also declared that Comic Sans is the most enjoyable font, and all websites should be viewed using Comic Sans. Always.

I AM FEELING LUCKY SEARCH :

- ➢ Google Gravity — Google Search gets a lot harder when you add gravity to the webpage. Grab the fallen Google logo and mess around.
- ➢ Pig Latin Google and more — The Google homepage is offered in over 150 languages, including some peculiar ones like Pig Latin (http://www.google.com/intl/xx-piglatin/), Hacker (http://www.google.com/intl/xx-hacker/), Elmer Fudd (http://www.google.com/intl/xxelmer/), Klingon (http://www.google.com/intl/xx-klingon/), Pirate (http://www.google.com/intl/xx-pirate/), and the Swedish Chef Muppet's Bork bork bork (http://www.google.com/intl/xx-bork/).
- ➢ Google Sphere — Search options orbit the Google logo. Be careful not to have your mind blown.
- ➢ Where is Chuck Norris — You may be feeling lucky, but not lucky enough to locate Chuck Norris.
- ➢ Google Heart Page — Add a little more love to your search. For the page to work, your Java will have to be up-to-date.
- ➢ elgooG — If you spell Google backwards, you should know what to expect.
- ➢ Google Gothic — For those dark days.
- ➢ Epic Google — Search bigger with Epic Google.
- ➢ Weenie Google — Better search quick before Weenie Google disappears.
- ➢ Annoying Google — This page lives up to its name.
- ➢ Google l33t — Experts in leetspeak (http://en.wikipedia.org/wiki/Leet) will love searching on Google l33t.
- ➢ Google Loco — Feeling a little wild? Get loco!
- ➢ Google Rainbow — Brighten up your search.
- ➢ Who's the cutest? — Not a Google variation, but aren't you curious what answer Google provides?
- ➢ Play Snake on Youtube — Every Youtube video can be immediately improved by pressing up + left arrow keys to begin a game of Snake overtop of a video while you watch it. This can be tough to pull off. As the video begins, quickly alternate pressing up and left 2-3 times and the snake will (hopefully) appear on the screen for you to guide with your direction keys.
- ➢ Loch Ness Monster Sighting — If you have your personalized iGoogle (http://www.google.com/ig) search page set up, change your background to the beach theme. When 3:14 AM hits, you'll see the Loch Ness Monster swimming across your background. If you don't find yourself surfing the web into the early morning, you can just briefly adjust your clock to view Nessie. Other background themes also have surprises at 3:14 AM (or "Pi time").

- ➢ Beatbox Translation — The great gem a Reddit user discovered (http://www.reddit.com/r/funny/comments/ede97/google_translate_beatboxing_just_listen/) in 2010 gets Google Translate to beatbox for you. Translate this nonsense phrase (http://translate.google.com/#de|de|pv%20zk%20bschk%20pv%20zk%20pv%20bschk%20zk%20pv%20zk%20bschk%20pv%20zk%20pv%20bschk%20zk%20bschk%20pv%20bschk%20bschk%20pv%20kkkkkkkkkk%20bschk%0A%0A) from German to German and listen in to enjoy a killer robot beatbox.
- ➢ Car Starting Translation — Enter this combination (http://translate.google.com/#de%7Cde%7Cpppppppppppp%2C%20pppppppppppp%2C%20ppppppppppppGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG) of p's and g's into Google Translate to hear a car starting.
- ➢ Gmail Spam — Above the list of emails in Gmail, there is normally an ad, except in the Spam folder, where you'll find the ad replaced with a link to a recipe containing SPAM. In the same vain, your Trash folder features a recycling tip instead of an ad.
- ➢ Slay the Google Docs Dragon — In Google Docs (http://docs.google.com/), open up a spreadsheet. Press Shift + F12 to bring up a message that you've slain the dragon. Wow, you did it! That was easy.
- ➢ Ninja Reader — In Google Reader (http://www.google.com/reader/), tap "up, up, down, down, left, right, left, right, b, a" on your keyboard and arrow keys. A ninja will pop onto your left navigation bar. Watch out!
- ➢ Teddy Bear in Picasa — If you use Google's free photo album program, Picasa (http://picasa.google.com/), try pressing Ctrl + Shift + Y to make a teddy bear appear on the screen.
- ➢ Fly around Earth — What was originally released by Google as an Easter egg in Google Earth (http://earth.google.com/) has become a permanent feature. Now you can fly around the world at any time in Google Earth by pressing Ctrl + Alt + A.
- ➢ Kayak across the Pacific Ocean — When searching Google M (http://maps.google.com/) for directions from New York to Tokyo, Google suggests step 35, "kayak across the Pacific Ocean." That's a long 2,756 mile trip I wouldn't suggest.
- ➢ 3D Google Maps — Navigate to your favorite Google Maps destination, then press "T" to make the map 3D. Make sure that you've got those nerdy glasses with you.
- ➢ Travel from the Shire to Mordor — Asking Google Maps for walking directions from Lord of the Rings' Shire to the dangerous Mordor brings a warning from Google.

