



Verde Valley Computer Club

Connections

Volume 28, Issue 9 September 2011

September 17, 2011

Saturday 9:30 am

DEADLINE FOR ARTICLES:

TUESDAY,

September 20

2:00 PM



Check your Verde Valley Computer Club
website for details

www.vvclub.com

While you are checking out the
Newsletter for your
information, take some time and look
through the photos and look at the handouts
for the SIG's
Lotsa interesting info there



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 September/October 2011. VVCC Events Calendar on page 3

Won't **you** volunteer for a 2012 Office?

President
Vice-President
Treasurer
Secretary

Without these four the Club can not exist.

Contact Bob Efros
vicepresident@vvclub or call 646-9182

**CALENDAR OF
VVCC EVENTS**

- Windows SIG**
- Word Processing SIG**
- Linux SIG**
- Digital Camera SIG**
- General Meeting**

SEE MAP ON BACK PAGE

VVCC Mentors

Adobe Photoshop Elements

Marny Zuercher
marny71@gmail.com

Front Page

Miles Standish:
frontpage@vvclub.com

Windows

Bob Efros: 646-9182
bob@refros.com

Word 2007

Marny Zuercher
marny71@gmail.com

WordPerfect

Marny Zuercher
marny71@gmail.com

Word Processing

Richard Gohman 649-4388
word-processing@vvclub.com

Photography

Hal Rosenwasser
photography@vvclub.com

Spreadsheet

Richard Gohman: 649-4388
word-processing@vvclub.com

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VVCC Contacts

- president@vvclub.com
- vicepresident@vvclub.com
- secretary@vvclub.com
- treasurer@vvclub.com
- past-president@vvclub.com
- sig@vvclub.com
- programs@vvclub.com
- equipment@vvclub.com
- membership@vvclub.com
- editor@vvclub.com
- publicity@vvclub.com

2011 OFFICERS

President: Jerry Miller
Vice President: Bob Efros
Treasurer: Myrelle McHale
Secretary: Barry Adico

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President's Bits and Bytes

Hi Everybody,

I presume all of you search the web, and probably have your favorite way of doing so. Nevertheless, I thought it would be fun to share a few tidbits and prejudices I've picked up over time about that subject. As you most likely already know, the most popular search engines are Google, Bing and Yahoo (powered, by the way, by Bing). I will talk about them, and also a few others.

I used to use Google exclusively, but I have gradually moved away from it, mostly because they save your searches for long periods of time, like months and years, for so called research.

Frankly, I think my searches should not be saved at all. Why is it Google's business, or anybody who has access to Google's files to save my or your searches. (For more info about this you may start with the following links: <http://www.malwarehelp.org/understanding-search-engine-privacy-and-how-to-prevent-snooping-part-i-2008.html> , <http://www.google.com/privacy/faq.html> , http://news.cnet.com/2100-1029_3-6202068.html , <http://duckduckgo.com/privacy.html>) All the major search engines save your info in one degree or another. In any event, no matter which search engine ones uses, there are a few things you may find useful. Before I use any search engine, I go to their settings page first and make a few changes. In Bing, starting in the upper right hand corner, go to: Preferences/results/drop down arrow (select 50), next check the box named 'open in new browser window'/Save. Now when you do a search, fifty results will be listed, instead of the default of ten. This saves a lot of time waiting for the next ten to load, and makes it easier to find what you are looking for when it is not in the first ten results. Also, by opening in a new window, your search is not lost, but stays on the original page for quick reference and usage. While you are on the preferences page, you may as well check out the other settings you have control over, for greater personalization.

In Google, it used to just as easy to set preferences, but today I cannot find a link to do so. You may have better luck than I. Regardless, there is a surefire work around way to set your preferences in Google. Go to: <http://www.google.com/preferences> . Change the 'number of results' (note that Google gives the option of 100 results, which is what I would select), and 'results window' option to 'Open search results in a new browser window', plus 'save preferences' and you are good to go.

