



November, 2010

Volume 14, Issue 11

TAPPING THE

K . E . G . S .

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

Here we are in November, the beginning of the holiday season. However, if you are like me, you may have noticed that many of the merchants in the area began putting out Christmas items several weeks ago! Many of them had both Halloween and Christmas items on display at the same time and just blew off any acknowledgement of Thanksgiving. I know that this happens almost every year but I'm never ready for it and it always alarms me. It's almost time to start worrying about what to buy my wife for her birthday in November and then for Christmas. I admit that I'm not very insightful on these challenges and worry about making her happy. Maybe something for her computer. Hmm. However, I was warned once that a husband should never buy a gift for his wife that had an electric plug associated with it. I try to avoid that. I'll keep thinking about it.

I really want to thank Bob Baxter and David Dodge for filling in at the last General Meeting when Steve had to cancel his attendance due to his wife's unexpected surgery on the same date as our meeting. Bob did a very good job going through some of the PUSH articles that we had received from APCUG. Then, David showed us some of the new technology that is newly available or on the horizon. Both of these gents literally threw together a presentation in an hour or so and did a great job. A huge thanks to both of these members for coming up with presentations that made the October meeting very worthwhile for all.

In November, we are going to have an exciting presentation on Windows Phone 7 on the launch date for this new Microsoft product! Our speaker will be Howard Wolosky, a Software Design Engineer for the phone call experience on WP7. During his presentation he will introduce us to the "Metro" design that is used throughout the phone. He will also demonstrate the various Hubs on the platform that unify specific user scenarios. He'll go through a couple of user scenarios and then answer questions from the members in attendance. I am excited that we get to see this new product on the first day that it is available to the public and I want to thank Sally Ann for arranging this presentation for us. I hope to see each of you there.

As I announced at September's General Meeting, the Board is proposing that we buy vests as the next KEGS club garment rather than polo shirts. This decision has been well received by the membership and we now have enough orders for vests to place the order. We are still working through exactly how we provide the vender with the details of our logo but hope to have that requirement determined soon. I don't yet know when the vests will arrive but will let you know as soon as we have a target date.



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Prez Says: continued

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 we have had eleven members renew their KEGS memberships for 2011 and thereby earn the designation of Early Bird Members. As I think you know, by being an Early Bird Member, you will receive an extra drawing ticket when you check in at the General Meetings. 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/cash to the next General Meeting and give it to John there.

The North Bellevue Community Center will be closed for their annual maintenance from December 24th through January 10th. This will affect the Digital Imaging SIG meeting in December and the Digital Video SIG and SEASIGI meetings in January. Please keep this in mind if you normally attend these SIGs.

The Nominating Committee is still looking for members who would like to serve on the KEGS Board of Directors. I encourage each of you to consider volunteering some of your time to help run the user group. The Board only meets once a month for about two hours so most jobs on the Board don't take too much of a member's time. If you feel that the organization needs some new ideas and fresh faces on the Board, please volunteer to serve for a year. Just tell any member of the Board that you are interested and he/she will give your name to the Nominating Committee. The Nominating Committee this year consists of Sally Ann Mowrey, Jerry Olson, Dick Arensberg and me. Thanks for giving it some thought.

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

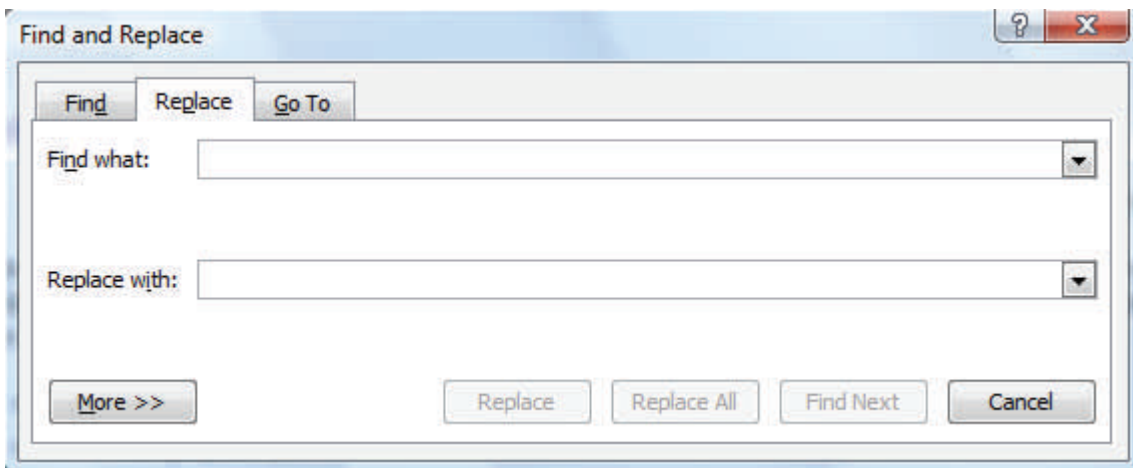


Word Tip of the Month

Replacing Text with a Graphic

There may be times when you have a need to replace text in your document with a graphic. For instance, you might be working on a marketing document and need to replace all instances of your company name with the company logo. This is simple enough to do in Word by following these steps:

1. Place the graphic in your document; it doesn't matter where.
2. Select the graphic.
3. Press **CTRL+X**. This removes the graphic, placing it in the Clipboard.
4. Press **CTRL+H**. This displays the Replace tab of the Find and Replace dialog box.



