

SENIOR COMPUTER USERS' GROUP NEWSLETTER

January 2012

Issue 232



GENERAL MEETING for January

Dan at Radio Shack is intending to speak to our group on Jan. 20, 2012. He will speak on GPS units and the Smart Phones with the GPS in the phone. ANYONE that has any other suggestions as to other material for him to cover, should email the Steering Committee soon so he can prepare his talk accordingly

January Calendar of Events

DIGITAL IMAGING SIG

Place: Bordini Center, Room 180

Time: Monday, January 16, 1:15-2:15 PM

GENEALOGY SIG

Place: Bordini Center, Room 180

Time: Monday, January 16, 2:30-3:30 PM

GENERAL MEETING

Place: Bordini Center, Room 103

Time: Friday, January 20, 1:15-3:15 PM

RESOURCE SHARING SIG

Place: Bordini Center, Room 180

Time: Monday, January 23, 1:15-2:15 PM

INTERNET SIG

Place: Bordini Center, Room 180

Time: Monday, January 23, 2:30-3:30 PM

STEERING COMMITTEE

Place: Bordini Center, Room 186

Time: Monday, January 4 & 25, 1:15-3:00 PM

Special interest groups

Digital imaging sig

No report

Genealogy sig

No report

Resource sharing sig

No report

Internet sig

No report



NEWS

As we begin the new year, we are in need of a new leader for the Genealogy SIG. If you are interested please let the Steering Committee know.

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Here is some helpful information for your use.

The Office 2007 applications such as Word and Excel can open a spreadsheet or a document which is in an older edition of Office. They can open such older version documents in Compatibility Mode. However, if you need to make use of various newer features available in Office 2007, you will have to convert older Office documents to Office 2007 format. The feature to convert older Office documents to Office 2007 format is very useful. For example, you can now utilize 1.1 million rows in the 2007 version of Excel. In the older versions you could only use sixty-five thousand rows. The method to convert older Office documents to Office 2007 format is the same for all applications. Here we are using the example of a Word document of previous version. If you open a Word or Excel document of an older version, you see [Compatibility Mode] as part of the title.

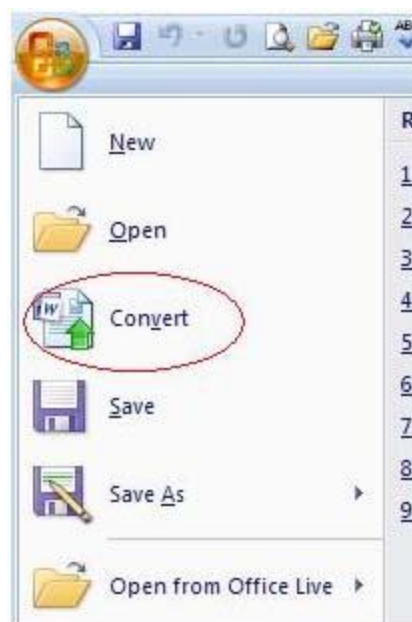


Follow these steps to convert older Office documents to Office 2007 format:

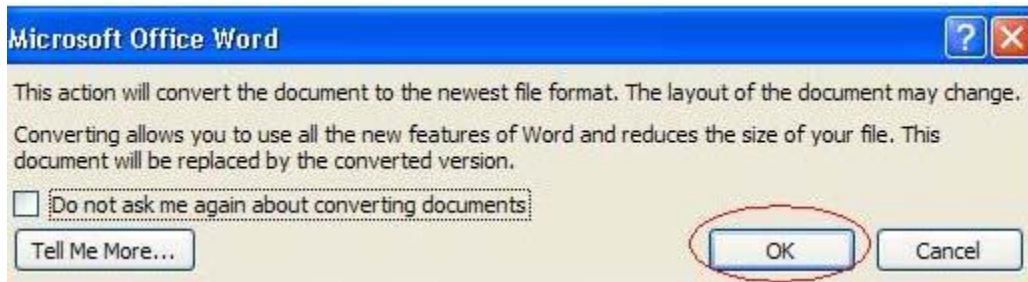
Open the Word document which you want to convert into Word 2007 format.

Click on the Microsoft Office button on the top left.

