



February, 2011

Volume 15, Issue 2

TAPPING THE

K . E . G . S .

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

As I write this column it is not yet the end of January but I have to get the column finished today as my wife and I are leaving for a short trip from which we will not return until early February. Therefore, I hope that you will understand if I don't have all of the latest information as the January meeting of the Board has not yet taken place. Anyway, let's review some of the recent group happenings.

I hope that each of you was able to attend the special General Meeting that we held in January at the new Microsoft Store in Bellevue Square. Everyone that I talked to after the event enjoyed the tour of the store and viewing some of the "gee whiz" gadgets that they have in the store and for sale. I was sufficiently impressed with one of the small laptops that I bought it. I received several comments from members who felt that the meeting space in the store's theater was rather small for a group our size. Also, some folks felt that the crowd noise from the customers and the employees traveling back and forth through the room were rather distracting. Lastly, some members felt that the bench-style seats were rather uncomfortable for a two-hour long meeting. At the meeting of our Board, the members will discuss using the theater at the store for future KEGS meetings. If you have further inputs on this subject, please forward them to one of our Board members as soon as you can. The current plan under discussion is to have a couple of General Meetings there per year when their staff has some new piece of software or hardware that they want to demonstrate to us.

I want to apologize to some of our members who loaded up the door prize bucket with lots of extra tickets in anticipation of a drawing for a great Microsoft product. I did not know until the end of the meeting that each of the attendees would be receiving the same bag of "favors." Anyway, I hope that there was something in your bag that you found to be useful.

The February presentation will be from Steve Fondren. As many of you know, Steve has been trying to get through a list of some of his favorite applications and tools that he uses to troubleshoot and repair computers. Due to many questions and sometimes getting off track during his SIG that precedes the General Meeting, Steve has not gotten very far into his list. Therefore, Steve has graciously agreed to be the main presentation speaker at the General Meeting to ensure that he has time to get all the way through his topic. I'm looking forward to his presentation as I know he has developed the collection of tools based on working as ef-



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Prez Says: continued

fectively and efficiently on problems that he encounters during customers' service calls. This information should be very helpful to most of us. I hope to see each of you there.

The changes to the alignments of three SIGs that I wrote about last month were implemented in January and seem to be going well. If you attend one or more of the affected SIGs and you have comments about the changes, please let the SIG leader(s) know. We are always open to new ideas and other inputs.

We are still preparing the order for our new KEGS vests. Joe is continuing to work on the logo PDF file that we must provide to our supplier. I don't yet know when the vests will arrive but will let you know as soon as we have a target date. The Board has decided to order twelve of the vests in grey as there seems to be enough interest in that color to justify satisfying the demand.

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.

The most recent figures from John Tate indicate that 40 members have renewed their membership for 2011. I hope that those of you that didn't get around to renewing yet will do so 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/cash 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



