



Verde Valley Computer Club

Connections

Volume 25, Issue 8 August 2010

AUGUST 21, 2010

MEETING TIME 9:30 AM

**DEADLINE FOR ARTICLES TO
BE PRINTED IN THE
September CONNECTIONS:
MONDAY, AUGUST 23, 2010
AT 2:00 PM**

"CELL PHONES ARE NOT JUST FOR MAKING CALLS ANYMORE"

Brandon Parker will be presenting this informative program. He is excited to be part of helping people understand cell phones. He will be explaining different types of PDA phones, the different functions, fonts, and internet capabilities.

Brandon is very knowledgeable in electronics. He and his father used to have a computer business in Washington State, so he is very familiar with the ins and outs of a computer. He is very cell phone savvy as well. Although cell phones change so often as technology advances, he understands and keeps up with the different phones, operating systems, and phone functionality. Brandon does not work for any particular company that uses his knowledge, but in some cases, he likes to do anything involving electronics in his spare time just to stay fresh.

You won't want to miss this program, especially if you are planning to get a new cell phone soon. Maybe the phone you have has some features you haven't been using because you weren't aware of them.

In presenting this program, the Verde Valley Computer Club is neither implying an endorsement of any product offered nor validation of any information provided."

See the AUGUST/SEPTEMBER 2010. VVCC Events Calendar on page 3

IN SYMPATHY

Words cannot express the sorrow we feel when a friend or loved is taken from us. However, a hug or smile is always welcome.

Charles "Skip" Bemis, passed away June 16, 2010 in Flagstaff. Skip held the office of President of our Computer Club several years ago. We wish to extend our condolences to his family.

Another member, Dorothy Gericke passed away Saturday, July 17, 2010. She is survived by her husband, Frank. Our sincerest thoughts and prayers are with Frank.

VVCC Mentors

Windows - Bob Efros:
646-9182 bob@refros.com

Front Page -Miles Standish:
frontpage@vvclub.com

Adobe Photoshop Elements, WordPerfect, Word 2007
Marny Zuercher
marny71@gmail.com

Any others out there willing to share their skills? What programs do you work with? Share it! Being a Mentor doesn't mean you have ALL the answers just a willingness to help someone.

VVCC Contacts

president@vvclub.com
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EDITOR ON VACATION!

Leo and I are going to be gone the month of September. Lisa Packard has volunteered to do the Connections for me. Please, Please help Lisa by getting articles to her **!ON TIME!**

This is not the easiest task in the world, and I am ever so thankful that she is willing to do this. It seems the busiest people are the ones who say, "Yes, I can do that."

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Vice President: Bob Efros
Treasurer: Lee Andress
Secretary: Del Rosenwasser



"Dear Andy: How have you been? Your mother and I are fine. We miss you. Please sign off your computer and come downstairs for something to eat. Love, Dad."

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VERDE VALLEY COMPUTER CLUB **AUGUST 2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 BOARD MEETING 6:30 PM	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 GENERAL MEETING 9:30 AM
22	23 DEADLINE FOR CONNEC-TIONS	24	25	26	27	28
29	30	31				

SEPTEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 BOARD MEETING 6:30 PM	3 WINDOWS SIG 4:00 PM	4
5	6	7	8 BEGINNERS CLASS 4:15 P.M.	9	10 INTERNET SIG 4:00 PM	11
12	13	14	15 BEGINNERS CLASS 4:15 P.M.	16	17 SPREAD-SHEET SIG 4:00 PM	18 GENERAL MEETING 9:30 AM
19	20	21 DEADLINE FOR CON-NECTIONS 2:00 PM	22 BEGINNERS CLASS 4:15 P.M.	23	24	25
26	27	28	29 BEGINNERS CLASS 4:15 P.M.	30 SHUTTER-BUG/PHOTO-GRAPHY SIG 6:00 PM		

The VVCC President's Bits and Bytes

THIS MONTH ONLY! THIS PAGE IS THE EDITOR'S PAGE

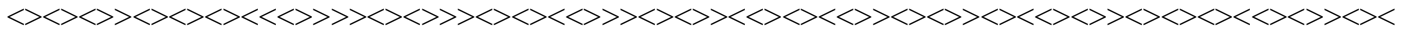
Jerry had other things come up and could not contribute this time. Not to worry, these things happen and I can do this for him. Hope you don't mind that I took the opportunity to make this page mine this time.

