



May, 2010

Volume 14, Issue 5

TAPPING THE

K . E . G . S .

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

Wow, here we are in May already! It seems like just a few weeks ago we on the Board of Directors began talking about the upcoming KEGaBuck\$ Auction and felt comfortable that we still had plenty of time to prepare for the big, annual event. Suddenly it's just a few weeks away and there is still a lot to do to get ready. One of the primary things that we have to do is collect bid items for the auction. As in past years, we are seeking donations of items that you may have stuck away in the closet or drawer some place but no longer need. We are seeking software, hardware or other computer-related items that may be of use to your fellow members. In order to help ensure that we have items that will generate interest, the Board of Directors has developed some guidelines for items contributed. I am attaching a copy of those guidelines to the end of this newsletter (**SEE PAGE 3**). If you have software or hardware items to donate, please give them to any member of the Board or to a SIG leader and your contributions will be forwarded to the folks who are setting up the Auction.

I want to offer a big "Thank you" to Sally Ann Mowrey for putting on the main presentation at the April General Meeting. She had to come up with a topic very quickly when Carl Von Papp was forced to cancel his presentation very late. Unexpectedly, BCC put him on the teaching schedule the same night as our meeting. Sally Ann gave an interesting presentation on Zoom Text Express, a utility that allows one to expand text shown on a computer screen to make it much more legible. It was a flexible and versatile application and Sally Ann demonstrated all aspects of its functions. Thanks for stepping up with an interesting presentation at the last minute. Great job!

The presentation at the May meeting will be given by Mark Miller of Microsoft. He will speak to us again about PC Security, a very important and always changing area of concern. Mark last spoke to us in February of 2007 and I know that you will agree that many things have changed in the world of malware since then. I hope each of you will come to this presentation to learn what steps you need to take to protect your computer(s) from attack. I'll certainly be there and will be taking notes.

This month we are adding a new feature to our monthly newsletter. We are adding two MS Office tips, one for using Word and the other for Excel, to expand our knowledge of these applications (**SEE PAGES 4, 5 & 6**). The tips are provided to us by Sharon Parq Associates and I think that you will find them quite useful. If you want access to additional tips from the company, you can go to their websites at word.tips.net or excel.tips.net. I think you'll find the information interesting and useful.



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Prez Says: continued

So far this year, fifty-five computer enthusiasts have joined or renewed their memberships in KEGS. Thanks very much for your confidence in the organization. We finished 2009 with sixty-three members in our group. We still need to focus on building our membership throughout 2010. I encourage those of you who have not yet done so to renew your memberships as soon as possible. Renewal forms are available from John Tate, our Treasurer, or you can fill out the form on the KEGS web site, print it out and send it along with your check to the address shown on the form. An even easier way would be to bring your completed form and your check to the next General Meeting and give it to John there.

That's it for now. I hope to see each of you at your favorite SIG and at the May General Meeting. I wish you happy and safe computing!

Ron Cowger
President



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Prez Says: continued

AUCTION DONATION GUIDELINES

1. Only software that runs on operating systems of Windows XP or newer will be accepted.
2. No computer add-in cards that plug into an ISA bus will be accepted.
3. Donated items need to be complete enough to be easily used by the buyer. Each item should be in the original box if possible. If necessary, a substitute box may be used. Items that came with installation software and documentation should have those items in the box with the item.
4. Items that do not receive bids during the Auction will not be held over to the next Auction. Members who donate items are requested to put their names on the items and to take any items not receiving bids home with them at the end of the Auction.
5. Any PCs that are donated should be based on at least a Pentium IV with a speed of 1.6 GHz or higher.
6. Printers need to have Windows XP or newer drivers and cartridges should be available. USB connections are preferred but not required.
7. No CRT monitors will be accepted.



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Excel Tip of the Month

Deleting a Hyperlink

Part of Microsoft Excel's compatibility with the Web is to allow you to define hyperlinks in your workbooks. There may come a time when you no longer need a particular hyperlink. Fortunately, deleting a hyperlink in Excel is very easy to do. All you need to do is follow these steps:

1. Right-click on the hyperlink. Excel displays a Context menu.
2. Choose the Hyperlink option from the Context menu. Excel displays a submenu.
3. Choose Remove Hyperlink from the submenu. Excel dutifully removes the hyperlink.

You should note that in some versions of Excel (such Excel 2003 and Excel 2007) there is a Remove Hyperlink option directly on the Context menu displayed in step 1. If this is the case, consider yourself fortunate—you can directly remove the hyperlink without the extra steps.

