Pride comes before a fall, as they say. My personal Top Ten Tips of things to master as soon as possible wasn't enough for me. I proudly added two more as great time-savers.

When browsing the Web it is sometimes difficult to read the small print. [Ctrl + +] will enlarge the content of the live web window. [Ctrl + -] will reduce it. (The plus sign means hold down the first key whilst pressing the second one. Don't type the brackets.)

This gives you the chance to manipulate the content and window for viewing or for printing in XP. For printing in Windows 7 the Snip tool is easier.

The tips were for new users and, a little tongue-in-cheek revision for the old hands. So far so good. The second extra tip concerned Caps Lock key.

I suggested that sometimes you look up at what you are typing and realise that instead of pressing the shift key for a single capital letter, you accidentally pressed the caps lock key immediately above it. Now you have a string of type all in capitals letters (upper case).

The murmurs and nodding from the assembly clearly indicated that it struck a chord.

After making a suitable remark to vent frustration you have a couple of options. Delete the capitals and re-type is the most straightforward as well as being the most work.

The situation can be recovered (if you can remember) by highlighting the offending text and holding down the shift key whilst you press the function button 'F3' (usually on the top line of your keyboard). The highlighted upper case instantly switches to lower case. Check the text to insert any required capitals.

Rather than remembering all that, the problem can be forestalled by making the Caps Lock key beep a warning when pressed.

In XP, click on Start > Control Panel > Accessibility Options to get a dialogue box. On the 'Keyboard' tab put a tick in the box against "Use ToggleKeys" and click "OK".

Now when you press the Caps Lock key you will hear the warning beep. The beep also sounds if you use the Number Lock key or the Scroll Lock key as these keys can cause confusion if accidentally pressed. Thus alerted, a second key press will sound a different beep and cancel the accidental key press.

In Widows 7 there is the same facility at :-

Start > Control Panel > Ease of Access Centre > Make the keyboard easier to use > put a tick in the box alongside Turn on Toggle Keys and say OK. Unusually it seems to be pot luck if it works for you or not and there is no explanation.

I use XP and Windows 7, but it has been so long since I set up my 'beep' that I had forgotten how to do it and had to do my own revision in order to tell you.