Page 2 lists your officers and if you read it, you will notice there has been a couple of changes. Due to personal reasons, Consuelo Langholz tendered her resignation as President. Our Vice-President, Jerry Miller has agreed to take over the presidency for the remainder of the term. Bob Efros has agreed to be our Vice-President. They need our support for stepping up to the plate.

On the subject of officers of our club: It will soon be time to get a nominating committee. Our by-laws state that you can only hold an office for 2 consecutive years and then you have to be replaced. Del, our secretary is serving her second year. I took over the secretary position from her and when I wanted to be relieved to do only the Connections, she took it again. It is time for someone to be thinking of this position. Del is very organized and has excellent short cuts she will share with you to make your position easy.

Have you ever thought of being President? Don't wait to be asked—volunteering for the position doesn't mean you think you are great stuff—just means you think you have something to contribute if you have help. As a board member, you get FREE computer aid.

Do you really get help if you take on a position or is it lip-service? Speaking from experience, help is ready, willing and able to come to your aid. Do you get the idea that I like this club? I hope it is obvious!



VOLUNTEERS!

If you enjoyed the Pot Luck and Sloppy Joes at the July meeting, this is the fellow to thank. Dale Forbes will tell you that he doesn't do the computer thing, but he will do pot lucks. Thank you, Dale. If you would stand still, we could get a better picture.



Our Publicity Man, Dave Olson is another of our volunteers that has been doing a wonderful job. He knows how to promote the club in the newspapers. Thank you, Dave.

Membership Corner by Myrelle McHale

Hello Members,

Hope you are all having a really great summer. For those of you on vacation or those of you who had a bout with the summer flu, you really missed a nice Pot Luck Party. Our attendance was small but the food was GREAT ! Our Pot Luck Co-ordinator, Dale Forbes, once again handled the entire party (from prep to presentation) with style.

Thank you Dale.

Now we are going to get on with the rest of the year.

I want to personally thank all of you who answered my request for suggestions for a possible new column in our newsletter. Some of the titles were extremely creative.

Also, the questions posed will be presented and answered.

For those of you who may not have received the note, I am asking for questions from members who have concerns about their computers or software or even hardware, to submit them to me and I will do all I can to get the answers for you. Kind of like a mini Q&A where you can ask the questions of the VVCC at any time. You don't have to wait for a meeting or SIG. Please submit specific and concise questions and I will try to find the answer(s) for you. Just send your questions to me at:

Membership@vvclub.com

I want to also say a personal "Thank You" to Richard Gohman. I had asked him to help find a cute cartoon for my note and then to send it out to the members. Little did I know the commotion it would cause. Seems several of you just hit the "Reply" button and the mail went to Richard and not to me. He was quite professional in the handling of the unexpected mail. But this is not his responsibility and I apologize for the extra work for him.

As always, I am extremely interested in hearing from the members as to possible ways to increase our group. Many of you are loyal supporters of the VVCC and have been for years. Some of you are new and we hope you stay with us. If you have any thoughts of what can be done to create interest and attendance to our meetings, please drop me a line. Same address as above.

Hope to see you at the next meeting.

Myrelle



GENEALOGY SIG

Is there any interest in genealogy? Marny Zuercher is willing to take on this SIG if there are people interested. Probably on a Monday Night at 6:00 p.m. starting in October.

Call 928-301-0591

or e-mail editor@vvclub.com

NEW COLUMN FOR NEWSLETTER ???

Many of you have responded to my request for questions and suggestions for a title for a possible new column for our newsletter.
Thank you.

One of our members has gone one step further and is suggesting (and recommending) the use of the following link:

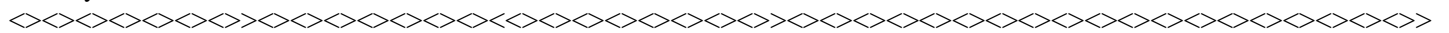
www.giveawayoftheday.com

It provides a service that gives away a free program almost every day. Thank you Chuck LeBeau.

You might want to give it a try. Then let us know so we can share with other members. Please continue to send your questions to me at:

membership@vvclub.com

Thank you.



