

PC Post



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January 28, 2010

**Avery DesignPro
&
Windows 7 Tips**

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Mike Kumler MPCUG President and his 10 year granddaughter, Cheyenne will lead a discussion on how to use the Avery DesignPro program. We all have used the Avery-branded labels before, but did you know that Avery has hundreds of pre-designed layouts available.

Avery DesignPro helps users design and print content on Avery-branded labels, business cards, dividers, t-shirt transfers, greeting cards and more. It includes shapes, curved text tools, borders, background colors, more than 1,300 pre-designed layouts and more than 2,000 clip art and photo images you can use in your designs.

Windows 7: Some of the Q&A time will be used to discuss Windows 7. A newly discovered hack called Godmode (<http://tinyurl.com/yfvfpnc>) is like a Control Panel but with over 250 items.

More detail about Windows 7 will be at www.mpcug.net
The group will meet at 6:30 p.m. at Denny's Restaurant, 1525 McHenry Ave., for its Random Access Special Interest Group, featuring questions and problems members are facing. At 7:30 p.m., following dinner, Cheyenne will make the presentation.

Important Meeting Dates

General Meeting - January 28 - Denny's Restaurant, 1525 McHenry
Board Meeting - February 3 - Ridgeway's Restaurant

Beginner SIG January at Bethel Retirement Community
No date, time will be during day light hours.



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Puzzles - Internet Fun

Games and puzzles exercise the mind as well as allow a break from the work-a-day world. On top of that, these puzzle websites are FREE. So get your browser in gear and sharpen your skills; we are going to enjoy the Internet World of Free Puzzles.

Don't shy away from any of these fascinating puzzles just because you may not be familiar with them. Almost all have easy-to-follow directions, and many have excellent introductions and areas where you can check out the rules. Often you just click on the puzzle or maze to open it. Get ready to use your arrow keys on the keyboard or those shown on the screen because there is a lot of cursor moving involved. Many programs use sound effects that can be turned off if you find them a distraction to all your heavy thinking.

Mazes are very popular puzzles and Clickmazes (www.clickmazes.com) has many Web-based interactive puzzles and mazes. This site has been stumping surfers since 1997, and if you enjoy mazes, this is your Web spot. The home page offers over twenty different types of mazes. The Plank Puzzles are fun as you try to find a route across a crocodile infested swamp with only a handful of often too short planks. Fortunately, the planks are light and old tree-stumps in the swamp will support the boards to serve as temporary bridges. By planning carefully and re-using the planks, you can find your way across the swamp.

Moving up in the world of mazes, you may want to try the 3D tilt mazes where you use three layers that tilt causing a slide/roll motion and are interlinked with lift and drop points. One maze looked especially easy until I realized left turns are not allowed.

Have I sparked your puzzle and problem solving interests? Want to find out if you are Mensa material? (www.mensa.org) Mensa was founded in England in 1946 as a society for bright people; the only qualification for membership was a high IQ. The society welcomes people from every walk of life whose IQ is in the top 2% of the population. Want to find out if you might be Mensa-minded? There is a Mensa website that offers a test of your mental capabilities. The Mensa site challenges you with thirty questions to be complete in thirty minutes - that is one a minute. (See what a good puzzle solver I am?) In response to the first question, "Sally likes 225 but not 224; she likes 900 but not 800, she likes 144, but not 145, which does she like - 1600 or 1700?" I spent more than a minute on that one. How about you? (I'll give you a hint: don't be a "square" about this.)

Another great website for puzzlers is Grey Labyrinth. This site should keep you busy with its twenty most recent puzzles along with their solutions. The Grey Labyrinth always posts one current puzzle that is unsolved. See if you can deduce the answer before it is posted.

Another website called Puzzles.com (www.puzzles.com) is a treasure of classic and modern puzzles. This site claims to be the world's best resource for puzzling on the Internet. How about tricky and clever puzzles, baffling and perplexing illusions, unbelievable and incredible tricks, fascinating and cognitive toys, and many other puzzle related things? This site's focus is on the funny, entertaining, intellectual, and educational side of puzzles.

A fun puzzle at this site was the Knossos Labyrinth. You are an architect and you have to restore the labyrinth from fragments of an old plan. You have to decide how to make your way around those ancient walls. Puzzles.com offers other puzzles like Eight Cards, a true classic. Despite the fact you need only simple arithmetic skills to get to the solution. Eight Cards will have you thinking slightly out of the box. The Diamond Puzzle, Three Hares, Testa, and many others will challenge you.

Remember those math puzzles that stumped you back in high school? For some reason, they seem more fun now (maybe because they do not count toward your course grade). Some of them seem just as hard. Remember the traditional crossing river puzzles? Try Puzzle Help to get your brain calculating. (<http://tinyurl.com/yez948c>) A puzzle called Grace, Helen, and Mary will challenge you to figure out how old each girl is.