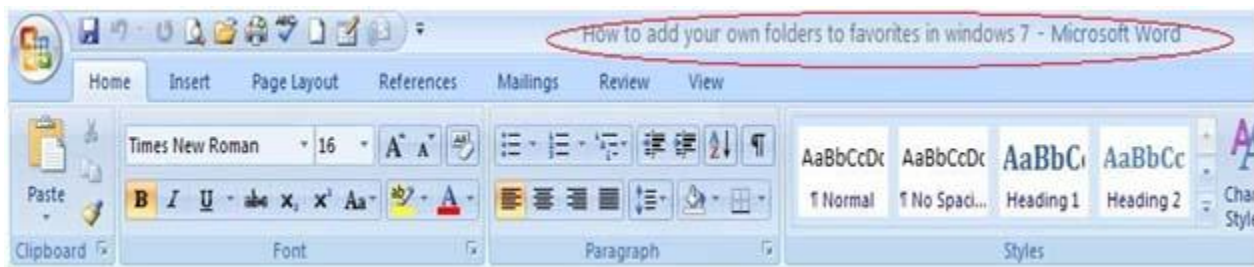
Click on Convert on the left hand side of the menu.



Click on the OK button on the Microsoft Word Office dialog box which appears.



By clicking on the OK button, the document will be automatically converted into the Word 2007 format. You will notice that now the window does not show [Compatibility Mode] as part of the title bar any longer.



Simple Computer Tips That Will Make Your Life Easier

From Worth Godwin Computer Training

Computer users have a wide range of experience and levels of understanding of their computers. The great majority of users have just learned the most basic features of a few of the thousands of programs out there. It really can be a help for you to learn computer basics that you may have been taught.

But that's nothing to be ashamed of — even the most advanced computer user was at that level at some point, myself included. Even if you're just using your computer for word processing, learning a few simple skills can make your life a lot easier.

- **First and foremost: save often!** If you type a long letter, or make a lot of changes to whatever you're working on, and the power goes out or something else happens, you could lose everything you haven't saved! Just imagine how upset you would be if you'd worked on something for half an hour, an hour, or longer, and *poof* it vanished. Just going to the File menu and clicking save can help you avoid losing all that work.
- **Save as new versions periodically:** If you're working on a large project — such as a story or essay, where you write multiple drafts — periodically use the “save as” option from the File menu to save your file with a new name. That way if the third draft had something good you deleted in the fourth draft, you can bring it back for the fifth. For example, if you're working on a file called My Letter.doc and you've

made a lot of changes since your last save, go to “save as...” from the File menu, and change the name to My Letter2.doc. This way, you have both versions.

- **Remember you can click anywhere in the document** with your mouse and make changes wherever you place the cursor (the blinking vertical line which indicates where what you type next will appear). So if you realize you’ve made a mistake two lines back, just click where you want to make the change instead of deleting everything back to the mistake, then retyping it all. When you’re done, just click at the bottom and pick up where you left off.
- **Cutting, Copying & pasting**: If you want to move a word, a sentence, a paragraph, or even a page of text, you can cut it and paste it someplace else in the document. To do this, just highlight the section of text you want by dragging your mouse (click and hold the left button, then drag) across the text. You’ll see a highlight appear where you drag. Let go of the mouse button then go to the edit menu. In the edit menu you can select “copy” to make a copy of the text, or “cut” to remove the text that is highlighted. Then go to the part of the document where you want to move or copy the text and click there so the cursor appears where you want your text to appear. Go back to the edit menu and select paste. Your text will appear where you clicked.
You can use this to move text around in a document, or copy and paste it into an other document or even an email, and vice versa. Copying and pasting also can work with graphics or even files and folders in some situations.
- **Undo**: if you make a mistake the “undo” option in the Edit menu will allow you to undo the last thing you did. Accidentally highlighted and deleted a paragraph in that letter? Just undo before you type anything else and it comes right back. Like all of the skills I’m talking about in this article, you can [undo in Microsoft Windows](#), and you can [undo in Mac OS X](#)
- **Learn the common keyboard shortcuts** which work in most applications:
On Windows PCs, the common keyboard shortcuts include: CTRL-S to save, CTRL-C to copy, CTRL-X to cut, CTRL-V to paste. ALT-F4 will close a window or program (or prompt you to shut down Windows if you are not in a program). On a Macintosh computer, common keyboard shortcuts include: Command-S to save, Command-C to copy, Command-X to cut, Command-V to paste. Command-W will close a window, and Command-Q will quit the program you’re in. The Command key is the one next to the space bar that has the Apple logo on it. In all cases, these key combinations are done as follows: hold down CTRL (or Command), type the other key, and release both. Just like using the shift key to type a capital letter. On both Macs and PCs, these and additional shortcuts are typically printed in the menus next to the option.

These are just a few computer basics that can really make your life easier.

NEWS

The Steering Committee has met and is planning an interesting variety of meetings for the next year. We should be able to list these in our next newsletter after proper arrangements have been made.

Quotes for the month

"The Internet: where men are men, women are women, and children are FBI agents."

"What's the difference between a virus and windows? Viruses rarely fail."

--unknown

Senior Computer Users' Group is sponsored by
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Further Information may be had at:

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HAPPY NEW YEAR