Several months ago I started asking all of you to contact me if you had any ideas on how to increase membership. I also asked if you had any suggestions on different things we could do for you that would be of interest. Things like new classes, new programs etc., etc.

FINALLY, after months and months, I received my FIRST e-mail from a member with a suggestion or two. Thank you
Brenda and Lloyd Collins.....

How many times have you gone to a meeting and wanted to ask a specific question about your computer and then forgot? Happens to me all the time. This is not necessarily a senior moment. We get caught up in the meeting, the program and the door prizes. Easy to forget to ask the question that has been bugging you for days (or months).

It has been suggested that we have a regular column appearing each month in the CONNECTIONS. A Q&A from the members to the mentors. I have volunteered to field the questions, contact the mentors and write the answers for you. All you need to do is send your questions to me:

membership@vvclub.com

How easy can that be? You can even write and send the question at midnight in your jammies and I will get it and follow up for you.

So while you are writing that question, please give some thought as to what we can name this column. We are open for all suggestions.

This is a good way for all to be involved. It is YOUR club. Use it. Learn thru membership. Any suggestions for future programs, mini-classes, downloading free programs (good and not so good) can all be sent to me and I will be delighted to respond. I may not know the answers but I know how to contact those who do (know). This is a good idea.

Let's run with it.

Hope to hear from you soon.

membership@vvclub.com

Myrelle

If you still use a computer with Windows XP, please make sure you update all of your computers to Windows XP SP3 to continue to receive updates from Microsoft since support for XP SP2 is ending on July 13, 2010.

This does not mean you cannot use Windows XP, it just means that if you have not installed the SP3 update, you will no longer get any security or patch updates. This could leave your computer vulnerable to malware.

To check and see if your computer has the SP3 update, locate your "My Computer" and right-mouse click on it. Then choose "properties" from the menu. You should see a dialog window similar to this....

Note that in the upper right it tells me that I have Windows XP Home Edition, Version 2002 with Service Pack 3.

If you don't have Service Pack 3, you can get download instructions from:



<http://tinyurl.com/6yqqcb>

In addition, all support from Microsoft for Windows 2000 ends on July 13, 2010.

Submitted by: Richard Gohman

VVCC Beginners Class

A popular series of six **hands-on** sessions designed for the *beginning* computer users. Classes are held on Wednesdays from 4:15 to 6:15 PM at the Cottonwood Middle School Computer Lab, Mingus & 6th. More information is on our web site!

Please call **Sharon Skinner** at
649-2993 after 3:00pm
Or **Barbara Wall** at **567-4222**
To preregister for each series of
classes

The Series repeats.

Beginners class dates:

(New classes will begin in
September)

VVCC
Mailing Address:
Mail inquires, sug-
gestions and items
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to the club,

VVCC
PO BOX 3023
COTTONWOOD, AZ
86326

Or e-mail us at
info@vvccclub.com

Printing Tips

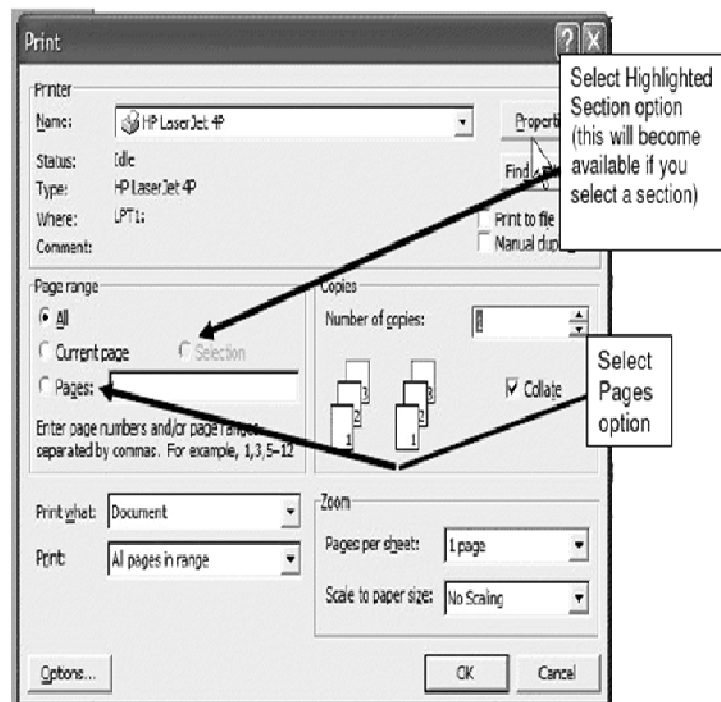
In the July Connections there was a tip regarding printing more than one copy. Here are two more printing tips you might find useful. Both of these tips relate to the option of only printing selected parts of a document, email, or even a web page article.

