



September, 2010

Volume 14, Issue 9

TAPPING THE

K . E . G . S .

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

Ah, September. In most years this is the month when school starts although I note that several of the local districts have started in August this year. I assume that is because Labor Day occurs later in September than normal. Anyway, I can imagine all of the students at many levels beginning to find uses for their computers for something other than games, Facebook and YouTube. I just imagine them thinking “You mean I have to use my favorite toy for school work now?” What a disappointment it must be for some of them. I predict that they will soon learn that their computer and the Internet are wonderful tools that can make school work much easier than it was in earlier times when one had to go to the library and use reference books like encyclopedias. Do they still print encyclopedias? Isn’t it amazing how the digital age has put so many publications out of business? Now the challenge is telling which of the many “facts” on the Internet are factual and complete. This is certainly a new challenge for our youngsters. Life goes on. Just with different emphasis in the 21st century.

The presentation from Smart Computing Magazine at the August General Meeting was quite informative. I am a faithful reader of the magazine and I can honestly say that I learn something from it each month. I hope that you found the presentation interesting and perhaps learned of some features in the magazine or on their web site that you did not know about earlier. There is a lot of information available through a subscription to the publication. Thanks to Sally Ann for giving us a wide ranging and very informative presentation on the magazine. I think it’s more than worth the cost of a subscription.

The September presentation will be from Carl Von Papp on Microsoft’s Office 2010. All of the reviews that I have seen on the newest version of Office are quite positive and I am looking forward to learning more about it. I’m sure that Carl will cover many of the new features that will help you decide whether or not you want to upgrade to Office 2010. I hope to see each of you there.

The Board is continuing to work on determining what garment will be used to replace the KEGS shirt in the near future. Judy Panjeti has found several vests that look like they may fill our need. She has even ordered one model so that we can see what it looks like and make an informed decision as to whether or not it meets our needs. She will have it at the September General Meeting so now you have another good reason to attend. If we decide on the vest, we will be required to order a minimum of twenty-four of them. Right now,



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Prez Says: continued

my KEGS shirt/vest sign-up list only contains ten names of those who are interested in making a purchase in the near future. I'm hopeful that after our members see the vest and decide how it fits their anticipated use, more will sign up. I'll keep you informed as we get more information.

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.

To date, we still have only fifty eight members of KEGS who have renewed or joined in 2010. 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 the General Meeting or at your favorite SIG. I wish you happy and safe computing!

Ron Cowger
President



Word Tip of the Month

Slowing Down Mouse Selection

Have you ever noticed that there are times that text scrolls way too fast on your screen when you are trying to select it using the mouse? There are many ways you can attempt to slow down the speed at which text scrolls when you are using the mouse to select text. Perhaps the easiest is to use the keyboard in conjunction with the mouse. You do this by clicking the insertion point at the position where you want the selection to start, and then hold down the **SHIFT** key while you click where you want the selection to end.

However, if you don't want to use the keyboard, and only rely on the mouse, your options are a bit more limited. Perhaps the best idea is to get a mouse that has a scrolling wheel between the two buttons. Using the wheel you can scroll through a document at the speed you want.

Those who have used Word for a while know that there are actually two mouse-scrolling speeds in Word. To use the slower speed when selecting text, move the mouse down to the horizontal scrollbar area. This scrolls downward at a relatively moderate speed. Moving the mouse below the horizontal scrollbar sends the scrolling into full-speed mode. The "moderate speed" zone for scrolling upward is the ruler bar. The actual differences between these scroll speeds depends on the speed of your computer and how many other tasks your system is running.

The final option to try is to slow down the mouse speed using Windows itself. Display the Control Panel, and then open the Mouse applet. (How you access both the Control Panel and the Mouse applet will vary, depending on your version of Windows.) Within the Mouse applet, make sure the Motion tab is displayed. You can adjust the Pointer Speed setting on this tab so it is more toward the Slow side. When you close the applet by clicking on OK, you should notice that your mouse speed is a bit more manageable.

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Excel Tip of the Month

Defining Shortcut Keys for Symbols

When you need to insert a special symbol into a cell, the normal way to do it is by using the Insert Symbol dialog box. If you need to insert the same symbol quite often, you may want a way to assign the symbol to a shortcut key so you can insert it easier.

Some symbols have obvious shortcut keys, defined by the folks in Redmond. One of the lesser-known facts is that every symbol has a “shortcut” key, but using that shortcut may not seem that short. How does this work? By holding down the **ALT** key as you type the ASCII or ANSI code for the symbol.

