



March, 2011

Volume 15, Issue 3

TAPPING THE

K . E . G . S .

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

I don't know about you but I'm ready for spring! Did you know that we had one of the coldest Februarys on record last month? I would have to agree with the record books even though I've only lived in this area for nineteen years. It seemed colder than normal to me! Because my wife and I are in need of some sunshine, we will be out of the area during the week of the General Meeting. I'm sorry that I will miss the meeting but our trip has been scheduled for some time and we are not going to miss the opportunity.

I hope that each of you found the information that Steve gave us at the General Meeting last month about his favorite and/or most effective utilities for trouble shooting, repairing and configuring computers to be useful. He had a lot of information to cover and didn't get through it all. Therefore, Steve has kindly agreed to continue his discussion at the March General Meeting. He will have his usual Technology Corner SIG starting at 6:00 on the 14th and then present more information about trouble shooting utilities and applications starting at 7:00. I know that I got a lot of good information from Steve's presentation last month and I'm confident that you will benefit from the continuation of the discussion this month. I'm sorry that I will miss it.

For those of you who put extra tickets into the door prize bucket at the January General Meeting, those tickets will be added to the bucket at the meeting this month. I know that some of you felt that your tickets were "wasted" as everyone that attended the January meeting received the same "goodie bag." You will get extra chances at the prize this month.

We are still pursuing the order for our new KEGS vests. Thanks to the efforts of Carl Von Papp and Judy Panjeti we now have the .pdf file of the logo that we need and we plan to place the order on March 10th. At this time I do not have a projected delivery date. As I reported earlier, 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.

Again, 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.



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Prez Says: continued

The most recent figures that I received from John Tate indicated that forty-five previous members had renewed their KEGS memberships for 2011. Additionally, we have one new member. 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. Even though I will miss the General Meeting, I hope to see you soon at your favorite SIG. I wish you happy and safe computing!

Ron Cowger
President



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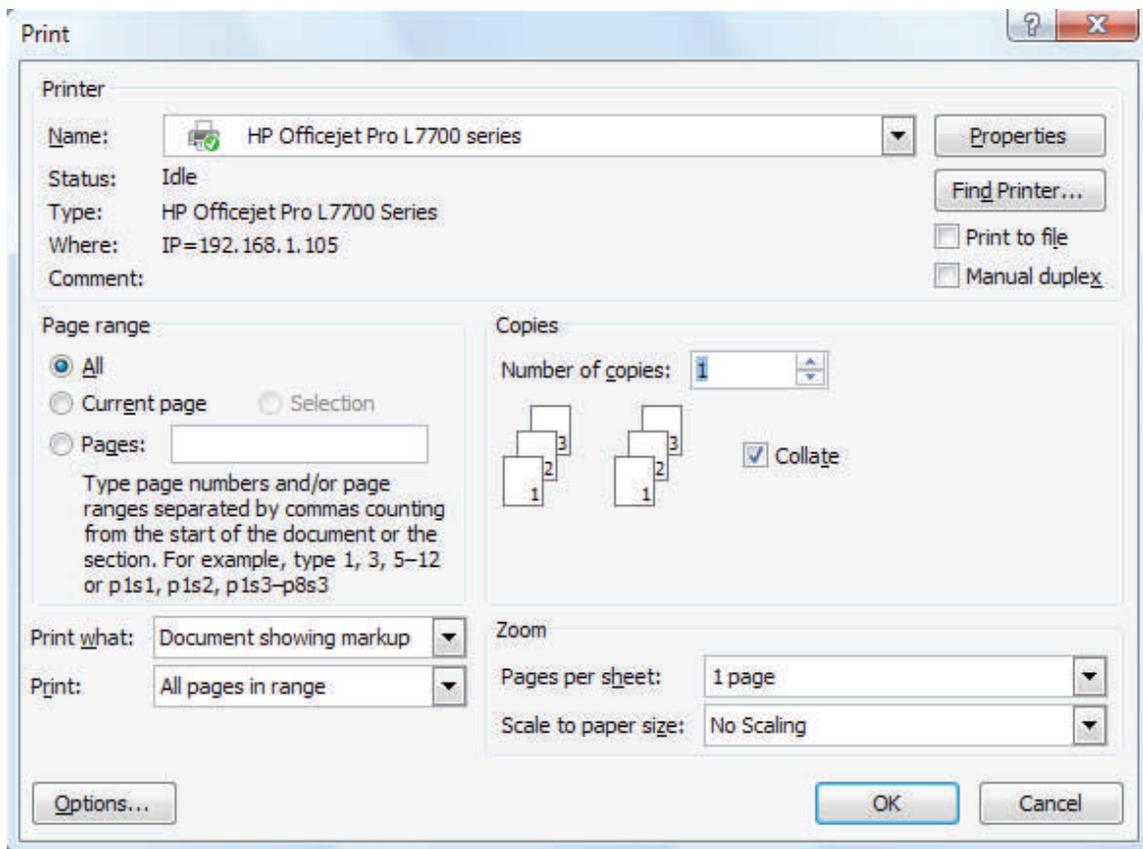
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Word Tip of the Month

