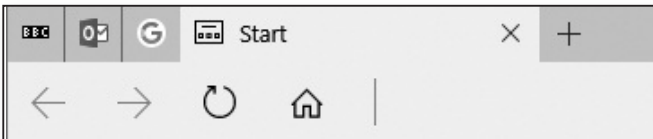


## News & Tips

### Pin Your Favourite Sites for Instant Access

Are there websites you want to visit every time you start your web browser? For example, perhaps every surfing session includes visits to your email page, Google and BBC News. If so – and as long as you use Mozilla Firefox, Google Chrome or Microsoft Edge – you can ‘pin’ those sites to your browser.

A ‘pinned’ website is opened automatically every time you start your browser, so it’s ready for you to look at whenever you’re ready to do so, without having to type its address or find it among your bookmarks or Favourites. None of this gets in your way though: those ‘pinned’ sites are represented by tiny icon-only tabs at the far-left of your browser’s row of tabs: you click one to see it, or just ignore them, as you choose. This screenshot shows how the three sites I mentioned above look as pinned tabs in Microsoft Edge (and they look almost identical in Firefox or Chrome).



Pinning a site is easy. First, in any tab of your browser, visit the site you want to pin. When you’ve arrived, right-click the tab and choose **Pin Tab** in Firefox or **Pin** in Edge or Chrome. That tab will shrink to show the site’s icon only and leap to the left of the window: done!

To unpin a tab at any time, right-click it and choose **Unpin Tab** or **Unpin**. The tab doesn’t close, it just becomes a ‘normal’ tab again (and in future, of course, its page won’t load automatically when you start your browser).

*Websites you visit frequently?*

*You can ‘pin’ them to have them opened automatically*

*How to pin a website...*

*... or unpin one*

## Excel: Quick Calculations

*You could type a formula to tot-up figures*

The traditional way to perform calculations using the Microsoft Excel spreadsheet program is by using formulas. To add together a column of figures in cells A1 to A6, for example, you'd click in an empty cell and type the formula `=SUM(A1:A6)`. After pressing **Enter**, that empty cell would show you the total of those six cells, and would continue to do so if you changed the figure in one of them.

Sometimes, though, you don't want to go to all the bother of typing formulas – you'd just like to quickly tot-up the figures you've typed – and Excel offers an easy way to do this.

*Here's a quick way to see the total*

After typing your figures into a column of cells, move the mouse to the topmost cell you've used, press and hold the left mouse button and drag down to the last to highlight them all. Now look at the bottom of the window and you'll see some useful details: **SUM** shows the total of those figures, **COUNT** tells you how many cells you selected, and you'll also see the average (mean) of the figures.

15.99			
18.2			
42.14			
3.65			
12.95			

AVERAGE: 18.586    COUNT: 5    SUM: 92.93

## How to Fix Broken Apps

*Windows Store app not working correctly?*

Windows 10 comes with a bundle of built-in Windows Store apps – News, Weather, Calendar and Maps, to name just a handful – and you can download plenty

more from the Store, many for free. But what can you do if an app stops working properly, perhaps to the point that it won't even start?

That's certainly something that can happen, often because an update to the app (or to Windows itself) has had unexpected effects. In the past, the only option was to uninstall it, then trawl through the Store to find it and install it again, but now there's a much quicker and easier way.

*You can quickly 'reset' it*

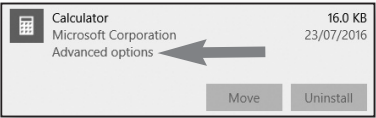
If one of your apps stops working reliably, here's what to do:

1. Open the Start menu and click the **Settings** (cog) icon at the bottom-left (or press **Win+I**).
2. In the Settings window, click the **Apps** icon.
3. After a short pause, you'll see a list of all the apps (and the traditional Windows programs) installed on your PC. Look through this list to find the app that's misbehaving and click its name.



*Find and click the non-working app*

4. A panel expands to show a few more details about the app. Click the **Advanced options** link.



5. On the page that opens, scroll down to the 'Reset' section and click the **Reset** button.

*Click the Reset button*

6. In the little pop-up message, click **Reset** again.

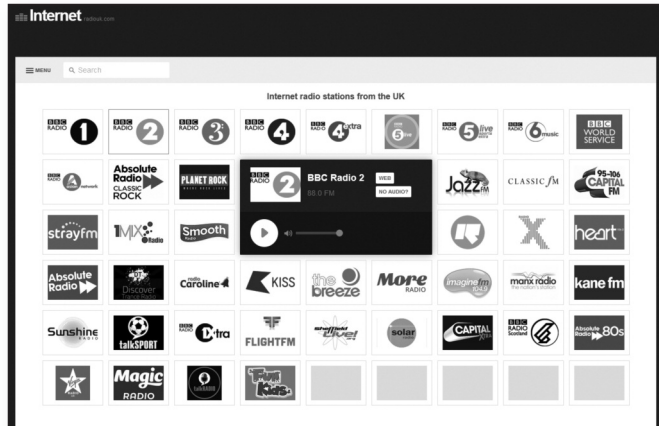
7. After another pause, a tick will appear beside the **Reset** button indicating that the job is done – you can close the Settings window. If you start that misbehaving app now, you should find that it's working reliably once more.

*Done*

## Free and Easy Radio Listening Online

*A wealth of radio stations online*

If you like to listen to the radio while you work, here's a good place to do it: [www.internetradiouk.com](http://www.internetradiouk.com). It's absurdly easy to use, and it offers all the radio stations you're ever likely to want.



*Click a station's logo, adjust the volume*

Most of the page is occupied by the logos of all the best-known UK radio stations: click one and then click the circular start/stop button in the centre panel. A slider allows you to adjust the volume.

*Local stations and particular genres*

Fancy something more local, or something of a certain genre? Click **Menu** and links will take you to stations in your own part of the UK, or stations that cater to particular tastes. (The animated logo at the top will bring you back to these best-known stations.) Whatever you click, the layout always has the same one-click simplicity.

*More radio stations from all over the world!*

This is one of a family of websites covering radio stations of several dozen countries, and flags at the top of the page let you switch to one of those countries. Whichever country you choose, the page is arranged in the same way, with popular stations displayed first and links to local stations and/or specific genres on the menu.