Yahoo is similar, with a few extra steps, which I'm sure you will be able to figure out, if you have done Bing and/or Google by then.

Any search result link can be opened in the same window in a new tab by simply right clicking over the link and selecting from the offered menu 'Open link in new tab'. If you are looking for something within a single website, the formula for the search bar is: query word: URL. So, for instance if you wish to search the Project Gutenberg for books that include the word diesel, their search engine will give you three results. However, if you use Google directly and type in:[diesel: http://www.gutenberg.org/wiki/Main_Page] without the brackets, per the above formula, you will get 14,000 results. Whether that is an advantage or not is up to you, but it does show you an example of a website only search. This is most helpful with those occasional websites that do not offer a search option.

I did want to briefly mention a few other search engines. DuckDuckGo.com states that it does not save or share any information (see link above). I tried it and it was easy to use, had useful results, had lots of interesting preferences, and was altogether a serviceable search engine. Scroogle at <http://www.scroogle.org/> runs your search through their website for Google results, but with random IP addresses that are deleted within 24 hours, so it is impossible for Google to have any way to connect you with any search. Thus solving the privacy issue in a unique way. Yandex.com is a Russian search engine in English. It works pretty well and can give some different and interesting results. What attracted me to it is an option to search with the search results. For example, I did a search for Project Gutenberg and got 3 million answers. Clicking on the check box 'search within results', entering 'diesel' in the search bar, and clicking 'search' again resulted in 27,000 results. A definite improvement. Also, results can be set to provide twice the preview info than other engines, so you can have a better idea if it is what you want or not. DuckDuckGo has that function also. Enough for now.

Have Fun,
Jerry Miller President VVCC

MEMBERSHIP CORNER BY MYRELLE MCHALE

Hello All,

What an eye-opening program we had in August Thanks to Sgt. Gareth Braxton and Detective Chad Sinn we now have more avenues to protect our identity and not fall victim to fraud and ID theft. We thank these officers and our Cottonwood Police Department for sharing this knowledge with us.

Each day there is more to learn about how computers can help us in our daily lives. If you have a topic you feel we could present that would be enlightening to other members, please let us know. We are open for suggestions and always ready to bring the latest in technology to you. You can send your suggestions to: programs@vvcclub.com OR info@vvcclub.com OR membership@vvcclub.com

We will respond and take your suggestions to the next level.

For those of you who may not be aware, once a month we have a Board of Directors meeting to discuss everything from possible future programs to how to increase our membership to staying current with all our existing offers to increase and share our technological knowledge to those who want to expand their own exposure to new 'tricks' to learn. This meeting is held on the first Thursday of each month, 6:30 pm, in the Board Room at the Clemenceau Building, corner of Willard Street and Mingus Avenue. We would love to see more of you attending.

We also have some awesome mentors who are more than willing to share their wealth of knowledge with you. If you have any questions, please feel free to attend any/all of our Special Interest Group (SIG) meetings. They are about to start up again. Yes, we DID take a short summer break but we are ready to come back and bring new information to you.

To bring you current with the offerings your Club has for you, please check out our Web Site: www.vvcclub.com

You can check out the day/time of your favorite SIG and you can see photos of some of our meetings of the past (who knows – maybe YOU might be in the pictures!)

Something we are always trying to increase, besides attendance at our meetings, is the membership of our Club. Recently an offer went out to the last-year members who did not renew. It is an offer I think is really hard to refuse. That offer is good through September 30, 2011. If you would like more information on this offer, contact me at: membership@vvcclub.com I will be more than happy to answer you as soon as possible.

Now I know the heat has been pretty harsh on us lately so I will leave you with this comforting thought: Christmas is less than 4 months away and it will be much cooler before we know it.

Bye for now. It was so nice to see so many of you at the meeting. Hope to see you again on September 17 at the next General Meeting.