Is your mind stimulated? Are you tantalized and intrigued? Do you feel like you have changed the flow of neurons in your brain? Puzzle aficionados claim all this is possible through puzzles. And they claim puzzles can easily be habit forming.

One thing is for sure, puzzles are fun and educational and often entice you to think "outside the box."

Discovering Windows 7 - Part 1

by Neil Stahfest, Librarian, Tacoma Area PCUG, Washington
www.tapcug.org

Last summer's pre-release date order offer for Windows 7 was too good a deal for me to pass up. I can't remember the last time Microsoft sold copies of its computer operating system for less than \$50. Maybe it was DOS 5.0?

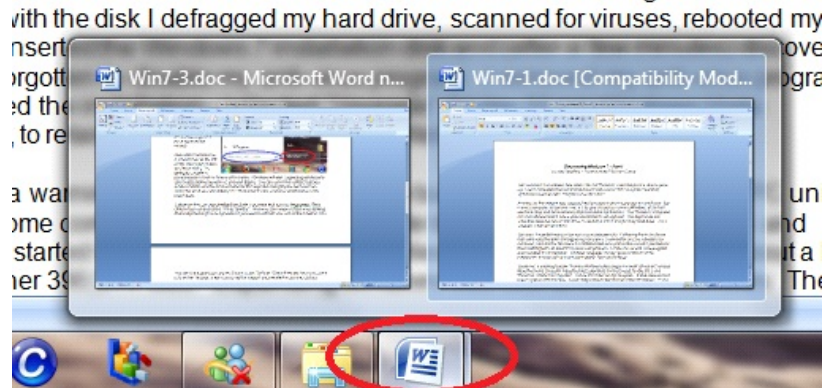
The upgrade from Vista to Windows 7 on my laptop PC was easy. I won't go into the details at this time. I would just suggest that if you're going to use the upgrade path from Vista to Windows 7; run the Windows 7 Advisor to identify any potential hardware or software problems, defrag drive C, run your anti-virus program and then disable or remove it before you start the upgrade. Oh, and it wouldn't be a bad idea to make a copy of your important files (pictures, documents, etc.) on an external device before you start. Just to be safe. <S>

Now, leaping ahead to actually using Windows 7, if you are familiar with Windows Vista your initial impression will be that it looks similar. If you are used to Windows XP the differences will be more apparent. The taskbar has a round Windows Start Button and all the icons

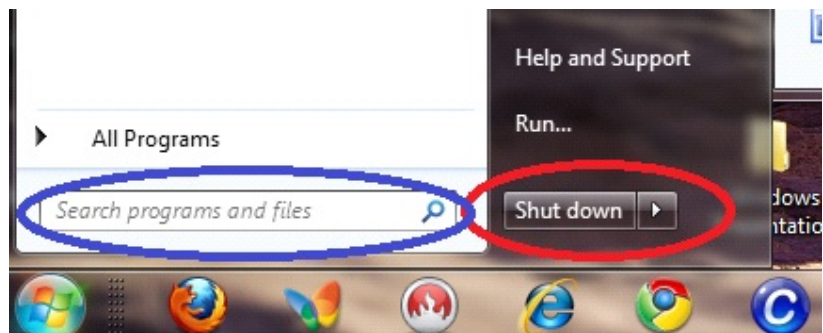
immediately to the right of it represent programs that you can start with one mouse click. The icons probably look bigger than you are used to seeing, it makes them easier to see. There is a control setting that allows you to make them smaller. The icons on the right hand side of the task bar, the “Notification” area, represent various controls and activities that automatically start whenever you turn on the computer.

When you click on the Windows Start Button, you’ll notice that there is a Shut Down button in the lower right corner of the Start Menu (circled in red in the picture below). The shut down sequence has been reduced to two key presses (Start button plus Shut Down button). Press on the little triangle to the right of the Shut Down button for more options (like Restart).

Also notice that there is a “search box” to the left of the Shut Down Button (circled in blue). Try typing key words or phrases here to look for files or information. Windows 7 will start suggesting solutions to your search almost as fast as you can type. You can even use this to find controls that you would normally go to the Control Panel for (like finding and changing file associations or display settings). Don’t see what you are looking for? We’ll examine file searches in greater depth in the near future.



Is there an icon on your desktop that starts a program that you use frequently? Right click on the icon and select “Pin to Taskbar” from the menu that appears. Now you can remove the icon from your desktop (hopefully cleaning up its appearance) and start the program with just one click on the Taskbar icon. You can fit a surprising number of icons on the Taskbar. When there are too many icons to fit on the Taskbar, a second row will be created (accessible through a scroll bar).