First let me remind you that printing tips only work if you choose the PRINT option from the "FILE" menu or the "Ctrl+P" shortcut. If you choose to print using the small printer icon in any tool menu, you will not be given these options.

One: You can limit which pages of a multi-page document print. (See figure below). In the printer dialog box, check the circle in front of "pages" option and then type in the pages you want to print in the block provided. Use commas to separate random pages. (Example: "2,5,6,8" would print only pages 2, 5, 6 and 8) Use a hyphen to print a selected group of adjacent pages (example: "3-9" would print all pages starting with 3 and ending with 9).

Note: You can mix the two examples such as "3,5-7,11", would print pages 3,5,6,7 & 11.

Two: You do not even have to print an entire page, or web page. Select a section (*highlight by dragging your mouse through the part you want*) and then choose the "selection" option. (See figure below). The printer will now print only the material you have selected.



Typical Printer Dialog Box

Richard Gohman

Join Us for a Special Interest Group SIG)

Learn from *each other!*

Visit our Web site for more SIG info. Attendees are encouraged to print out handouts prior to classes.

Word Processing:
Dick Gohman

Internet: Dick Gohman

Windows: Bob Efros

Beginner Classes:

Digital Camera: Leo Zuercher

PHOTOGRAPHY SIG:
Hal Rosenwasser.

Web Site Team:
Lisa Packard

There are handouts for the classes that can be downloaded from the club website:

www.vvcclub.com

SIGS AND BEGINNER CLASSES WILL START AGAIN IN SEPTEMBER

HOPE YOU'RE HAVING A GOOD SUMMER!

The Secretary's Corner

By Del Rosenwasser



Just between us girls:

In this life I'm a woman. In my next life, I'd like to come back as a bear.

When you're a bear, you get to hibernate. You do nothing but sleep for six months.

I COULD DEAL WITH THAT.

Before you hibernate, you're supposed to eat yourself stupid.
I COULD DEAL WITH THAT.

When you're a girl bear, you birth your children (who are the size of walnuts) while you're sleeping and wake to partially grown, cute, cuddly cubs.

I COULD DEFINITELY DEAL WITH THAT.

If you're a mama bear, everyone knows you mean business. You swat anyone who bothers your cubs. If your cubs get out of line, you swat them too.

I COULD DEAL WITH THAT.

If you're a bear, your mate **EXPECTS** you to wake up growling. He **EXPECTS** that you will have hairy legs and excess body fat.

YUP, GONNA BE A BEAR!

Until then, here are the winners of our Pot Luck door prizes:

Book "VIRTUALIZATION" and MEMOREX LABEL MAKER - Joan Lambard

8" DIGITAL PHOTO FRAME - Leo Zuercher

TEACH & TALK ACTIVITY LAPTOP - Consuelo Langholz

SILVER AND TURQUOISE PENDANT (Donated by Lisa Hering's ALLEY CAT GIFT SHOP in Oldtown Cottonwood) - Adrienne