Myrelle

View More Than Two Areas Of Worksheet other than by hiding rows

Applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003

The easiest solution is to just open additional windows for the worksheet. Choose Window | New Window. Excel opens additional windows that contain the exact same worksheet. You can then choose Window | Arrange to arrange the windows any way desired.

When you open additional windows in this manner, the windows are independent of each other, meaning that you can scroll them independently. If you make a change in one window, the same change is made in all the windows. (This makes sense, since they all display the same data.)

Once the windows are situated the way you want them, you could save the arrangement as a view (View | Custom Views). That way you could quickly recall the appearance of your windows any time you desire.

Applies to Microsoft Excel versions: 2007 | 2010

The easiest solution is to just open additional windows for the worksheet. Display the View tab of the ribbon and click New Window in the Window group. Excel opens additional windows that contain the exact same worksheet. You can then click Arrange All in the Window group of the ribbon to arrange the windows any way desired.

When you open additional windows in this manner, the windows are independent of each other, meaning that you can scroll them independently. If you make a change in one window, the same change is made in all the windows. (This makes sense, since they all display the same data.)

Once the windows are situated the way you want them, you could save the arrangement as a view. (Display the View tab of the ribbon and, within the Workbook Views group, click Custom Views.) That way you could quickly recall the appearance of your windows any time you desire.

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Treasurer's Report as of July 31, 2011

Balance in the checking account is: \$2,721.77

Anyone wanting further information, please accept our invitation to attend the Board of Directors Meeting of the Verde Valley Computer Club on the first Thursday of each month. We meet in the Board Room in the Clemenceau Building, corner of Mingus Avenue and Willard Street. Time: 6:30 PM.

Thank you.

Changing your Antivirus – Antispyware Software

R. Gohman Aug 2011

So, you want to change the antivirus-antispyware software program on your computer? Maybe your subscription on a paid program is about to expire and the company wants big \$\$\$ to extend the subscription. Or maybe your brother-in-law (or the guy in the long coat selling watches off his arm) has recommended a better program. Or just a cheaper or even free antivirus-antispyware program. For whatever reason that you want to change, here are the basic steps you should follow.

First: Go to the Internet, or your friendly software store, and obtain a copy of the new antivirus-antispyware program installation files. If you purchase a boxed program at the store, the installation file will be on a CD or DVD disk.

If you go to an Internet site, you have to download the installation file. When downloading an Antivirus-Antispyware program from an Internet site, **do not!** I repeat **do not choose the RUN option**. Choose the SAVE option and choose a place on your computer hard drive to store this file. I have a folder in my “C” drive for downloads. Some people have a folder in their “Documents” folder for downloads. Some people just download to the “Desktop”.

I discourage novice computer users from using the Desktop because they forget to move the file after they have used it and leave it on the Desktop. Then several months later they don't remember why that ICON is on the desktop and they double click it again and start a new installation of what by then is an out-of-date version.

Second: Now that you have the new program installation file, you have to “uninstall” the old antivirus program you were using. Having two antivirus-antispyware programs running on the same computer is not a pretty sight. They fight each other. That is why you did not choose the RUN option when you downloaded a new antivirus program off the Internet.

Windows has software to uninstall programs and Ccleaner has a similar program to remove programs. Unfortunately, most of the antivirus programs are so deeply imbedded in your computer that neither of these uninstall programs really get all of the old program parts out of your computer. I recommend that you go to the web site of the old program, link to their “Support” page and search for an uninstaller written by that company. I know Norton, McAfee, Panda, Avast & AVG all have such programs. Download their uninstaller for your program to your hard drive and then RUN it.

Be aware that as you start the uninstall operation you are removing the protection that is keeping the bad guys out of your computer. Since at this point, you have all the files you need off the Internet saved to your hard drive, so you may want to disconnect your link to the internet. (Unplug the cable to the modem/router or turn off the wireless tool on your laptop.)