Before we leave the subject of the Taskbar, Windows 7 has a new feature that allows you to preview open files. I have two open Microsoft Word documents. Notice in the example shown below, that the icon for Word documents appears to have second icon behind it (circled in red). By hovering my mouse pointer over the icon I can see a preview of both documents. If I point at one of the preview images and click, it will be maximized. Want to look at both documents side by side? Put your mouse pointer at the top of the document window and drag it to one side of your desktop. When the mouse pointer touches the side of the desktop, the document window will snap to fill half of the screen. Now open your second document. Point at the top of the document window and drag it to the other side of the

screen. When the pointer touches the side of the screen, the document will snap to fill the other half of the screen. You can do this with pictures, spreadsheets, virtually any kind of file or folder. If you do this with file folders, you can drag files from one folder to another. At this point I think you're starting to see how some things have changed in Windows 7. These don't appear to be changes for the purpose of making changes but changes that actually enhance Windows. My impression is that the new Windows is faster, more useful, prettier and smaller. Yes, smaller! Windows 7 actually takes less space on my hard drive than Windows Vista.

Next month, we'll look at more Taskbar and Start menu improvements.

Google Voice, Free Long Distance

Reviewed by Hank Pearson, Webmaster, and has served in many capacities including President, Treasurer and Editor, ASCI (Arizona Society for Computer Information, Inc.)

The ASCI Clipboard, October 2009

www.asciigroup.org / hank.pearson (at) asciigroup.org

What is Google Voice?

A phone line? No
Instant messaging? No
A new Google telephone? No
A new wireless phone plan? No
VoIP (Voice over Internet Protocol)? No

It is totally free? Yes!
Free long distance? Yes!
Free phone number? Yes!
Intelligent forwarding? Yes!
More versatile voicemail? Yes!
And a lot more free features? Yes!

Do you have to be at a computer to use Google Voice? No. Use Google Voice from any phone. Google Voice is free, but you need an invitation.

Just Google for 'Google Voice invitation.' When you receive your invitation, select a free phone number.

When someone calls your Google number, some or all of your phones can ring at once - your home phone, mobile phone, work phone, your cousin's phone where you are visiting. You can answer from any of them.

You can organize your contacts into groups and let some contacts ring all your phones, others ring certain phones, others go straight to voicemail, and still others get blocked.

You can personalize your voicemail greeting for groups or even individuals.

You can listen to your voicemail from any phone or listen online, or receive email or SMS (texting) notification. You can read voicemail transcripts visually online, and see each word underlined as it is spoken by your callers.

When you are online, you can just click a contact to call local or long distance. Or you can call from any phone by dialing extra digits. You can call any number without setting up a contact. All calls to the contiguous 48 states are free! Check out the rates for other locations

You can send, receive, and store SMS (texting) messages.

You can screen calls and record calls.

Similar to a mobile phone interface, you can review calls placed, received, missed, and so on.

Can you port your existing phone number? Officially, not quite yet. "We hope to offer this option in the near future." But a few people have been reported to have ported their numbers. News on this subject might change fast. To keep up with the latest stories, Google for 'Google Voice port existing number.'

There's even more to Google Voice! And it's free!

Neat Things You Can do with a Flash Drive

By Vinny LaBash, Contributing Columnist, Sarasota PCUG, Florida
vlabash (at) comcast.net / www.spcug.org

By now you're probably tired of reading about how much better Windows 7 is than Vista. Me too, so let's spend some time examining some of the things you can do with a flash drive other than mere data storage. A USB flash drive consists of a flash memory data storage device integrated with a USB (Universal Serial Bus) interface. USB flash drives are easily removable, and much smaller than a floppy disk. They are rewritable, and usually weigh less than an ounce. There is a wide range of storage capacities with the most common being from 2 GB to 32 GB. Higher capacities up to 256 GB tend to be pricey.



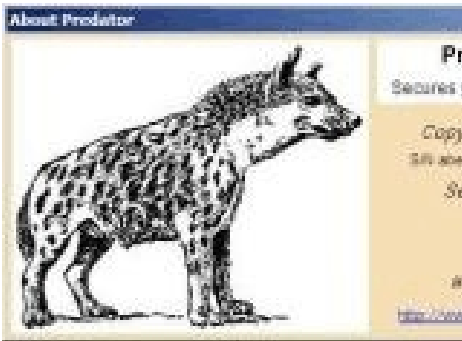
One of the most useful things you can do with a flash drive is to run portable applications. Open Office, for example, is a free suite of programs that includes a word processor,

spreadsheet, data manager, presentation tool, and drawing package. You can store the suite as a portable application, and run it on any computer that supports Windows. Firefox and Thunderbird are also available as mobile applications.

Having office applications, email, and an internet browser all pooled in a portable drive you can carry on a key chain is a powerful combination. If you want more go to www.portableapps.com for an open source platform that works with iPods and portable hard drives in addition to flash drives. The platform is not only free, but it's a full function site. You are not limited to a trial period or a limited function subset. There is no sign in requirement, and no necessity to provide even an email address. Go for it.