Pritchard

MICROSOFT WIRELESS MOUSE - Al Quadracci

KENSINGTON SHARE CENTRAL - Myrelle McHale

MEMOREX DVD-R PACK - Adrienne Pritchard and Judy Thomas

PORTABLE DESK TOP - Hal Rosenwasser

MATRIX CD/DVD STORAGE CASE - Lois Kelley

PRINTER PAPER - Louise Evans, Lovey Jones and Gordon Schneider

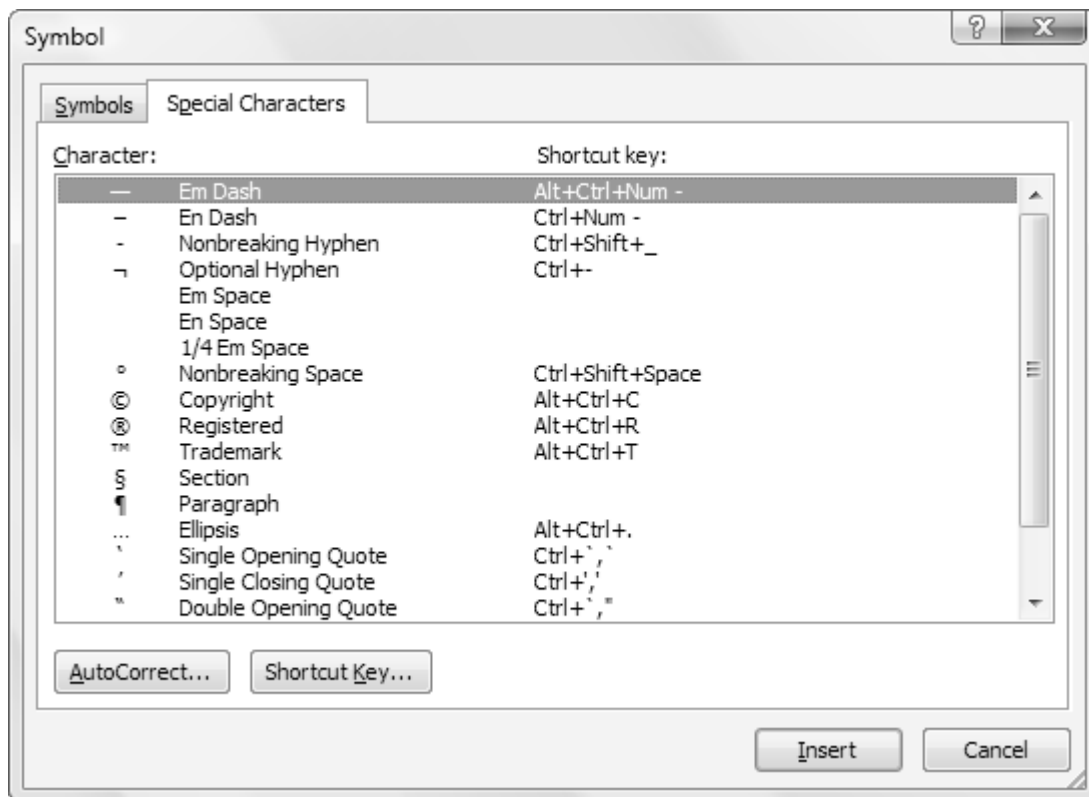
INSERTING A NON-BREAKING HYPHEN

When Microsoft Word calculates line length and wraps text to the next line, it tries to wrap (or *break*) the line at a space or a hyphen—a dash. Sometimes, however, you may not want Word to break a line at a dash. For instance, dashes are used in telephone numbers, and you might not want a line to break in the middle of a telephone number.

The answer is to use non-breaking hyphens instead of regular dashes when you don't want Word to break a line at the hyphen. To do this, hold down the **CTRL** and **SHIFT** keys as you type the dash (this is the same as typing **CTRL** and an underscore). Word will then not break the line at that point.

You can also insert a non-breaking hyphen by following these steps:

1. Choose Symbol from the Insert menu or, in Word 2007, display the Insert tab of the ribbon, click Symbol in the Symbols group, and finally click More Symbols. This displays the Insert Symbol dialog box.
2. Click on the Special Characters tab.



The Special Characters tab of the Symbol dialog box.

