



Technology Tracks

Matrix Business Solutions

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Office Starter 2010

With new Windows PCs through computer manufacturers, Microsoft will be including a scaled down version of Office 2010 with reduced functionality in Word and Excel for free. The package will be ad supported, displaying ads during use, and provide the basic ability to view, create and edit documents. It will be available sometime in the first half of 2010 and will be replacing Works, which Microsoft had been providing through some computer manufacturers.

Leave PCs Up or Shut Them Down?

Dell recently ran tests to determine power usage. Using a PC running Microsoft Office Small Business 2007, it found that the system uses 42.7 watts over a year, if running continuously for 365 days. At a rate of seven cents per kilowatt-hour, the power consumption cost over a year would run \$26.18 for the PC and \$45.99 for a regular monitor, for a total of \$72.17.

A flat-panel monitor uses less energy when left on – 22 watts when left on, 3.3 in “sleep” mode, compared to 75 watts when left on versus 5 watts in sleep mode for a regular monitor. Using a flat-panel monitor works out to a cost of approximately So, the same workstation with a flat-panel monitor would run \$39.67 compared to \$72.17.

If a computer was put in sleep mode for 20 hours for every 4 hours “on”, as Dell recommends, the annual energy costs per PC would run \$16.17 with a regular monitor and \$9.88 with a flat panel. Using “hibernate”, the costs would be slightly cheaper.

The “sleep” mode is available on many new PCs, including most Dells. The “Hibernate” mode is available to any user with Windows back to Windows 98 (second edition).

To enable “Hibernate”, go to Control Panel, Power Options, and set the PC to ‘hibernate’ after a specified period of time. If you’re gone a lot, you can set your PC to hibernate after 45 minutes and set it to Standby after 15 minutes. With Standby, you’ll be saving power, but the system doesn’t save what’s loaded in memory to the hard drive like it does with the Hibernate mode.

Leaving the system up at night also allows Windows updates and virus scans to run while the system is unattended, instead of slowing the system down during the day.

Costs of flat-panel monitors have dropped recently. We can get a 19 inch flat panel Samsung wide-screen monitor for \$159. Other sizes are also available. If you are interested, please contact us.

We would be happy to help with configuring the system power options.

Web Winner

www.gutenberg.org is a site that contains over 30,000 electronic books available for free downloading/reading.

Tips & Tricks

Want a quick way to open Windows Explorer? Press the Windows key (has the Windows icon on it) and then press the E key – and Windows will launch a copy of Windows Explorer.

I Want “My Computer”!

Accessing “My Computer” is a way of getting to the various storage devices like the hard drive, flash drive and mapped drives of your computer system. If you don’t have a “My Computer” icon on your desktop (a quick way to get to “My Computer” and would like one, follow these directions:

1. Right click on a blank spot on your desktop and click "Properties".
2. In the "Display Properties" window, click the "Desktop" tab and then click the button near the bottom that says "Customize Desktop".
3. Click on the "General" tab and in the top section where it says "Desktop Icons" place a check mark in front of "My Computer". Click "OK" twice to save your settings.

Need to Review Your IT Strategy?

If you would like us to review your use of computer systems and make sure that you have the right backups, please call us at (937) 438-5897.