Everyone wants a faster system. With either Windows Vista or Windows 7, the built-in ReadyBoost feature can speed up your computer with a USB flash drive. ReadyBoost takes the storage space on a USB flash drive and converts it into an additional memory cache that supplements the main memory cache on your primary disk drive. It can do this because flash memory is faster than regular disk drives. It's faster because it has no moving parts, and you can get a noticeable improvement in response time. Implementing ReadyBoost is simplicity itself. Insert the USB flash drive into the USB slot on your computer and follow the configuration prompts.

If you work or live in an environment where other folks have physical access to your computer you can use your flash drive to lock everyone else out of your PC. There is no built-in utility like ReadyBoost for this, but you can download a free tool called Predator from www.brothersoft.com that provides this function. Predator uses a standard USB flash drive as an access control device. After performing a short installation and configuration process, your flash disk becomes a key that will lock and unlock your PC. When you leave your PC remove the USB flash drive. This causes the screen to go blank while disabling the mouse and keyboard. When you ready to resume, put the flash drive back, and everything returns to normal. Move over, Mr. Bond, Predator is here.



All the preceding capabilities are very convenient, but how would you like to carry around a portable operating system? If you are willing to expend a little time and energy you can configure a USB flash drive to be a bootable Windows 7 drive. You will need a flash drive with a capacity of at least 8 gigabytes, and of course a Windows 7 installation disk

in the optical drive. Please make a note of the drive letters. This is essential for successful installation.

Preparing the flash drive is the next step. Click on the Start orb and type: Diskpart

Pressing Enter opens a command window. (After typing a command at the command prompt always press Enter to execute the command.) At the prompt type: List Disk

You will see a list of all your hard drives, partitions, optical drives, card reader drives, and flash drives. Identify the optical drive that contains the Windows 7 installation disk and the flash drive you're working with. For this example we'll assume the flash drive is disk #4, also designated as G and the optical drive is disk #2, also designated as D.

At the command prompt type: Select Disk 4

Run the following commands:

```
Clean  
Create  
Primary  
Partition Select Partition 1  
Active Format FS=FAT32  
Assign  
Exit
```

This series of commands erased extraneous material from the flash drive, created an active primary partition, and formatted it with the FAT32 file system. The next step is to copy the Windows 7 installation files to the flash drive.

At the command prompt type: Xcopy D:*.*/S/E/F G

In this example D is the drive housing the Windows 7 installation disk and G is the USB flash drive. The command copies the installation files to the flash drive, and when it finishes you have a bootable Windows 7 flash drive. The last thing you need to do to make this work is go into the BIOS and make the first bootable device the flash drive.

Carrying a flash drive around is obviously far more convenient than carrying a DVD, and has the additional advantage of being faster than a DVD. This procedure also works for Windows Vista, but why bother when Windows 7 is here? :

Computer Humor



640K ought to be enough for anybody. — Bill Gates, 1981

As many of you know, I was very instrumental in the founding of the internet. — Vice President Al Gore to Katie Couric, March 1999

As of tomorrow, employees will only be able to access the building using individual security cards. Pictures will be taken next Wednesday and employees will receive their cards in two

weeks. — Fred Dales, Microsoft, Redmond, Washington

Automation is a technological process that does all the work while you just sit there. When you were younger, this was called "Mother". — Author Unknown

Backups? We don't need to backup our hard drives. The Government has a copy of them. — Author Unknown

Bill Gates is a very rich man today... and do you want to know why? The answer is one word: versions. — Dave Barry

But what is it good for? — Engineer at the Advanced Computing Systems Division of IBM, 1968, commenting on the microchip

Computers are useless. They can only give you answers. — Pablo Picasso

Computers in the future may weigh no more than 1.5 tons. — Popular Mechanics, 1949

Computers make it easy to do a lot of things, but most of the things they make it easier to do, don't need to be done. — Andy Rooney

E-mail is not to be used to pass on information or data. It should be used only for company business. — Accounting manager, Electric Boat Company

Give a person a fish and you feed them for a day; teach a person to use the Internet and they won't bother you for weeks. — Author Unknown

I don't understand all I know about this thing. — Joe May

I have traveled the length and breadth of this country and talked with the best people, and I can assure you that data processing is a fad that won't last out the year. — The editor in charge of business books for Prentice Hall, 1957

Imagine what life would be like if your refrigerator were as reliable as your computer and its software. — Author Unknown

I think there is a world market for maybe five computers. — Thomas Watson, Chairman of IBM, 1943

So we went to Atari and said, "Hey, we've got this amazing thing, even built with some of your parts, and what do you think about funding us? Or we'll give it to you. We just want to do it. Pay our salary, we'll come work for you." And they said, "No." So then we went to Hewlett-Packard, and they said, "Hey, we don't need you. You haven't got through college yet." — Apple Computer founder Steve Jobs on attempts to get Atari and H-P interested in his and Steve Wozniak's personal computer