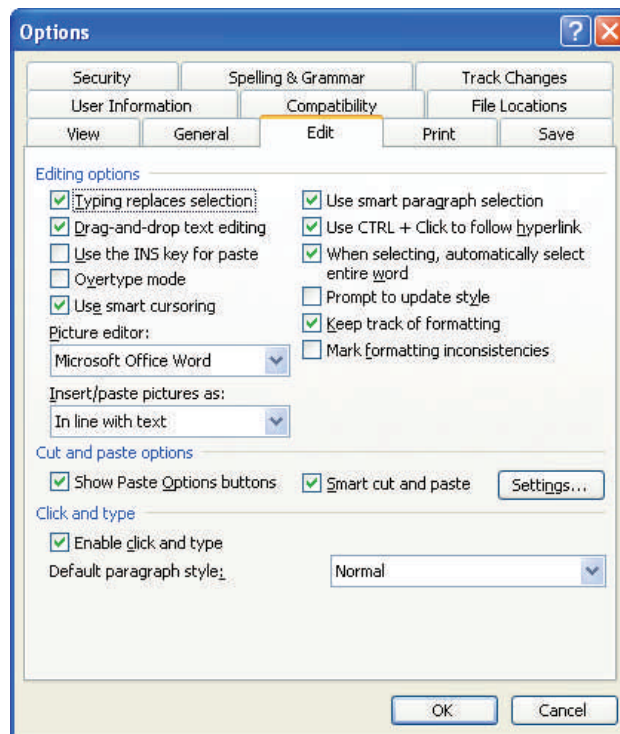
Word Tip of the Month

Automatically Selecting Words

When you are editing your document, there are many times that Word tries to guess what you are doing and then complete your task for you. This helpfulness can be aggravating at times. One such instance is when you are trying to use the mouse to select text from the middle of one word to the middle of another. Whenever you click inside a word and then start dragging the mouse, Word assumes you want to make a selection. As soon as you move the mouse pointer outside the word, the program assumes you wanted to select the entire first word in which you originally clicked.

If you want to ensure that Word doesn't make that assumption, you need to follow these steps to turn off the offending feature in Word 97 through Word 2003:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Edit tab is selected.



The Edit tab of the Options dialog box.

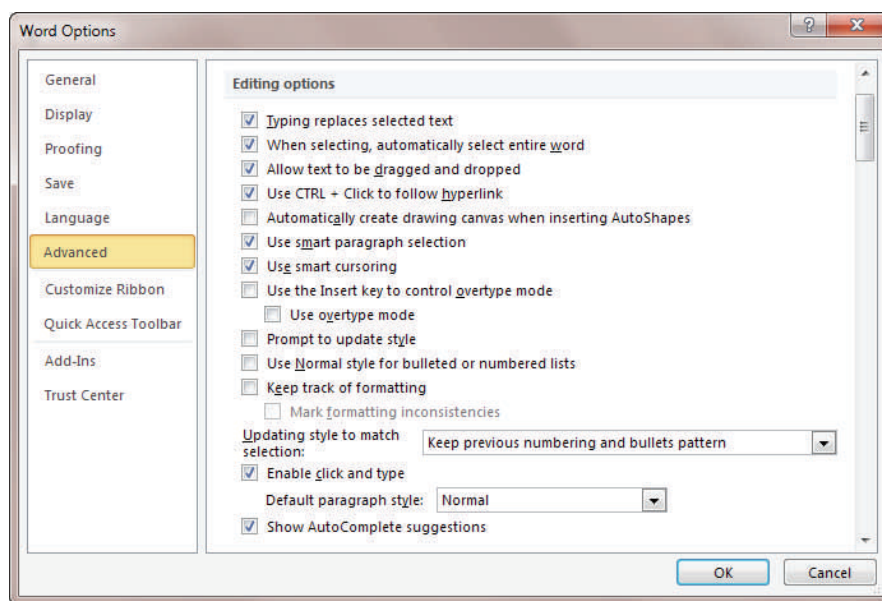


Word Tip of the Month—Continued

3. Make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.

You can follow these steps if you are using Word 2007 or Word 2010:

1. Display the Word Options dialog box. (In Word 2007 click the Office button, then choose Word Options. In Word 2010 display the File tab of the ribbon, then click Options.)
2. Click Advanced at the left side of the screen.



The Advanced area of the Word Options dialog box.

3. In the Editing Options area, make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.



Excel Tip of the Month

Calculating Week-Ending Dates

Do you keep track of information based on week-ending dates? Many businesses do, and therefore need a quick way to calculate the week-ending dates for the complete year. The dates could be easily calculated with a macro, but you can do it just as easily with formulas.

There are two formulas you can use in order to calculate your week-ending dates. Let's assume, for the sake of this example, that your year is stored in cell A1. You could then figure out the first Saturday of the year by using this formula in cell A3:

```
=DATE (A1 , 1 , 1) +7-WEEKDAY (DATE (A1 , 1 , 1) )
```

This works because the WEEKDAY function returns a value of 1 (Sunday) through 7 (Saturday) for any date. If you subtract that value from 7, then you have a value of 6 (Sunday) through 0 (Saturday). When you add that value to the DATE value for January 1 of the year, you end up with the first Saturday of the year.