Don't make the mistake of thinking that you can get rid of a hyperlink simply by clearing a cell (moving to the cell and pressing **DEL**). You can do this in the newer versions of Excel, but you cannot in the older versions. If you do this, the hyperlink text is gone, but the hyperlink itself is still lurking in the background. If you type some information in the cell again, you will notice it is underlined, indicating it is still a hyperlink. The reason for this is because Excel considers the hyperlink to be a format of the cell. Pressing **DEL** only clears the contents of the cell, not its format. You can use other editing techniques to get rid of a hyperlink, however, provided those techniques result in getting rid of formatting or overwriting the formatting.

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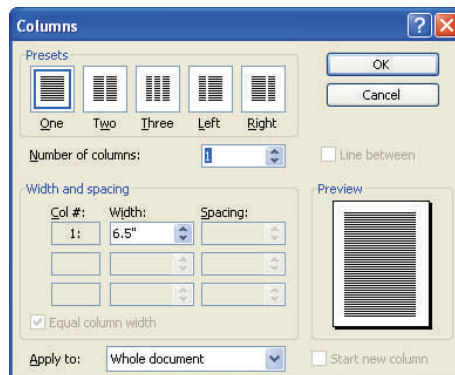


Word Tip of the Month – also see next page

Mixing Column Formats On a Page

It is not uncommon to have a document that mixes different column layouts on a single page. For instance, let's assume you have a five-page document, and you want to format the center part of page two as three columns. You want the rest of the document to remain a single column. To overcome this formatting challenge, you can follow these steps if you are using Word 97 through Word 2003:

1. Select the text that will appear in the columns.
2. Choose the Columns option from the Format menu. Word displays the Columns dialog box.



The Columns dialog box.

3. In the Number of Columns field, specify the number of columns you desire.
4. In the Apply To box, make sure it says Selected Text.
5. Click on OK. Word places the selected text into its own section and sets it in the number of columns you specified.

If you are using Word 2007, then the steps are a bit different:

1. Select the text that will appear in the columns.
2. Choose the Page Layout tab for the ribbon.
3. In the Page Setup group, click the Columns drop-down list.
4. Pick the number of columns you want to use for the selected text.



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Word Tip of the Month – continued

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KEGS GENERAL MEETING AND ASSOCIATED SIGS

KEGS T-shirts

Remember, you score extra KEGABUCK\$ when you wear your KEGS shirts to SIGS and the General Meetings! (NOTE: This extra credit is not honored at the PIG SIG.)

We still have a few left of various sizes. Then we will order more. So why wait? Pick yours up at the next general meeting.

General Meetings at the Kirkland Teen Union Building - 348 Kirkland Ave., Kirkland, WA 98033

Day of Month	Time	Location	SIG / Email contact	SIG Leader
2nd Monday	6 PM - 7 PM	Kirkland Teen Union Building	Technology Corner betacode@hotmail.com	Steve Fondren
2nd Monday	7 PM - 9 PM	Kirkland Teen Union Building	KEGS General Meeting	
2nd Monday	9:30 PM - ? PM	Outback Steakhouse 12120 NE 85 th, Kirkland	Pig SIG sallyannmowrey@msn.com	Sally Ann Mowrey 206-996-5635

DRIVING INSTRUCTIONS: From I-405, take the N.E. 85th ST. exit (exit number 18) toward KIRKLAND (headed West). Immediately move to the center lane and take a left at the first light onto Kirkland Way (If you went right you would be on 114th Ave NE). Just stay on Kirkland Way and it will turn into Kirkland Ave.

The Kirkland Teen Union Building is part of a string of connected buildings. Right at the street is Kirkland's Performing Arts Center, then comes the Kirkland Senior Center and farthest from the street is The Kirkland Teen Union Building.

There is a parking area to the West of this building but you can also park in the Kirkland Library's covered parking area just a little farther to the West (1/4 block past the Performing Arts Center).



KEGS SIG MEETINGS:

NEW SIG CHART

Notice that this SIG chart no longer lists actual dates. Please check our KEGS calendar (at <http://www.kegs.org/Calendar.html>) for actual dates AND POSSIBLE CANCELLATIONS of the upcoming meeting that you want to attend.

Contact the SIG leaders to find out what presentations that they have planned for their upcoming meetings.