There are two major products that came out of Berkeley: LSD and UNIX. We don't believe this to be a coincidence. — Jeremy S. Anderson

The reason computer chips are so small is computers don't eat much. — Lorenzo

There is no reason for any individual to have a computer in their home. — Ken Olson, President & Founder, Digital Equipment Corp., 1977

When the computer asks you, "Are you sure?", ponder for a moment. — Secretary

Who is General Failure and why is he reading my hard disk? — Author Unknown

You can go and find a mailbox right now, open the door to a tin box - tin door, no lock - with unencrypted information in English, sealed in a paper-thin envelope with spit, yet people are worried about online privacy. — Scott McNeely, CEO, Sun Microsystems

Word of the Month

Bandwidth refers to how much data you can send through a network or modem connection. It is usually measured in bits per second, or "bps." You can think of bandwidth as a highway with cars travelling on it. The highway is the network connection and the cars are the data. The wider the highway, the more cars can travel on it at one time. Therefore more cars can get to their destinations faster. The same principle applies to computer data -- the more bandwidth, the more information that can be transferred within a given amount of time.

What You Need for that New Christmas Computer

By Ira Wilsker, Member, Golden Triangle PC Club, TX;

Columnist, The Examiner, Beaumont, TX;

Radio Show Host, Mondays, 6-7pm CT, KLVI.com

www.gtpcc.org / iwilsker (at) sbcglobal.com

WEBSITES:

http://www.microsoft.com/security_essentials FREE Security software

<http://www.cloudantivirus.com> Panda Cloud Antivirus

<http://free.avg.com> Free AVG

<http://www.avast.com> Free Avast!

http://download.cnet.com/ZoneAlarm/3000-10435_4-10039884.html

Now that Christmas and Hanukkah are past, many of you have opened that new computer and delved deep into its features. Preliminary estimates are that a huge number of new

computers were purchased this holiday season, and a refresher is in order such that you have some idea of what you may need with that new computer in order to maximize your computing security and safety.

Most new computers came with some edition of Windows 7 installed, which appears to be a vast improvement over the Vista which was installed on last year's holiday computers. Despite its improvements, Windows 7 still has vulnerabilities that need to be addressed.

Contrary to some allegations floating in cyberspace, I am utterly convinced that some comprehensive security software is an absolute necessity. Almost all new computers come with a limited trial version of security software, such as Symantec's Norton, or a McAfee security product. While

for their short life sell you a paid subscription, price, once the limited not the unbiased manufacturer that you but a crass commercial maker may have been paid computer, and may receive that you pay for a



these trial versions are functional expectancies, the clear intent is to often at an un-discounted full retail version expires. Be aware that it is recommendation of your computer purchase that particular software, activity, whereby the computer to put that trial version on the a hefty commission in the event subscription. One major computer

maker even offers not to install this commission bearing software on new computers for a \$50 fee! That should be an indication of its value to the computer maker.

You need decent protective software, consisting, at a minimum, of antivirus, anti-spyware, and a firewall. While you may be protected for a short time by the trial versions of the security software factory installed on your computer, you have time to shop around for deals on security software, or to try some of the free titles that are available. Watch the Sunday sale books for the big box electronics stores and office supply companies, as many are offering deals, including high value rebates on major security titles. As I type this, one big box store in particular has three major comprehensive security suites advertised for between free and \$10 after rebates; each package is good for up to three licenses, meaning that you can legally install it on up to three computers. Two of those three titles are the exact same products that are commonly installed as trial versions on new computers that offer an annual subscription for \$40 to \$70, but are available almost for free (after rebates) from the big box store.

Maybe holiday bills are coming due, and you would like to save some money by using some of the free security software that is available. There are some excellent freeware products available that will do as good a job protecting your new computer from cyber threats such as viruses, spyware, and malware as the expensive commercial software, and sometimes even better! One such free product is Microsoft's new "Security Essentials" which is a no frills but competent security product that can protect that new computer from viruses, worms, Trojans, and most other malware attacks. Fully compatible with Windows 7 (and Vista), this product can be downloaded for free directly from Microsoft at www.microsoft.com/security_essentials Another excellent free product that can protect your new computer from malware threats is Panda's new Cloud Antivirus, available at www.cloudantivirus.com. Other very reputable free products are AVG's AntiVirus Free Edition (free.avg.com) and Avast's Free Home Edition (www.avast.com).

