



December, 2010

Volume 14, Issue 12

TAPPING THE

**K . E . G . S .**

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

## Prez Says:

**Ron Cowger**

December has arrived and most folks are scrambling about getting ready for Christmas. I hope that each of you had a wonderful Thanksgiving and that the challenging weather of Thanksgiving week didn't cause you too many problems. I avoided most of the local driving problems by staying home for a couple of days and let the road maintenance crews and passing vehicles clear the roads to the point where driving was safer. The extra time around the house gave me more time to get some chores done and to catch up on some reading. I even did some "deferred" work around my home office but one can't tell that by looking at my messy desk. I'm still waiting for that "paperless society" that we've all heard about to come along and hope that all of those papers stacked on my desk will magically disappear when that day comes. It better happen soon or my wife is going to get upset about the mess.

I hope that each of you enjoyed the presentation on Windows Phone 7 that Sally Ann arranged for the November General Meeting. I am not a smart phone user but I was very impressed with the many features and functions incorporated in the new Microsoft phone operating system. Obviously Howard Wolosky had a lot of interesting information to provide for us and I was reluctant to have to end his presentation at our quitting time. Most of those in the audience were quite captivated by the demonstration and were learning a lot. I wonder if any of our members will now go out and buy a phone that incorporates the Windows Phone 7 software. If I could justify the monthly cost of the data plan, I would like to have one but it's hard to justify the expense for a retired person.

For the December presentation, Sally Ann has arranged for Rob Schaper from Laplink Software to speak to us on some of the products from the company's product line. As you may know, the company is well known for software that moves your data, settings and programs from your old PC to your new PC, software that synchronizes the data on two computers, even if one of them is a Mac, and other software that allows one to have remote access to his/her programs and data on his/her primary computer from another computer that is at another location. They have been making these programs for a number of years and receive very good reviews on their effectiveness. I think you will find the information very interesting and it might even lead to a new request on your Christmas wish list. I hope to see each of you there.



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## Prez Says: continued

We are still working on the order for our new KEGS vests. We are developing the logo information/file and hope to have that requirement completed soon. I don't yet know when the vests will arrive but will let you know as soon as we have a target date. As many of you may know, Judy Panjeti is seeking a total of twelve folks among those who are ordering vests to request a medium grey colored vest as their choice. We have to have twelve folks who want the alternate color in order to have a second color in our order. If you are interested in ordering a grey vest rather than a green one and you have not indicated such on the order confirmation form, please let me know as soon as possible.

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](http://word.tips.net) or [excel.tips.net](http://excel.tips.net). I think you'll find the information interesting and useful.

Remember, those folks who renew their membership before December 31<sup>st</sup> will be designated as 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 24<sup>th</sup> through January 10<sup>th</sup>. 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.

Please remember that we will also have the annual election of the members of the Board of Directors at the December meeting. If you or another member that you know is interested in serving on the Board, there will be an opportunity to nominate candidates from the floor during the election. We would be happy to see additional nominees from the floor. Please consider serving your PC users group in this capacity.



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## Prez Says: continued

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! If I don't see you between now and the new year, Merry Christmas and Happy New Year!

*Ron Cowger*  
*President*



## Word Tip of the Month

### *Understanding and Creating Lists*

There are two types of lists commonly used in printed material. The first is a bulleted list, and the second is a numbered list. A bulleted list is a nothing but a list of individual items with a symbol to the left side of the first line of each item in the list. For example, the following is a bulleted list:

This is the first item in the list.

This is the second item in the list. There is more than one line in this item. Notice that the extra lines are aligned with the line above, not with the bullet or the text margin.

This is the third item in the list.

This is the fourth item in the list.

In the case of this bulleted list, the symbol used as the "bullet" is a small dot. A numbered list is a little bit different. It consists of a series of items, each with a sequential number in front of it. Numbered lists are used extensively in "how to" writing to describe a sequence of steps to be followed.

This usage points out the primary way you can decide which type of list to use. If you have a sequence of steps, which must be followed in order, then you should use a numbered list. If you have a group of items to which you want special treatment given, but they don't represent a series that must be followed in sequence, then you should use a bulleted list.

Word allows you to quickly and easily create lists. To do so, follow these steps:

1. Type your list, only pressing **ENTER** at the end of each item in the list. If an item runs more than one line, do not press **ENTER** at the end of each line.
2. Select all the items in the list.
3. Click on the Bullets list tool to create the bulleted list or the Numbering tool to create a numbered list. (If you are using Word 2007 or Word 2010, these tools are located on the Home tab of the ribbon, in the Paragraph group. In older versions of Word they are located on the Formatting toolbar.)



## Excel Tip of the Month

### *AutoFill with Random Numbers*

Excel includes a feature that allows you to automatically fill a range of cells with information you have placed in just a few cells. For instance, you could enter the value 1 in a cell, and then 2 in the cell just beneath it. If you then select the two cells and drag the small black handle at the bottom right corner of the selection, you can fill any number of cells with incrementing numbers. This AutoFill feature sure beats having to type in all the values!