Third: When the uninstall operation is complete you may be asked to restart the computer. That advice should be followed as the restart clears the “Registry Files” of the old program information. When the computer is back on, now go to installation file you saved for the new program (or insert the CD you bought) and start the new program installation. At this time you may want to reconnect your computer to the Internet as the new program will want updates. Just don't do a lot of Internet surfing until the new program setup is complete and reports that you are protected.

Most antivirus-antispyware programs require some configuration setting to pick time and date for scanning and updating. If you are unfamiliar with setting up the new program, use the “Help” menu. That is what it is for.

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 **Barbara Wall at 567-4222**
to preregister for each series of
classes

The Series repeats.

NO Classes
until further notice

VVCC Mailing Address:

Mail inquires, suggestions
and items of interest,
to the club,

Verde Valley Computer Club

PO Box 3023

Cottonwood, AZ 86326-2540

Or e-mail us at

info@vvccclub.com

Arranging Workbook Windows

Applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003

1. Choose Arrange from the Window menu. Excel displays the Arrange Windows dialog box.
2. Make sure the Tiled option is selected. (This divides the screen space evenly between all your windows. The main benefit is that all your workbook windows get at least a piece of the screen.)
3. Click on OK. The windows are all displayed.
4. Click on the window whose size you wish to adjust. It becomes active.
5. Move the mouse cursor near the border of the active window. When the cursor turns into a set of arrows, press the mouse button and drag the window edge to the desired size. Release the mouse button.

Repeat steps 4 and 5 for each window you want to adjust.

Applies to Microsoft Excel versions: 2007 | 2010

If you have more than one workbook open at a time, Excel allows you to view all the workbooks at the same time and to arrange each window as you desire. The easiest method of arranging workbook windows is as follows:

1. Display the View tab of the ribbon.
2. In the Window group click Arrange All. Excel displays the Arrange Windows dialog box.
3. Make sure the Tiled option is selected. (This divides the screen space evenly between all your windows. The main benefit is that all your workbook windows get at least a piece of the screen.)
4. Click on OK. The windows are all displayed.
5. Click on the window whose size you wish to adjust. It becomes active.
6. Move the mouse cursor near the border of the active window. When the cursor turns into a set of arrows, press the mouse button and drag the window edge to the desired size. Release the mouse button.

Repeat steps 5 and 6 for each window you want to adjust..

**Join Us for a
Special Interest Group
(SIG)**

Learn from *each other!*
Visit our Web site for schedule
and handouts

Digital Camera:
Leo Zuercher

Linux
Miles Standish

Spreadsheets:
Richard Gohman

Windows:
Bob Efros

Word Processing:
Richard Gohman

Handouts for the sessions
can be printed from the club
website:

www.vvcclub.com

Beginner Classes:
Barbara Wall

Web Site Team:
Bob Efros
Richard Gohman
Dave Olson

Secretary's Corner

By Barry Adico

August Winners



Jigsaw Puzzle
Dale Forbes

OfficeMax 8 Sheet Shredder
Burnetta Ooley

OfficeMax 8 Sheet Shredder
Christine Cauiola

Polaroid 12 MP Digital Camera
Phyllis Haworth

Editor's Note:

Monthly winners should thank our 'super shopper' Ned Pritchard for the wonderful prizes he finds. Suggestions for future prizes would be a great help. Keep in mind the cost due to limited funds. Thanks

Using Early Dates

Applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003 | 2007

There are three basic types of information that can be stored in a cell: numeric values, strings (text), and dates. In reality, dates are nothing more than numeric values, with the number being stored representing the number of days (and partial days for the time portion of a date) since January 1, 1900. This is a quick, handy way for Excel to store dates.

What happens, however, if you are doing genealogy or historical work and you need to keep track of dates that are earlier than 1/1/1900? There are essentially three ways you can approach this problem.