You need to have a firewall to protect your computer from intrusions by outsiders, such as hackers and crackers. Users are often blissfully unaware that while online, inadequately protected computers are very commonly probed or attacked by miscreants looking for weak spots. A good firewall makes this more difficult as it acts like a guarded and locked gate that greatly restricts unauthorized access from others in cyberspace. The firewall built into Windows 7 is minimally adequate, and should be turned on unless supplanted by a third party firewall. Many of the comprehensive security suites include a firewall, and there are several free firewalls available. The most popular free firewall is ZoneAlarm Free Firewall, available for free download from CNet's Download.com download.cnet.com/ZoneAlarm/3000-10435_4-10039884.html. With almost 50 million downloads from CNet alone, the ZoneAlarm Free Firewall is probably the world's most widely used free firewall, and it has well earned that distinction.

One very strong warning is appropriate here; do not, under any circumstances, purchase security software that first appears as a popup window on your new computer and informs you that you are infected with a raft of viruses and Trojans, and that for a fee, you can download its product and forever rid yourself of the threats. This is a scam known in the trade as "scareware" or "scumware" and is often worse than useless, as it often installs even more malware on your computer and protects you from nothing, and possibly even opens up your computer to a wider attack by key loggers, password stealing Trojans, and other terrible threats.

Something that is often overlooked that is a threat to computers is the electricity that is essential to operate them. In reality, we do not always receive "clean" electricity, but instead receive power that varies and has surges, spikes, and other forms of electrical noise. Bad electricity, mostly in the form of power surges can kill a computer quicker than a bullet can. Another imperative is a good quality surge suppressor which should infallibly be used between the computer's power plug and the wall socket. A surge suppressor may look somewhat like a common power strip, but its internal electronics are dramatically different. Look for a "UL 1449" label indicating that the standards, and the higher the "joule" response time, the better. I carry a small surge suppressor in my laptop case, and have a larger Uninterruptible Power Supply (UPS) attached to my desktop computer. Many surge suppressors also come with connections to protect phone (and fax) lines, network cables, and TV cables, all of which can carry electrical noise and power spikes to the equipment. Bad electricity can instantly fry sensitive computer components, and a good suppressor offers some valuable protection. Most of the time the user will never know that a suppressor just saved their precious electronic equipment from certain destruction, as it typically performs its tasks silently. Suppressors do wear out and need to be replaced periodically, with failure often indicated by an LED showing that the suppressor is no longer protecting the equipment.



There are other useful items for that new computer that will increase its functionality and longevity. More memory will improve performance up to certain limits; 32 bit Windows 7 can

use up to 4 gigs of memory, and the 64 bit Windows 7 can utilize much more than that. Memory is readily available and can often be installed by the user, but may not be cheap. I recently spent about \$50 (after rebate; \$75 before rebate) for 4 gigs of additional memory for my 64 bit Windows 7 machine, and there was an increase in performance.

That new laptop really needs a good case to protect it from bumps and physical shocks. Laptop and notebook computers are often fragile creatures, and need substantial protection from physical harm. Get a good carrying case for your size laptop, and be sure that it has a lot of padding on all 6 sides and gives the computer adequate protection from all directions. You may never know when that case protected you from a cracked screen or worse, which would have either been a very large repair bill, or an otherwise useless computer. Play it safe, and get and use a good case for your laptop.

My late grandmother Dora had an old-world expression that she said anytime anyone in my family made a major purchase or received a major gift, and I am wishing the same for you and your new computer, "Use it in good health!"



Smart Computing Tips & Fun Facts

www.smartcomputing.com

Keep Your Notebook Dust-Free

The best tool for removing dust from your notebook is a can of compressed air with a straw extension, so you can blow out debris stuck in hard-to-reach places, such as underneath the keyboard. And to keep your laptop monitor looking bright, you should invest in antistatic monitor wipes. The antistatic wipes are premoistened with a quick-drying no-streak compound to ensure you'll remove dust, dirt, and lint from the monitor without injuring the screen.

Stickier Notes

In Windows 7, you'll find Sticky Notes, a revamped version of the old Notes gadget now built into the operating system. (Open the Start menu, click All Programs, and select Accessories to find Sticky Notes.) Sticky Notes lets you place virtual Post-Its anywhere on your Desktop. You can also stack notes. Right-clicking a note brings up a menu that will let you pick from any of six note colors. There's seemingly no way to change the font or format a note, but this is less of a concern than the fact that there's no "always on top" option for notes so you can't bury them out of sight. Still, Sticky Notes can definitely help with productivity and are less likely to get swept up by housekeeping than their paper counterparts.

Are Your Hands Free?

Driving with a hands-free kit to talk on your cell phone doesn't necessarily mean your hands stay on the wheel and eyes on the road. If your kit requires a headset or other accessories that occupy your hands, then you're taking a calculated risk not entirely different from texting

while driving. A truly safe hands-free kit will include a voice-activated system. Even these kits don't guarantee attentive driving. The best way to avoid distractions is to not use your cell phone at all while behind the wheel.