If you prefer to have your weeks end on Fridays, then the formula needs to change a bit:

```
=DATE (A1 , 1 , 1) +7- (WEEKDAY (DATE (A1 , 1 , 1) +1) )
```

Finally, if you prefer to have your weeks end on Sundays, then the formula needs to be like this one:

```
=DATE (A1 , 1 , 1) +7-WEEKDAY (DATE (A1 , 1 , 1) , 2)
```

This formula uses a parameter for the WEEKDAY function that calculates weekdays that range from 1 (Monday) through 7 (Sunday).

Once you have the first week-ending date for the year (in A3, remember?), then you can calculate the rest of the week-ending dates for the year. Place the following formula in cell A4:

```
=IF (YEAR (A3+7)=$A$1 , A3+7 , " ")
```



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Excel Tip of the Month—Continued

This checks to see if one week past the previous date is still in the year. If it is, then the new date is returned. If it isn't, then an empty string is returned. If you copy this formula from A4 down through A55, then you will have all the desired week-ending dates for the year. With the formulas in place, simply change the year in cell A1 to see how the dates change.

The range A3:A55 provides room for 53 week-ending dates, which is possible for any given year. Because you used the IF statement in the formula in cells A4:A55, then the very last value (A55) will be blank if there were only 52 week-ending dates for the year.

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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	Computer Lab	Computer Support SIG - N. Bellevue j_m_mraz@hotmail.com (Computer repair & maintenance)	Joe Mraz 425-747-2433
2nd Wednesday	7 PM - 9 PM	Conf. room D	Computer Use and Optimization ctheprof@aol.com	Carl Von Papp 425-643-1398
3rd Tuesday	7 PM - 9 PM	Conf. room D	Servers, Networks and Storage daviddodge1@compuserve.com	David Dodge
3rd Wednesday	7 PM - 9 PM	Conf. room D	Small Office / Home Office (SOHO) 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

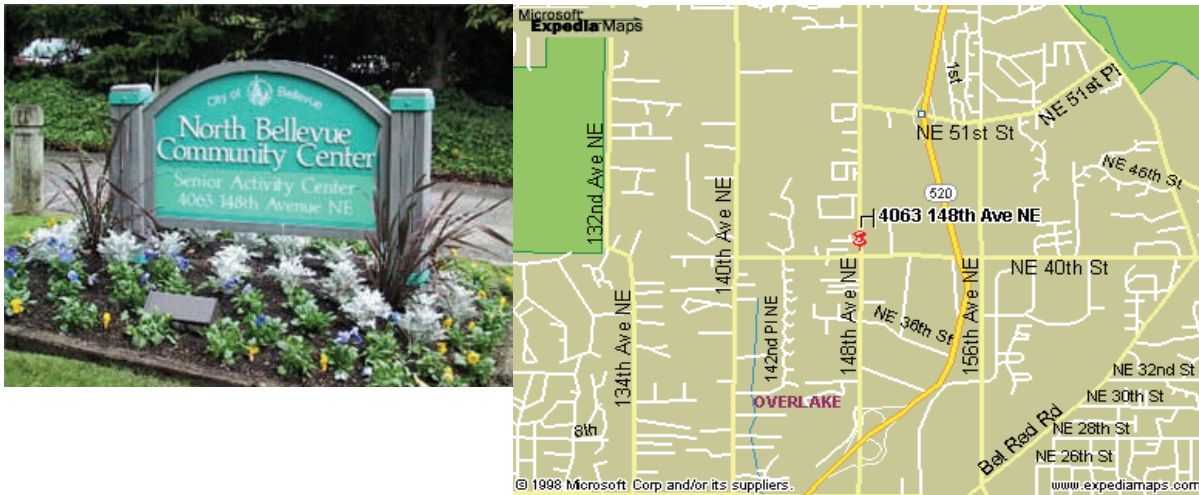
SIG MEETING LOCATIONS:

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