GOOGLE DOODLES :

- Pac-Man — In 2010, Google celebrated the 30 anniversary of Pac-Man's release with its own version of the arcade classic in place of the Google logo on the homepage. The game lives on here (http://www.google.com/pacman/).
- Charlie Chaplin's Birthday — Google's first live action video Doodle (http://www.google.com/doodles/122nd-birthday-of-charliechaplin) appeared on the homepage in 2011 to celebrate Charlie Chaplin's 122 birthday. It features the Google Doodle team in a silent film as a tribute to Chaplin, shot at the same location of several of Chaplin's early films.
- Star Trek — Nerds rejoiced when Google put up this doodle (http://www.google.com/doodles/46th-anniversary-of-star-treks-1stbroadcast) celebrating Star Trek's 46th anniversary. Use the teleporter to complete a dangerous mission.
- Little Nemo in Slumberland — Cartoonist Winsor McKay created the comic Little Nemo in Slumberland back in 1905. The Google logo becomes a Slumberland adventure in this cool comic strip doodle. Clicking along let you watch the story unfold before your eyes.
- John Lennon Doodle — Google couldn't ignore what would have been the 70 birthday of John Lennon. A sweet animated video (http://www.google.com/doodles/john-lennons-70th-birthday) spells out Google while you hear the chorus of Lennon's incredible song Imagine.
- Play the Guitar — To celebrate the birth of electric guitar inventor Les Paul, Google's homepage featured a playable guitar (http://www.google.com/logos/2011/lespaul.html).
- Logo Repelled by Cursor — When Google Instant launched in 2010, Google utilized html5 to create a bubble-filled logo that is repelled by your mouse. It's pretty fun to play with the logo (http://www.google.com/logos/particle.html).
- Rube Goldberg Machine — A Rube Goldberg machine (http://www.youtube.com/watch?v=qkXSZX080_o) that sets off a fireworks display lived on the Google homepage in 2010 for the 4 of July (also Rube Goldberg's birthday).
- Hertz Doodle — No one loved electromagnetic waves more than Heinrich Hertz (http://www.google.com/doodles/heinrich-rudolfhertzs-155th-birthday).
- Martha Graham's Choreography — Google combines many of the revolutionary choreographer's signature moves to create this quick video Doodle (http://www.youtube.com/watch?v=IsbI1GE4DGA&feature=player_embedded).
- Valentine's Day Video — Google gets cute and sweet with this Valentine's Day video Doodle (http://www.youtube.com/watch?v=WTGUjRJiqik) of a boy's courting of a girl and her jump rope.
- Jules Verne Doodle — Jules Verne's 183 birthday saw Google's 2011 interactive Doodle, allowing you to explore the deep sea (http://www.google.com/doodles/jules-vernes-183rd-birthday) like Verne's classic 20,000 Leagues Under the Sea.