A Handy Keyboard Shortcut

For many computer users, multitasking is a must. Between that Web browser, word processing document, and photo-editing program, your screen can fill up pretty quickly. Sometimes you need to clear the clutter and get straight to the Windows Desktop. To quickly minimize all open windows on-screen, press WIN (the Windows Logo key)-D. Press the combination again to bring the windows back up.

Excel & Word Tips

Relative Worksheet References when Copying

When you copy a formula from one cell to another, Excel automatically updates any relative references within the formula based on the target that is receiving the formula. For instance, assume that cell B7 contains the following formula:

```
=B6+A7
```

If you copy this formula to cell D22, Excel automatically updates the references so they are relative to cell D22, as shown here:

```
=D21+C22
```

When you are copying formulas from one worksheet to another, and the formula contains a reference to a previous worksheet, Excel doesn't do this type of formula updating—at least not on the worksheet names. For instance, let's say you have three worksheets named January, February, and March—in that order. On the February worksheet you have the following formula:

```
=January!B7*1.075
```

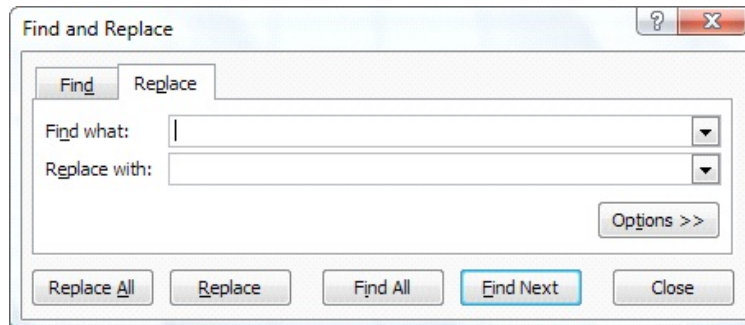
If you copy this cell to the March worksheet, Excel will automatically change the B7 reference (if necessary), but it won't change the sheet name (January, which was “one less” than the sheet on which the formula first occurred) to the adjusted relative sheet name (February, which is “one less” than the sheet to which the formula is being copied).

If you have only a few worksheet references in your copied formulas, it is fairly easy to just edit the formulas so they reference the proper worksheet. The task can quickly become a nightmare, however, if you have dozens or hundreds of such references.

The solution is to do a simple search-and-replace operation in Excel, as outlined here:

1. Copy the formulas from the February worksheet to the desired location on the March worksheet.

2. With the March worksheet visible, press **CTRL+A**. This selects all the cells in the target worksheet.
3. Press **CTRL+H**. Excel displays the Replace tab of the Find and Replace dialog box.



The Replace tab of the Find and Replace dialog box.

4. In the Find What box, enter “**January!**” (without the quote marks).
5. In the Replace With box, enter “**February!**” (without the quote marks).
6. Click on Replace All.

The formulas in the worksheet are now updated so they refer to the proper worksheet.

Notice in steps 4 and 5 that what you are searching for and replacing it with is not the straight month names. This is done because the month names alone (January, February, etc.) could easily occur in other places in the worksheet without being part of a formula. You don't want to change these instances, so the extra characters are included to help narrow down the search.

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Understanding Smart Cut and Paste

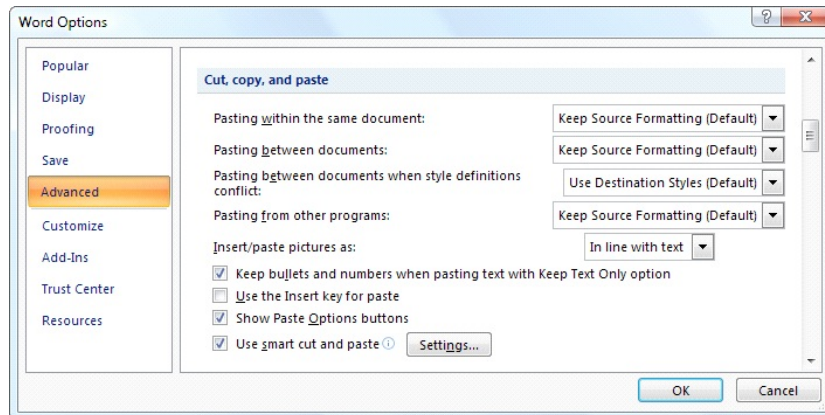
Word includes a feature, by default, that tries to make your editing chores just a little easier. This feature, called *smart cut and paste*, adds or removes spaces when you are cutting or pasting text. This may sound odd, but it is really helpful in many situations. For instance, if you are pasting a word into a sentence, smart cut and paste makes sure that spaces are added around the word so that it doesn't “run in” to the words you are pasting near.

Likewise, when you cut a word from a sentence, sometimes the cut might result in two spaces left: the ones that used to surround the word being pulled. Instead, smart cut and paste results in one of the spaces being automatically deleted so the resulting sentence has (at least) the proper number of spaces in it.

