



# Computer Tricks & Treats

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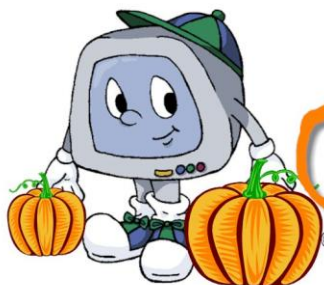
You can type the cent symbol by holding down the Alt. key and pressing the number 1, then 5, then 5 again on the numeric keypad. Num Lock must be on for the numeric keypad to work.



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Jazz up those reports & newsletters by downloading fun fonts. Place them in the Font folder so they will appear in the list of font choices in Word, Paint, Word Pad, and other programs you have. The Font folder is on the C: Drive, in the Windows folder.



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You can easily insert a dotted line in a Word document by typing 3 \* (\*\*\*) at the beginning of a line, then pressing Enter. This is handy when you need to create a “cut on the dotted line”.