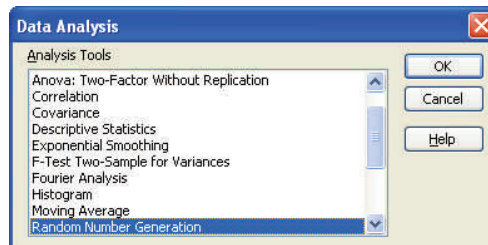
You may wonder if there is a similar way to use the AutoFill feature to place random numbers in a range. Unfortunately, the AutoFill feature was never meant for random numbers. Why? Because AutoFill uses predictive calculations to determine what to enter into a range of cells. For example, if you entered 1 into one cell and 5 into the next, highlighted the cells and then used AutoFill, the next number entered in the cell below would be 9 because Excel can deduce that the increment is 4. It is a constant increment that can be predicted.

Random numbers on the other hand are, well, random. By nature they cannot be predicted, else they wouldn't be random. Therefore the predictive nature of AutoFill cannot be applied to random numbers.

However, there are ways around this. One is to simply use the various formulas (using RAND and RANDBETWEEN) to generate random numbers. These formulas can quickly and easily be copied over a range of cells, using a variety of copying techniques.

Another approach is to use a feature of the Analysis ToolPak which makes putting random numbers into a range of cells pretty easy. Just follow these steps:

1. Choose Data Analysis from the Tools menu. If you are using Word 2007 or Word 2010, you display the Data tab of the ribbon and then click Data Analysis in the Analysis group. (If you don't see the Data Analysis option on the Tools menu or, in Word 2007 or Word 2010, you don't see the Analysis group on the Data tab of the ribbon, it means that you don't have the Analysis ToolPak enabled.) Excel displays the Data Analysis dialog box.



*The Data Analysis dialog box.*



## Excel Tip of the Month—Continued

2. In the list of functions in the dialog box, choose Random Number Generation.
3. Click on OK. Excel displays the Random Number Generation dialog box.

A screenshot of the 'Random Number Generation' dialog box in Microsoft Excel. The dialog box has a blue title bar with the text 'Random Number Generation' and a red close button. It contains several input fields and buttons. The 'Number of Variables' and 'Number of Random Numbers' fields are empty. The 'Distribution' dropdown menu is set to 'Discrete'. There are three buttons on the right: 'OK', 'Cancel', and 'Help'. Below these is a 'Parameters' section with a 'Value and Probability Input Range' field and a selection icon. Below that is a 'Random Seed' field. At the bottom is an 'Output options' section with three radio buttons: 'Output Range' (unselected), 'New Worksheet Ply' (selected), and 'New Workbook' (unselected). Each of the 'Output Range', 'New Worksheet Ply', and 'New Workbook' options has an associated input field and a selection icon.

*The Random Number Generation dialog box.*

4. Using the controls in the dialog box, indicate the parameters you want used in generating a range of random numbers. (Make sure that you specify a range of cells in the Output Options area of the dialog box.)
5. Click on OK.

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



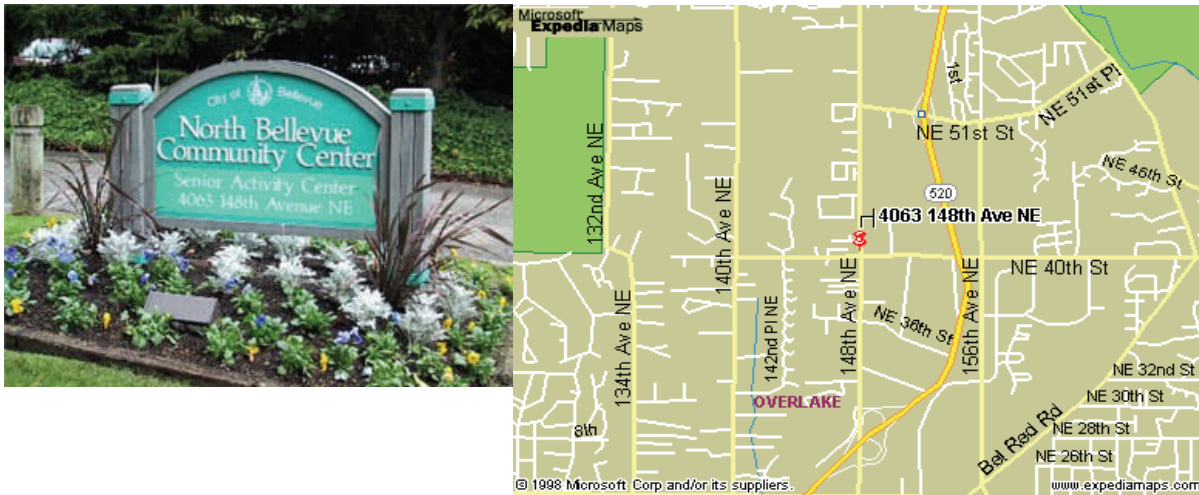
## SIG MEETING LOCATIONS:

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](mailto: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](mailto:newsletter@kegs.org)