Printing Odd or Even Pages

There may be many times that you need to print either odd or even pages in a print job. For instance, you may want to put your pages through the printer twice so you can print on both sides. This is easy to do in Word by following these steps:

1. Press **CTRL+P**. Word displays the Print dialog box.



The Print dialog box.



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Word Tip of the Month—Continued

2. Adjust the printing settings as desired.
3. Using the Print drop-down list at the bottom of the dialog box, choose either Odd Pages or Even Pages, as desired. (Make sure you use the Print drop-down list, not the Print What drop-down list.)
4. Click on OK. Your document is printed.

The above steps work great in any version of Word up through Word 2007. If you are using Word 2010, then the Print dialog box was done away with. You should follow these steps, instead:

1. Press **CTRL+P**. Word displays the File tab of the ribbon, with printing options visible in the tab.
2. Adjust the printing settings as desired.
3. Using the first drop-down list under the Settings heading, choose Only Print Odd Pages or Only Print Even Pages, as desired.
4. Click on Print. Your document is printed.

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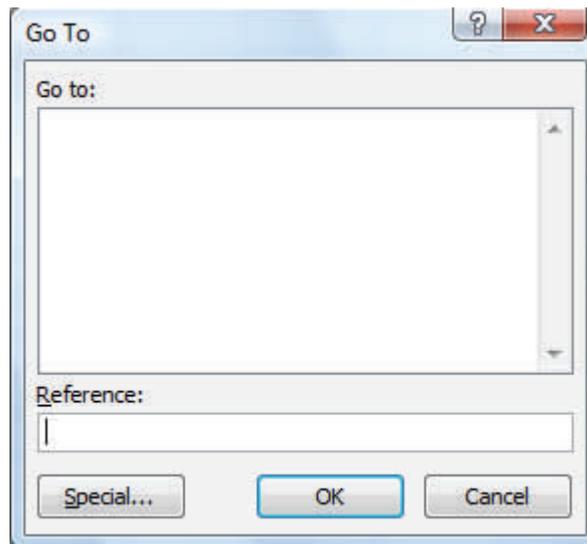
Excel Tip of the Month

Displaying a Hidden First Column

Excel makes it easy to hide and unhide columns. What isn't so easy is displaying a hidden column if that column is the left-most column in the worksheet. For instance, if you hide column A, Excel will dutifully follow out your instructions. If you later want to unhide column A, the solution isn't so obvious.

To unhide the left-most columns of a worksheet when they are hidden, follow these steps:

1. Press **F5**. Excel displays the Go To dialog box.



The Go To dialog box.

2. In the Reference field at the bottom of the dialog box, enter A1.
3. Click on OK. Cell A1 is now selected, even though you cannot see it on the screen.
4. Unhide the column. (In Excel 2007 or Excel 2010, display the Home tab of the ribbon and click Format | Hide & Unhide | Unhide Columns. In older versions of Excel choose Format | Column | Unhide.)



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Excel Tip of the Month—Continued

Another way to display the first column is to click on the header for column B, and then drag the mouse to the left. If you release the mouse button when the pointer is over the gray block that marks the intersection of the row and column headers (the blank gray block just above the row headers), then column B and everything to its left, including the hidden column A, are selected. You can then unhide the column.

