



August, 2010

Volume 14, Issue 8

TAPPING THE

K . E . G . S .

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

Here we are well into summer and warmth normally associated with this season has finally shown up in our area. Now the plants and flowers finally think it's summer and are trying to catch up. All of our plants are far behind their normal maturity for early August, except for the weeds, and I don't think we will get much fruit this year. Oh well, that's one of the "features" of living in the Pacific Northwest. Reminds me of an explanation I heard once of a quirky action that a computer program kept doing. It was a "feature."

I missed the July General Meeting as I was out of town. I'm told that it was an interesting presentation on the ACN video phone. It looks like a very neat device and I really like the fact that it can be a digital picture frame when not in use as a phone. However, I don't know anyone that I want to call that has one so I guess that I'm not in the market for one. I'll get by with Skype for those times when I want to see the person that I am calling.

The presentation at the August meeting will be from Smart Computing Magazine. It will include an explanation of the key features of their magazine and each person in attendance will receive a free copy of the current issue. I have been a subscriber for quite a few years and feel that I get a lot of good out of the magazine. Some of my favorite features are the articles containing information about new products, product evaluations/comparisons and tips on how to perform various functions on different software and hardware products. I think one of their best features is the free tech support that they offer to subscribers. It's hard to get good tech support these days, especially from someone for whom English is the person's native language. The two door prizes that Smart Computing is providing are (1) a year's subscription to the magazine and (2) for those who save back issues, as I do, a slip cover in which to keep the magazines. I hope that you will attend the General Meeting to learn more about this fine magazine.

This month there are two new tips from Sharon Parq Associates added to our monthly newsletter. There is one for using Word and the other for Excel, each designed to expand our knowledge of these applications. If you want access to additional tips from this 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.

So far this year, fifty-eight computer enthusiasts have joined or renewed their memberships in KEGS. Thanks very much for your confidence in the organization. We finished



August, 2010

Volume 14, Issue 8

Prez Says: continued

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. I wish you happy and safe computing!