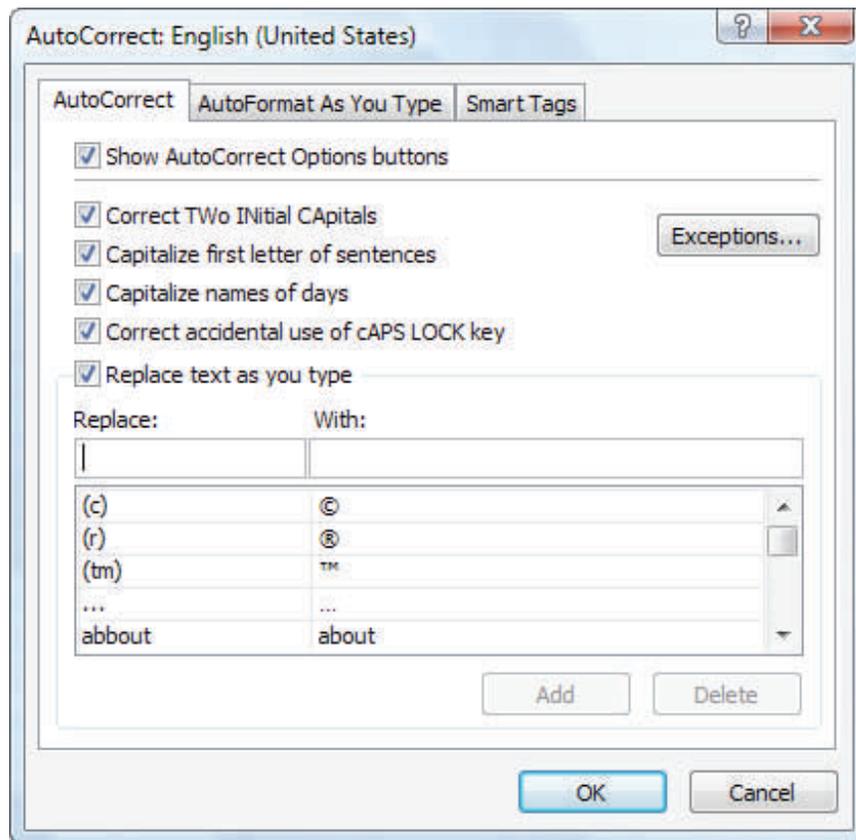
For instance, let's say you want to enter the cents symbol. If you display the Insert Symbol dialog box and select the cents symbol, at the bottom right of the dialog box you can see the character code for the symbol (it is 00A2). This is a hexadecimal number; you need to convert it to regular decimal notation. You can do this by using the formula `=HEX2DEC("00A2")`, which returns the value 162. If you remember this code, you can hold down the **ALT** key as you type the code, with a leading zero, on the numeric keypad.

This approach works great if you only need to input a few symbols on a regular basis; it doesn't take much work to remember those few codes you need. However, if you have a lot of symbols you need to work with, then remembering codes becomes more problematic. You could develop your own printed “cheat sheet” for the symbols so that you can refer to it all the time, or you could rely on Excel's AutoCorrect feature to do the remembering for you. Follow these steps:

1. Use the Insert Symbol dialog box to insert the symbol into a cell.
2. Select the cell that contains the symbol.
3. Press **F2** to start editing the cell.
4. Select the symbol, and only the symbol.
5. Press **CTRL+C** to copy the symbol to the Clipboard.
6. Display the AutoCorrect tab of the AutoCorrect dialog box. (In Excel 2010 display the File tab of the ribbon, click Options, click Proofing, and then click AutoCorrect Options. In Excel 2007 click the Office button, click Excel Options, click Proofing, and then click AutoCorrect Options. In older versions of Excel choose AutoCorrect options from the Tools menu.)



Excel Tip of the Month—Continued



The AutoCorrect tab of the AutoCorrect dialog box.

7. In the Replace field, type a short mnemonic for the symbol. This should be a series of letters that are not a real word, such as *hrt*, which might be the mnemonic for a heart symbol.
8. In the With field press **CTRL+V** to paste the symbol from the Clipboard.
9. Make sure the Formatted Text radio button is selected.
10. Click OK.

Now you can just type the mnemonic when you want the symbol to appear. When you type the space bar after the mnemonic, AutoCorrect kicks in and replaces it with the symbol.

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

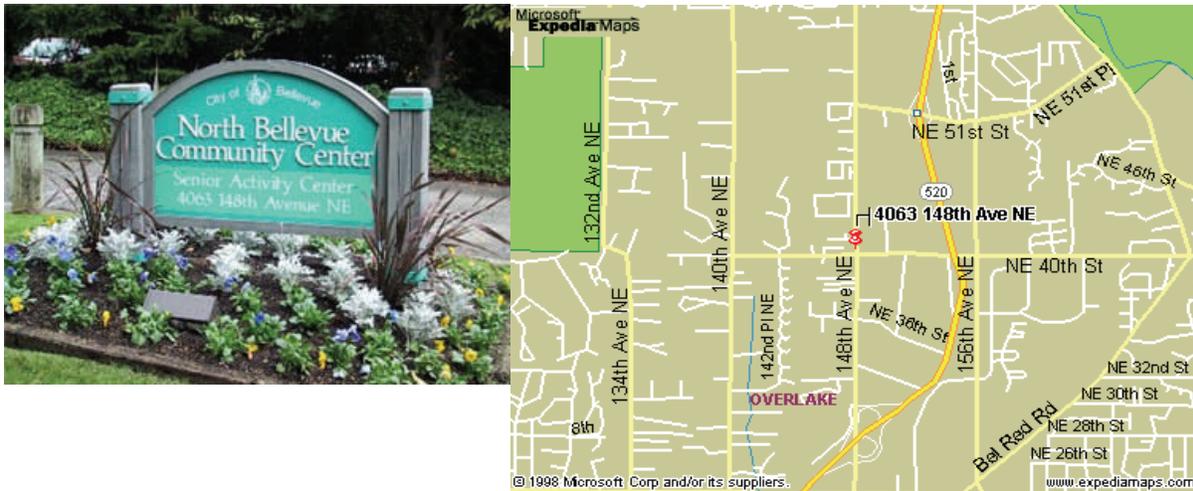
SIG MEETING LOCATIONS:

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