First, you can split up your dates. You could, for instance, include three columns for each date: one for day, one for month, and one for year. This, of course, will not allow you to change display formats for different date notations, but it will allow you to sort (using the column contents) as you desire, and to do rudimentary math on the dates. This approach to early dates can be the easiest to implement.

Another option is to use your own date notation for entering dates. For instance, if you wanted to enter the date for April 25, 1885, you could enter it as 18850425. This would be treated as a numeric value by Excel, which means you could do math based on the numbers. Because the notation has the year first, you could easily sort dates according to need. The only drawback to this method is that you cannot use Excel's date formatting, and you must get used to the notational syntax.

Finally, you can either create your own macros to work with out-of-range dates, or you can use a third-party solution. One such solution is found at John Walkenbach's site:

<http://j-walk.com/ss/excel/files/xdate.htm>

Splitting Your Spreadsheet Window Into Panes

Applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003

You already know that Excel allows you to open multiple spreadsheets at the same time. You can also, however, divide a spreadsheet window into *panes* (as Microsoft calls them). These panes can be used to view two or four different parts of the same spreadsheet. You can split the worksheet both horizontally and vertically.


To divide a spreadsheet window into panes, you use the divider bar. There are two divider bars. The first is located in the upper-right corner of the spreadsheet window, just above the vertical scroll bar. The second is located in the bottom-right corner of the spreadsheet window, just to the right of the horizontal scroll bar.

When you position the mouse pointer over a divider bar, it changes to a different type of pointer. Click on the divider bar and drag it to where you want the spreadsheet window divided. If you want to divide the spreadsheet window in half (either vertically or horizontally), you can simply double-click on the divider bar.

Another way to divide the worksheet into panes is to choose the Split option from the Window menu. This divides the worksheet into four panes.

NO Beginners Classes until further notice

Keep informed and refer to the newspapers,
the website www.vvclub.com
and the Newsletter, CONNECTIONS



Pass It On

Tell your friends and neighbors
to read the Connections at
www.vvclub.com,
select Newsletter

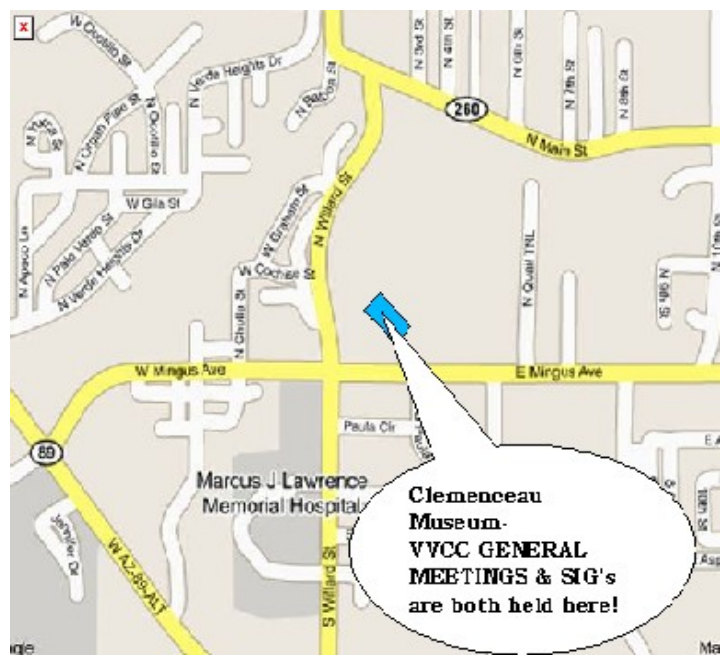
Verify your e-mail
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changes to
membership@vvclub.com



PLEASE WELCOME *New Members*

**Roland DeMond
Rose & Richard Sperry
Hillie Triebess**

Thank you for joining our Verde Valley Computer Club



Note from the Editor...

The next newsletter deadline
for all submissions:
**Tuesday:
SEPTEMBER 20, 2:00 p.m.**