A third method is even niftier, provided you have a good eye and a steady mouse pointer. If you move your mouse pointer into the column header area, and then slowly move it to the left, you notice that it turns into a double-headed arrow with a blank spot in the middle as you position the pointer over the small area immediately to the left of the column B header. This double-headed arrow is a bit difficult to describe; it looks most closely like the double-headed arrow that appears when you position the pointer over the dividing line between column headers. It is different, however, because instead of a black line dividing the double arrows, there are two black lines with a gap between them.

When your mouse pointer changes to this special double-headed arrow, all you have to do is right-click and choose Unhide. Your previously missing column A magically reappears.

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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.

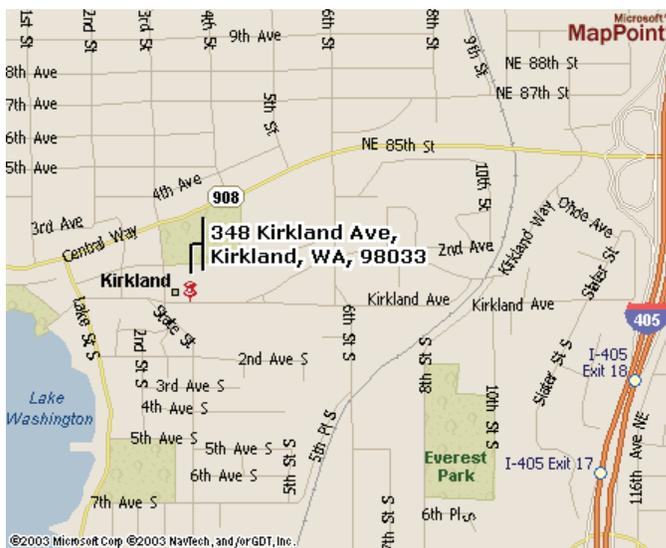
General Meetings at the Kirkland Teen Union Building - 348 Kirkland Ave., Kirkland, WA 98033

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

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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
1st Tuesday	7 PM - 9 PM	Conf. room D	HTML 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	KEGS Board Meeting r_cowger@prodigy.net	Ron Cowger

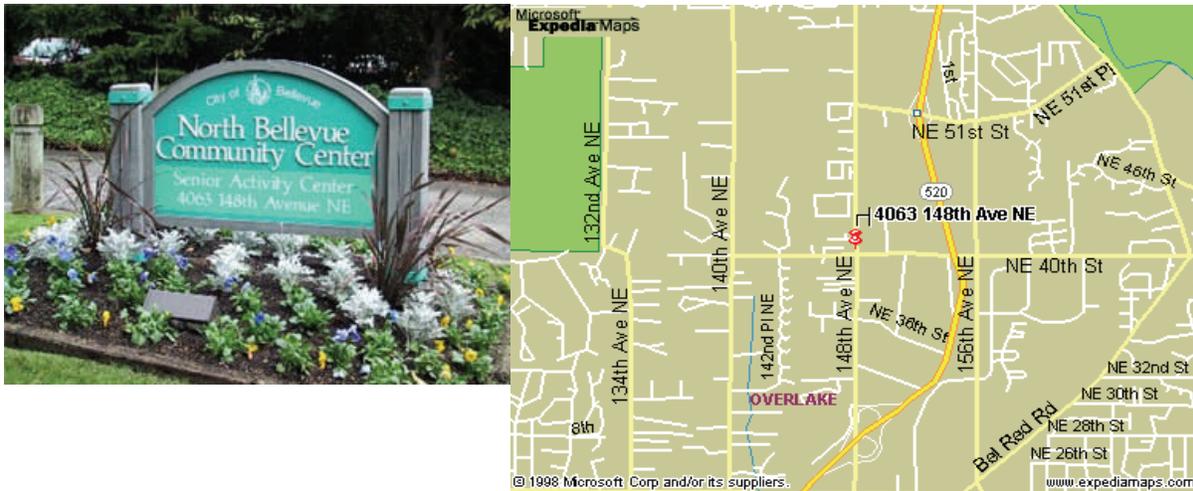
SIG MEETING LOCATIONS:

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 The North Bellevue Community / Senior Center - 4063 148th Ave NE, Bellevue, WA Conf. Rm D, 7-9 PM on the 4 Wed. of the month (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