- ➢ Animal Locomotion Doodle — Google nods to Eadweard J. Muybridge and his pioneering work in cinematography and animal locomotion with this animated doodle (http://www.google.com/doodles/eadweard-j-muybridges-182nd-birthday).
- ➢ Earth Day Doodle — Forget animated logos. Google recorded the growing of a Google logo garden (http://www.google.com/doodles/earth-day-2012) to celebrate Earth Day.
- ➢ MOOG — In an attempt to top 2011's playable guitar logo, Google honors synthesizer pioneer Bob Moog by creating a working synthesizer. We'll add a link once we find the Doodle's permanent home. Then you can use Moog Music's guide (http://www.moogmusic.com/news/bob-moog-doodle-synthesizer) to learn how to use the complicated and peculiar instrument.
- ➢ Drive-in Doodle — No one celebrates the 79th anniversary of the drive-in like Google. Check out this cool, short video (https://www.google.com/doodles/79th-anniversary-of-the-first-drive-in-movie).
- ➢ Mother's Day Doodle — Google wishes a happy Mother's Day with this adorable doodle (https://www.google.com/doodles/mothersday-2012).
- ➢ Olympic Hurdles Doodle — This simple interactive game (https://www.google.com/doodles/hurdles-2012) let you control an Olympic hurdler. Better run fast and jump high!
- ➢ Olympic Basketball Doodle — A timed shootout lets you practice up on your b-ball skills for the Olympics.
- ➢ Olympic Soccer Doodle — My favorite interactive Olympics doodle was the soccer goalie challenge (http://www.google.com/doodles/soccer-2012).
- ➢ Olympic Canoe Doodle — And for the water-savy, try navigating your canoe through the course in this slalom canoe doodle (http://www.google.com/doodles/slalom-canoe-2012).
- ➢ The Google Doodle Archives — Google Doodles from the last 14 years are catalogued (https://www.google.com/doodles/) for you to browse at your leisure.

GOOGLE SEARCH TOOLS :

- ➢ Calculator — Google is better at math than a lot of us. Enter in a math equation and Google will figure it out.
- ➢ Weather — To check the weather anywhere in the World, type "weather" followed by the place you want to check.
- ➢ Define Words — Save yourself a click or two and have Google define a word for you by typing "define: this word."
- ➢ Stocks — Google will keep you up to date with the market. Just search a company's ticker symbol for the latest numbers (ex: "TGT" for Target).
- ➢ World Time — If time zone deciphering eludes you, just type "time" and a city to get the local time.
- ➢ Airline Flight Schedule and Status — To see flight schedules to or from a particular location, type "flights to" or "flights from" a certain city (ex: flights from

Austin to Seattle). Check a flight's status by searching the airline and flight number (ex: Alaska Airlines 143).

➢ Track UPS, Fedex, or USPS Shipping — Search for your UPS, Fedex, or USPS tracking number and Google will let you know where your package is.

➢ Search by Phrase — Searching for words in quotes tells Google to only include webpages that use those words together in that order, as opposed to a normal search that looks for the chosen words anywhere on the page, not necessary as a phrase.

➢ Exclude a Term from the Results — Putting a – in front of any word in your search tells Google to exclude any results with that word, very useful when you're searching for _____ and don't want ____.

➢ Sports Scores — Typing a team's name into the search box brings up scores for their most recent matches.

➢ Search Only One Site — Want to search a specific site for an article, but the site doesn't have a good search function? Search that

➢ site's pages with Google by specifying the website in your query (ex: site:mashable.com New iPad)

➢ Synonym Search — Place a tilde (~) in front of a word to search for its synonyms as well as the word itself (ex: Chicago ~restaurants).

➢ Fill in the Blank — Sometimes you don't know exactly what you're searching for, and need Google to fill in the blank. Insert a * in place of the word you want Google to figure out for you (ex: Thomas Edison invented the *).