KEGS T-shirts

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Meetings at the North Bellevue Community / Senior Center - 4063 148th Ave NE, Bellevue, WA

Day of Month	Time	Location	SIG / Email contact	SIG Leader
2nd Tuesday	7 PM - 9 PM	Conf. room D	Digital Video SIG jackbewitch@comcast.net	Jack Beslanwich 206-723-9960
1st Wednesday	7 PM - 9 PM	Conf. room D	Seattle Internet User Group seasigi@kegs.org	Marianne Wilkins
2nd Tuesday	7 PM - 9 PM	Conf. room D	WIN 95/98/XP/?? daviddodge1@compuserve.com	David Dodge
2nd Wednesday	7 PM - 9 PM	Conf. room D	Laptop SIG ctheprof@aol.com	Carl Von Papp 425-643-1398
3rd Tuesday	7 PM - 9 PM	Computer Lab	Computer Support SIG - N. Bellevue j_m_mraz@hotmail.com (Computer repair & maintenance)	Joe Mraz 425-747-2433
3rd Wednesday	7 PM - 9 PM	Conf. room D	Small Office / Home Office r_cowger@prodigy.net	Ron Cowger
4th Tuesday	7 PM - 9 PM	Conf. room D	Digital Imaging SIG sallyannmowrey@msn.com	Sally Ann Mowrey 206-996-5635
4th Wednesday	7 PM - 9 PM	Conf. room D	HTML SIG jackbewitch@comcast.net	Jack Beslanwich 206-723-9960

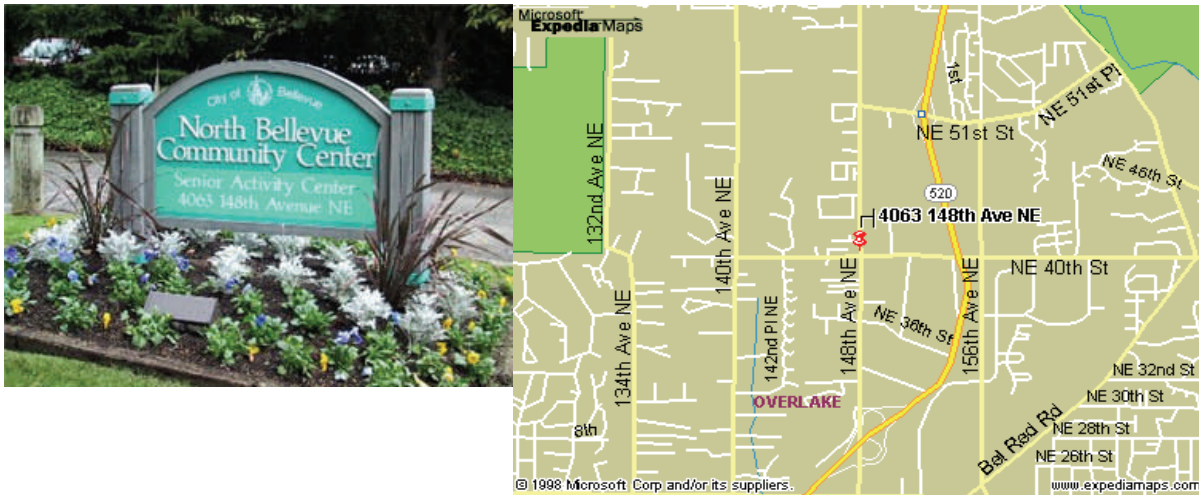
SIG MEETING LOCATIONS:

Please note that the KEGS Board meetings are not held at our General Meeting or SIG meeting locations

- KEGS Board Meetings are currently held at Executive Real Estate's Bellevue office at 20 Lake Bellevue, Bellevue, WA. (Board meetings are public and open to anyone who wants to attend.)

Finding our primary SIG meeting location

DRIVING INSTRUCTIONS: Thanks to the improvements to SR 520, you may now use the new NE 40th St exit. If you are driving towards Redmond, exit and turn left to go over the overpass. If you are coming from Redmond, exit and turn right. Go to 148th Ave NE, and turn right. In very short order, you will see the North Bellevue Community / Senior Center sign on the left side of the roadway.



HISTORY & CONTACT INFO:

KEGS was formed in late 1996 to meet the needs of personal computer users in the Greater Seattle Area. KEGS is a nonprofit organization that holds its general meetings on the second Monday of each month.

In addition, KEGS sponsors a number of special interest groups (SIGs) that meet regularly to share common interests, learn new techniques, and resolve questions about the use of personal computer hardware, accessories, or software.

For a detailed listing of our SIG's, updated information about KEGS activities, and more, please see our web site at:

<http://www.kegs.org>.

Contact us at: Email: info@kegs.org
The Komputer Enthusiasts of Greater Seattle
PMB# 195
677 120th Ave NE, Suite 2A
Bellevue, WA 98005
Or call 425-747-2433 before 9 PM

To submit articles or software reviews for incorporation into this Newsletter, please send them to: newsletter@kegs.org