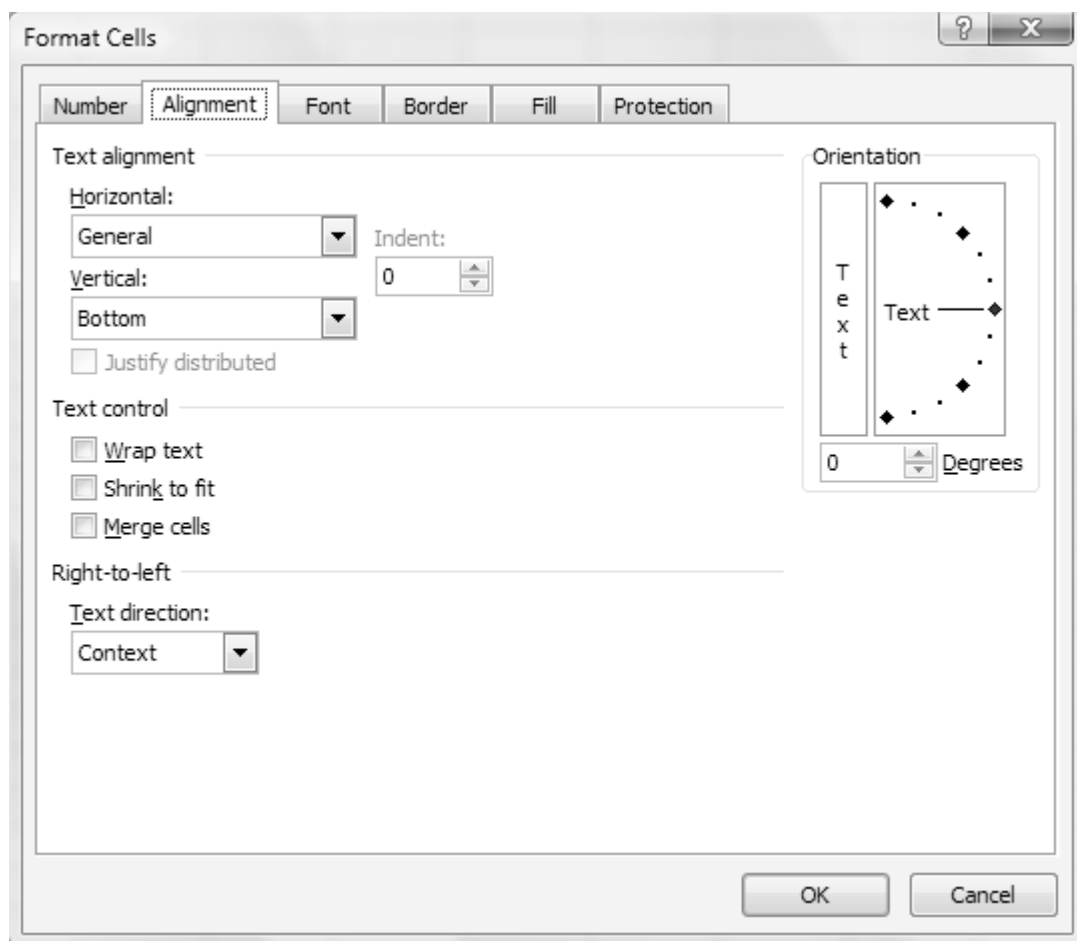
3. Highlight the Nonbreaking Hyphen character.
4. Click on Insert.
5. Close the dialog box by clicking on Cancel.

INDENTING CELL CONTENTS

Microsoft Excel allows you to format the contents of a cell in a myriad of ways. One of the formatting options you can apply is to indent the contents of a cell by a certain amount. This is similar to indenting done in a word processor, such as Microsoft Word, except that the indenting is specified in a number of characters, not in a linear distance such as inches or points.

To set the indent to be used in a cell, follow these steps:

1. Select the cells you want to format.
2. Display the Format Cells dialog box. (In Excel 2007 display the Home tab of the ribbon and click the small icon at the lower-right corner of the Number group. In older versions of Excel choose Cells from the Format menu.)
3. Make sure the Alignment tab is selected.



The Alignment tab of the Format Cells dialog box.

4. In the Horizontal drop-down list, choose Left (Indent). If you are using Excel 2002 or a later version, you can also choose Right (Indent).
5. Using the Indent control, specify the number of characters by which the cell contents should be indented from either the left or right side of the cell. You can pick any whole number between 0 and 15.
6. Click on OK.

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Connections
Pass it on to a
Friend or Neighbor



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rect. Send corrections or
changes to
membership@vccclub.com



**THIS SPACE IS SAVED FOR
NEW MEMBERS!**

MAYBE NEXT MONTH!

**LET PEOPLE KNOW WHAT
THEY'RE MISSING!**

Note from the Editor...

The next newsletter deadline for all
submissions:

MONDAY, AUGUST 23, 2010 - 2 PM