➢ New Google Things to Do — Google knows that they're all that and a bag of chips, so they continually update this list of unique ways to use Google tools (http://www.google.co.uk/landing/thingstodo/#tip47)

Useful Keyboard Shortcuts for Windows Computers

1.) Copy write ™ © ®

To create the Registered symbol ® on a PC: hold down the Alt key while typing 0174

To create a Trademark symbol ™ on a PC hold down the Alt key while typing 0153

To create the Copyright symbol © on a PC: hold down the Alt key while typing 0169

2.) Windows system key combinations

F1: Help

CTRL+ESC: Open Start menu

ALT+TAB: Switch between open programs

ALT+F4: Quit program

SHIFT+DELETE: Delete item permanently

Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

3.) Windows program key combinations

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+Z: Undo

CTRL+B: Bold

CTRL+U: Underline

CTRL+I: Italic

4.) Mouse click/keyboard modifier combinations for shell objects

SHIFT+right click: Displays a shortcut menu containing alternative commands.

SHIFT+double click: Runs the alternate default command (the second item on the menu)

ALT+double click: Displays properties

SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin

5.) General keyboard based commands :

F1: Starts Windows Help

F10: Activates menu bar options

SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right clicking an object

CTRL+ESC: Opens the Start menu (use the ARROW keys to select an item)

CTRL+ESC or ESC: Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)

CTRL+SHIFT+ESC: Opens Windows Task Manager

ALT+DOWN ARROW: Opens a dropdown list box

ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task switching window)

SHIFT: Press and hold down the SHIFT key while you insert a CDROM to bypass the automatic run feature.

ALT+SPACE: Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)

ALT+ - (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window).

CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program

ALT+underlined letter in menu: Opens the menu

ALT+F4: Closes the current window

CTRL+F4: Closes the current Multiple Document Interface (MDI) window

ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, ALT+F6 switches between the Find dialog box and the main Notepad window).

6.) Shell objects and general folder/Windows Explorer shortcuts

For a selected object:

F2: Rename object

F3: Find all files

CTRL+X: Cut

CTRL+C: Copy

CTRL+V: Paste

SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin

ALT+ENTER: Open the properties for the selected object

7.) General folder/shortcut control :

F4: Selects the Go To A Different Folder box and moves down the entries in the box (if the toolbar is active in Windows Explorer)

F5: Refreshes the current window.

F6: Moves among panes in Windows Explorer

CTRL+G: Opens the Go To Folder tool (in Windows 95 Windows Explorer only)

CTRL+Z: Undo the last command

CTRL+A: Select all the items in the current window

BACKSPACE: Switch to the parent folder

SHIFT+click+Close button: For folders, close the current folder plus all parent folders.

8.) Windows Explorer tree control

Numeric Keypad * : Expands everything under the current selection

Numeric Keypad + : Expands the current selection

Numeric Keypad - : Collapses the current selection.

RIGHT ARROW: Expands the current selection if it is not expanded, otherwise goes to the first child.

LEFT ARROW: Collapses the current selection if it is expanded, otherwise goes to the parent.

9.) Properties control :

CTRL+TAB/CTRL+SHIFT+TAB: Move through the property tabs

10.) Accessibility shortcuts :

Press SHIFT five times: Toggles Sticky Keys on and off

Press down and hold the right SHIFT key for eight seconds: Toggles Filter Keys on and off

Press down and hold the NUM LOCK key for five seconds: Toggles ToggleKeys on and off

Left ALT+left SHIFT+NUM LOCK: Toggles MouseKeys on and off

Left ALT+left SHIFT+PRINT SCREEN: Toggles high contrast on and off

11.) Microsoft Natural Keyboard keys:

Windows Logo: Start menu

Windows Logo+R: Run dialog box

Windows Logo+M: Minimize all

SHIFT+Windows Logo+M: Undo minimize all

Windows Logo+F1: Help

Windows Logo+E: Windows Explorer

Windows Logo+F: Find files or folders

Windows Logo+D: Minimizes all open windows and displays the desktop

CTRL+Windows Logo+F: Find computer

CTRL+Windows Logo+TAB: Moves focus from Start, to the Quick Launch toolbar, to the system tray (use RIGHT ARROW or LEFT ARROW to move focus to items on the Quick Launch toolbar and the system tray)

Windows Logo+TAB: Cycle through taskbar buttons

Windows Logo+Break: System Properties dialog box

Application key: Displays a shortcut menu for the selected item.