You can control smart cut and paste in the following manner if you are using Word 2007:

1. Click the Office button and then click Word Options. Word displays the Word Options dialog box.
2. Click Advanced at the left side of the dialog box.

3. Set the Use Smart Cut and Paste check box as desired. If selected, the feature is turned on; if not selected, it is off.

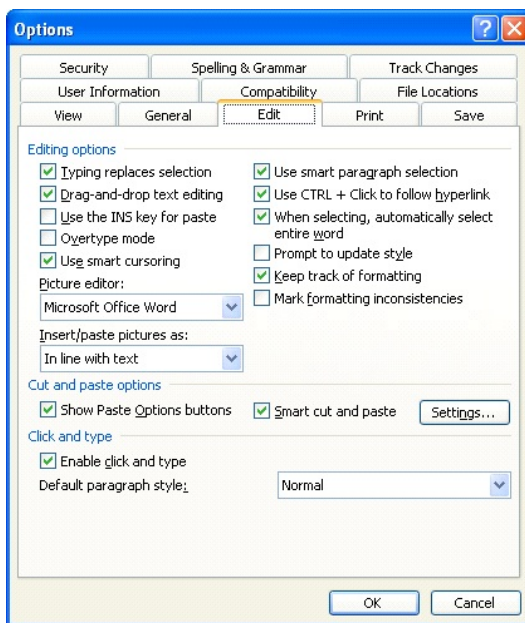


The advanced options of the Word Options dialog box.

4. Click the Settings button to make changes in how smart cut and paste works.
5. Click on OK.

If you are using an older version of Word, control the smart cut and paste feature in this manner:

1. Choose Options from the Tools menu. This displays the Options dialog box.

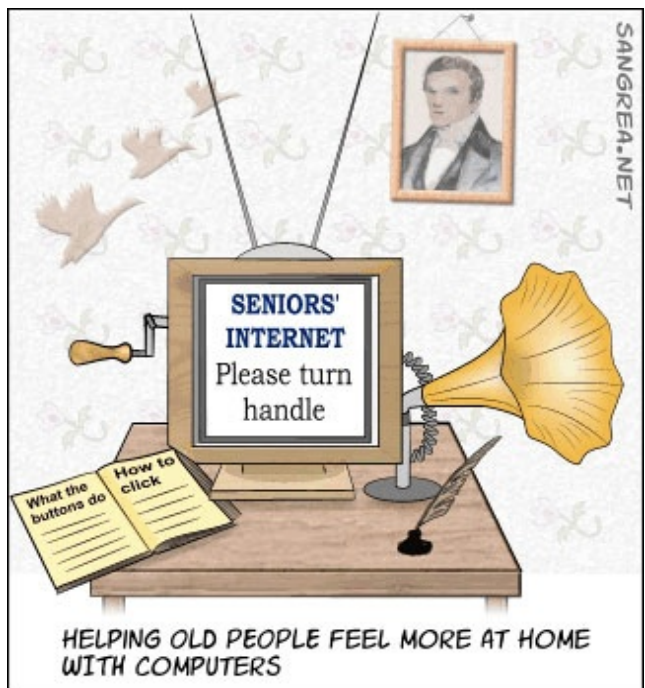
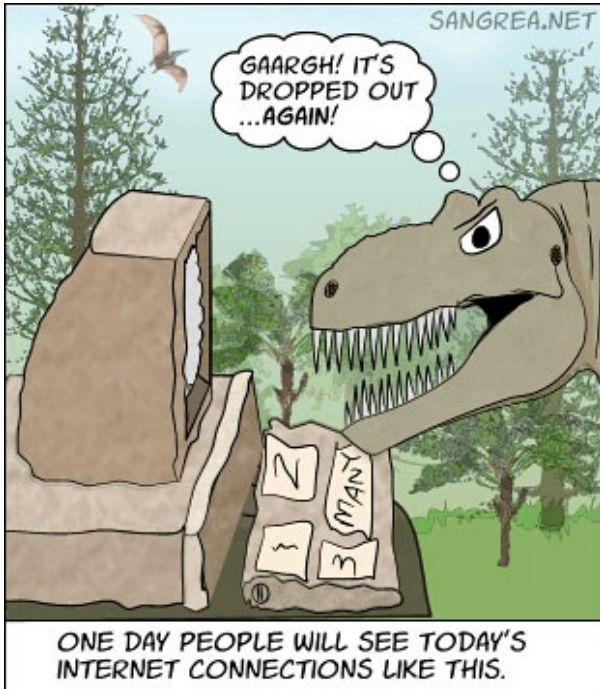


The Edit tab of the Options dialog box.

2. Make sure the Edit tab is selected.
3. Set the Smart Cut and Paste check box as desired. If selected, the feature is turned on; if not selected, it is off.
4. Click the Settings button (available only on some versions of Word) to make changes in how smart cut and paste works.

5. Click on OK.

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