Ron Cowger
President



Word Tip of the Month

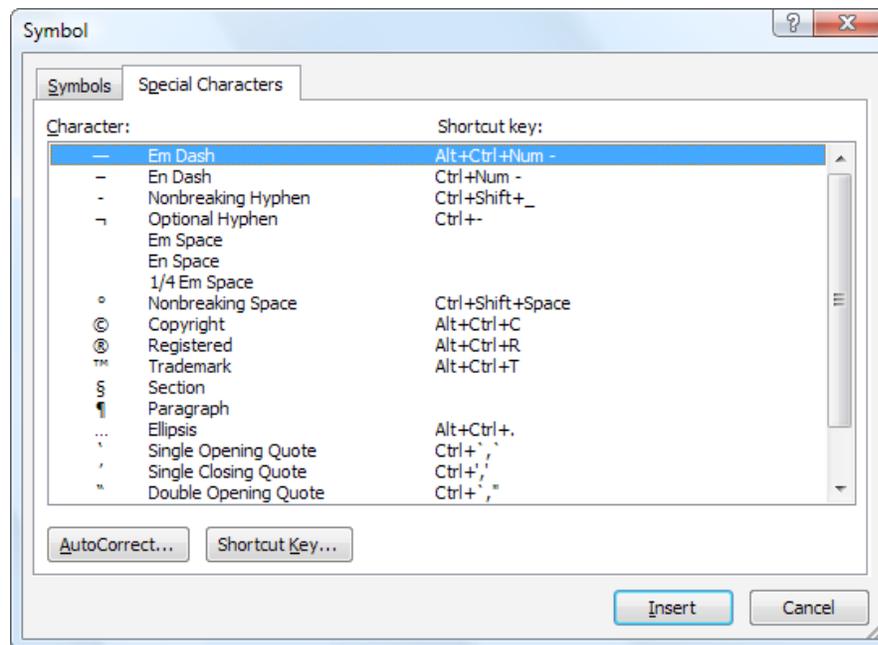
Inserting a Non-Breaking Hyphen

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



August, 2010

Volume 14, Issue 8

Word Tip of the Month—continued

Inserting a Non-Breaking Hyphen—continued

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

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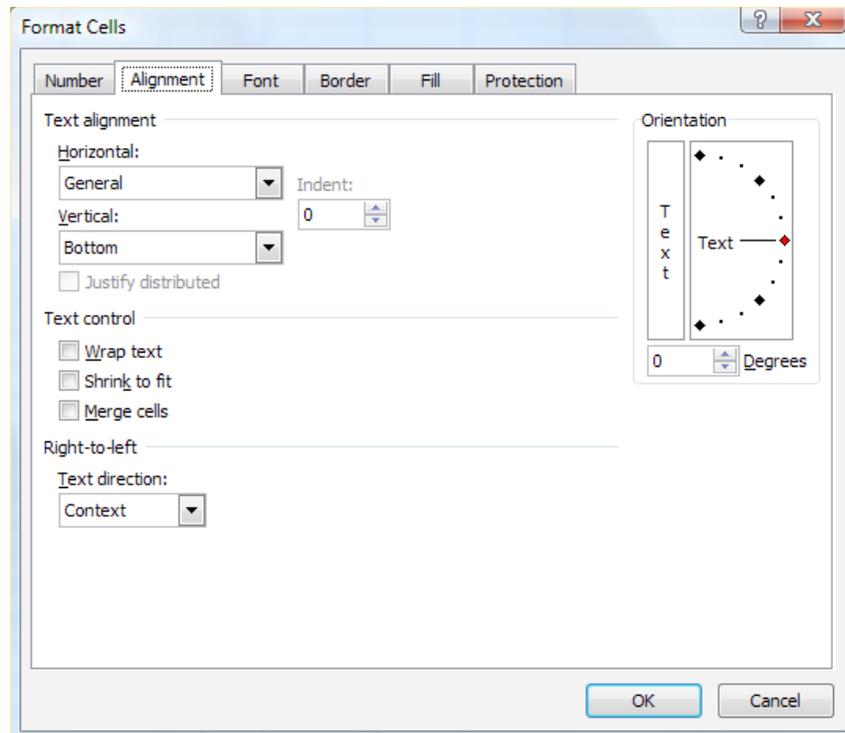
Excel Tip of the Month

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.



August, 2010

Volume 14, Issue 8

Excel Tip of the Month—Continued

Indenting Cell Contents—Continued

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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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

Remember, you score extra KEGABUCK\$ when you wear your KEGS shirts to SIGS and the General Meetings! We still have a few left of various sizes. Then we will order more. So why wait? Pick yours up at the next meeting.

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 |

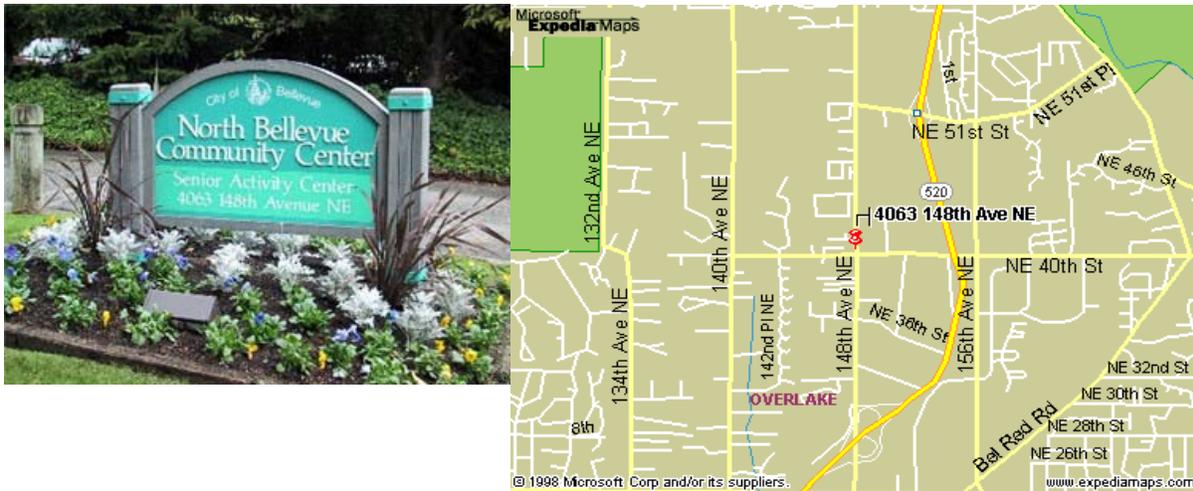
SIG MEETING LOCATIONS:

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