12.) Microsoft Natural Keyboard with IntelliType software installed :

Windows Logo+L: Log off Windows

Windows Logo+P: Starts Print Manager

Windows Logo+C: Opens Control Panel

Windows Logo+V: Starts Clipboard

Windows Logo+K: Opens Keyboard Properties dialog box

Windows Logo+I: Opens Mouse Properties dialog box

Windows Logo+A: Starts Accessibility Options (if installed)

Windows Logo+SPACEBAR: Displays the list of Microsoft

IntelliType shortcut keys :

Windows Logo+S: Toggles CAPS LOCK on and off.

13.) Dialog box keyboard commands :

TAB: Move to the next control in the dialog box

SHIFT+TAB: Move to the previous control in the dialog box

SPACEBAR: If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option.

ENTER: Equivalent to clicking the selected button (the button with the outline)

ESC: Equivalent to clicking the Cancel button

ALT+underlined letter in dialog box item: Move to the corresponding item.

14.) Removable device :

Holding Shift while inserting a device with removable storage prevents automatic run.

MOST USED KEYBOARD SHORTCUTS AT A GLANCE (ALSO INCLUDED ABOVE)

*Windows key+D: This shortcut is the keyboard equivalent of "Show the Desktop". It is useful for quickly minimizing every open window when someone walks in and you are doing some private work.

*Ctrl+Shift+Esc: This shortcut directly starts the task manager. While Alt+Ctrl+Del was used to bring out the Task Manager in Windows XP and earlier versions, in Windows 8.1, Windows 8 and Windows 7, it just brings up the lock this computer screen.

*Ctrl+Click: This shortcut is useful for opening a link in a background tab. This is useful when you have to load a page without leaving the current one.

*Alt+Print Screen: takes the screenshot of the current active window as opposed to just Print Screen which takes the screenshot of the entire screen.

*Shift+Click for Yes to All and No to All: If you have a lot of dialog boxes asking yes and no question, just shift+click Yes or No on one to yes all or no all.

*Ctrl+C on an error dialog box to copy its contents: Suppose your computer is giving an error message and you want to copy its contents to send to the support guy, what do you do? Just press Ctrl+C while the dialog box is highlighted and its contents will be copied to your clipboard.

*Ctrl+T: This keyboard shortcut opens a new tab in internet browsers.

*Ctrl+Shift+T: Reopens the last closed tab.

*Ctrl+Shift+N: This shortcut opens a new incognito window in Google Chrome.

*Ctrl+Shift+P: Opens a new private window in Mozilla Firefox.

*Alt+Enter after writing the domain name in the address bar of your browser to insert .com automatically.

*Shift+Enter inserts .net domain name extension.

*Ctrl+W: This shortcut closes the current tab in your browser quickly.

*Ctrl+Backspace: This shortcut deletes the last word you have typed. It is useful in case you typed in a wrong word and want to delete it quickly.

*Ctrl+Left or Right Arrow key: This shortcut allows you to move the cursor one word at a time instead of the default one character at a time.

*Ctrl++: This shortcut allows you to zoom in web pages in web browsers. Useful when text on a web page is too small to read properly.

*Ctrl+Scroll wheel: It can zoom in documents, file thumbnails and icons in Windows 8.1, Windows 8, Windows 7 and Windows Vista.

*Ctrl+: This shortcut does the reverse of the previous shortcut.

*Ctrl+x: Used to cut an element.

*Ctrl+v: Used to move an element.

*Ctrl+z: Used to undo the last work done in computer.

*Ctrl+0: Reset the webpage's zoom.