The Replace tab of the Find and Replace dialog box.

5. In the Find What field, enter the text you want replaced with the graphic.
6. In the Replace With field, enter **^c**, or click on Special and choose Clipboard Contents.
7. Set any other searching criteria, as desired.
8. Click on Find Next or Replace All, depending on how you want to make your replacements.



Excel Tip of the Month

Totaling Across Worksheets

Referring to ranges of cells is one of the very basic skills necessary to effectively use Excel. As you start to create ever-more-complex formulas, you may wonder if there is a way to refer, in a range reference, to a “stack” of cells on multiple worksheets, the same as you can refer to rows or columns on the current worksheet. For instance, the following formula is a way to refer to all cells in column B:

```
=SUM(B:B)
```

Note that you don’t have to provide a starting or ending row; you just have to provide the column name. You can likewise do the same thing for row references. The following refers to the range of all cells in row 3:

```
=SUM(3:3)
```

The problem with referencing all the cells in a set position across a range of worksheets is that there is no unique “collection name” to apply to cells in that position. For instance, rows have numbers and columns have letters. “Stacks” of cells across worksheets don’t have a comparable name.

The only way, then, that you can refer to the same cell across a range of worksheets is the rather explicit way that Microsoft dictates. For instance, the following refers to the range at cell D5 across three sheets:

```
=SUM(Sheet1:Sheet3!D5)
```

Understanding that sheets must be named in the range, you can include an ever-expanding range by simply making sure that you only add new worksheets between the beginning and ending sheets specified in your formula.

As an example, let’s assume that you have a template for an invoice, and that your workbook contains all the invoices you have created this year. Further, each invoice has a total at cell F15. If you want a summary worksheet that shows a total for all invoices, all you need to do is make sure that your first invoice is the first worksheet in your workbook, that your invoice template is the second to last, and that your summary worksheet is the last one in the workbook. In this way, your formula could be something like:

```
=SUM(Inv01001:InvTemplate!F15)
```



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Excel Tip of the Month—Continued

Whenever you need to add a new invoice, simply make sure it is added immediately before the invoice template. Your invoices remain in order, and your formula always returns the correct total.

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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

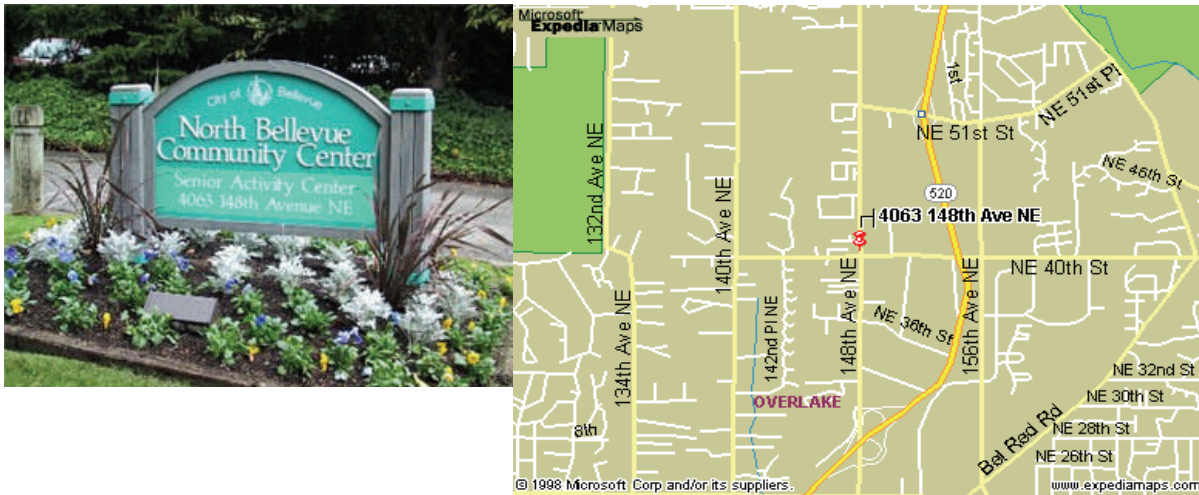
SIG MEETING LOCATIONS:

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