*Ctrl+Shift+Left: To select the left word.

*Ctrl+Shift+Right: To select the right word.

*Windows key+M: Minimizes all the open windows.

*Ctrl+L: This shortcut allows you to quickly jump to the address bar of your web browser.

*Windows key+Pause/Break: Quickly open the system properties dialog box.

*Ctrl+Shift+Delete: This shortcut opens the option to delete your browser's history, cookies, cache and other details that it stores while you browse the internet. This shortcut is extremely useful for the privacy conscious.

*Windows Key+L: This shortcut locks your computer.

*Ctrl+H: makes the history appear.

*CTRL+B: Bold

*CTRL+U: Underline

*CTRL+I: Italic.

*Alt+Select: This shortcut allows you to select rectangular blocks of text in Word processors, something that is not possible with simple select.

*F2: Allows you to rename the selected file.

*Ctrl+F: This keyboard shortcut opens the Find option in any program.

*Ctrl+S: If you are working on a software and want to quickly save your progress, this shortcut will come in handy.

*Ctrl+Home and Ctrl+End: Useful for quickly going to the top and bottom of a page.

*Ctrl+P: Useful for printing the current page.

*Space Bar: While viewing a web page in a browser, pressing space bar moves the page down.

*Alt+Tab: Useful for quickly cycling between running applications. Press along with Shift to cycle backwards.

*Ctrl+Tab: Cycle between tabs in your browser.

*Ctrl+Shift+Tab: Cycle reversely between tabs in your browser.

*Ctrl+F5: Clears the cache and refreshes the current tab.

*Shift+Right click: Open alternate right click options.

*Alt+Double click: Open the file's properties. Alt+Enter can also be used for this.

*Ctrl + Esc: Opens the START menu.

Shortcut keys for Special Characters

Alt + 0224 – à

Alt + 0232 – è

Alt + 0236 – ì

Alt + 0242 – ò

Alt + 0241 – ñ

Alt + 0228 – ä

Alt + 0246 – ö

Alt + 0252 – ü

Alt + 0248 – ø

Alt + 0223 – ß

Alt + 0198 – Æ

Alt + 0231 – ç

Alt + 0191 – ¿

Alt + 0176 – ° *(degree symbol)*

Alt + 0177 – ± *(plus/minus symbol)*

Alt + 0153 – ™

Alt + 0169 – ©

Alt + 0174 – ®

Alt + 0128 – € *(Euro currency)*

Alt + 0162 – ¢ *(Cent symbol)*

Alt + 0163 – £ *(British Pound currency)*

Alt + 0165 – ¥ *(Japanese Yen currency)*

MORE ABOUT COMPUTER

❖ WORLD'S SMALLEST PERSONAL COMPUTER:

It's only 2x2x2.2 inch! It's called the Space Cube and it's supposed to be the smallest personal computer in the world. It has a builtin 300MhZ processor and it's also equipped with 64MB of SDRAM. There are a bunch of ports visible in the picture, such as USB, Ethernet, Flash memory, a monitor output port, serial connection and even a microphone slot.

The monitor is capable of displaying up to 65k colors at a resolution of 1280×1024 pixels. Less than a year ago, this fancy piece of equipment was retailing ~$325/piece. Isn't that cool?

❖ A COOL JOKE:

There are three engineers in a car; an electrical engineer, a chemical engineer and a Microsoft engineer.

Suddenly the car just stops by the side of the road, and the three engineers look at each other wondering what could be wrong.
The electrical engineer suggests stripping down the electronics of the car and trying to trace where a fault might have occurred.
The chemical engineer, not knowing much about cars, suggests that maybe the fuel is becoming emulsified and getting blocked somewhere.
Then, the Microsoft engineer, not knowing much about anything, comes up with a suggestion, "Why don`t we close all the windows, get out, get back in, open the windows again, and maybe it`ll work.

❖ CAN YOU CREATE?

Can you create a folder named "con" or "lpt1" or "lpt2" etc.?

THANK YOU