



August, 2011

Volume 15, Issue 8

TAPPING THE

K.E.G.S.

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

Prez Says:

Ron Cowger

Welcome to summer. Yes, I know that we have had a chilly and wet spring and early summer but the first several days of August are forecast to be quite summerlike. Let's hope that these wonderful blue skies and warmer temperatures hold for a while. I encourage you to take advantage of the weather, step away from your computers and go outside to soak it all in. Yes, I know that all of you folks who like to remain in touch at all times will take your portable computing devices with you. That's okay. Enjoy!

I hope that those of you who attended the webinar that was presented by Gene Barlow at the July meeting learned something new and found Gene's recommendations helpful. Apparently quite a few of us were favorably impressed with the software that Gene was demonstrating as software sales were good. Now, if we each just remember to use the imaging software to backup our important data religiously, we will improve our security. That's why it's called important data...It would be very disruptive to our lives if it somehow disappeared. My special thanks to Bob Baxter for handling the technical aspects of the presentation on our end and to Barbara Marasco for handling the software sales. Great jobs!

Next, I want to make sure that everyone understands that the August General Meeting will NOT take place at the Kirkland Teen Union Building. Instead, we will meet again at the Microsoft Store in the Bellevue Square shopping mall as we did this past January. Our host tells me that the best place for us to park is in the mall's West Parking Garage – That's the part of the garage west of Nordstrom and across NE 8th Street from the QFC. If you enter the mall from the parking garage on the ground floor, Red Mango will be immediately on your right and the Microsoft Store will be directly ahead. As you enter the store, please ask for Sarah. Our hosts are asking that we all arrive by 6:45 PM so that we can sign in with John Tate and then start the program on time. Obviously, there will NOT be a Technology Corner SIG this month. After some welcoming comments, we will be provided a short tour of the store. Next, we will have time for most of the items that we normally cover during the first part of our General Meetings. The evening will conclude with a presentation on IE9 presented on the giant computer screen in the store's theater space. Additionally, Microsoft is providing a couple of door prizes so you'll want to attend the meeting for a chance to win. Unlike the last meeting that we held at the MS Store, we will have a normal drawing of tickets from our drawing container this month. I hope each of you will come to the meeting as I'm convinced that you will find the meeting interesting, exciting and informative.



August, 2011

Volume 15, Issue 8

Prez Says: continued

We still have eleven of the new KEGS vests, both grey and green, for sale. The price is \$26.00 per vest for sizes Medium through XL. All of the size 2XL vests have been sold. Please come to the meeting with the correct change or a check in order to make your purchase. Everyone who has seen one of the new vests thinks they look great and I'm confident that you will agree. We will all look very sharp in them.

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.

The most recent figures from John Tate indicate that we still have fifty-four members in KEGS. If we can get four more folks to renew or join our group, we will be at the number we had at the end of 2010. I hope that those of you who haven't gotten 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. I want to remind all current KEGS members that you can earn \$8.00 off of next year's dues for each new member that you recruit to join KEGS. If you can entice three new members to join this year, your dues for next year will be waived. Isn't that a great deal?

That's it for now. I will see you at the General Meeting at the Microsoft Store or at one of our SIGs. I wish you happy and safe computing!

Ron Cowger

President



Word Tip of the Month

Understanding Hyphens and Dashes

Word supports the use of both hyphens and dashes. Actually, it supports three types of hyphens and two types of dashes. It is important to understand how Word handles each of these, as they can affect the appearance of your document.

Regular hyphens. These are created by simply typing the hyphen key. This is the key that is to the right of the zero key on the keyboard. It is sometimes mistakenly called a dash key. Regular hyphens are used to create compound words, such as “mix-up,” or to indicate a minus sign in an equation. If a compound word appears near the end of a line, the second word will be displayed on the next line, if necessary, with the first word and hyphen remaining on the previous line.

Optional hyphens. These are created by pressing **CTRL+-** (**CTRL** and the hyphen key). Optional hyphens are typically used in the middle of a word, between syllables, to indicate where a word should be broken between lines, if Word deems it necessary. Optional hyphens are the type inserted automatically when you use the Hyphenation tool in Word. The optional hyphen does not appear on any printout unless it is actually used at the end of a line.

Non-breaking hyphens. These are created by pressing **CTRL+SHIFT+-** (**CTRL+SHIFT** and the hyphen key). Non-breaking hyphens are used in compound words to indicate that both words and the hyphen should be treated as a single word when Word is forming lines. In this case, the compound word will never be broken over two lines. It is also helpful to use non-breaking hyphens in phone numbers.

En dash. An en dash is a typographic dash that is as wide as a lowercase “n” character. These dashes are typically used to denote ranges of numbers, as in 3–7. You create an en dash by pressing **CTRL** and the minus sign on the numeric keypad. You can also create it by holding down the **ALT** key as you type 0150 on the numeric keypad. If necessary, Word will break a line right after the en dash, not before it. In other words, the en dash always stays with the characters immediately preceding it.

Em dash. An em dash is a typographic dash that is supposed to be as wide as a lowercase “m” character. In Word, however, the em dash is twice as wide as the en dash. (The width of the em-dash can vary from font to font.) Em dashes are used in creating breaks in sentences, between two separate thoughts. Word will substitute an em dash automatically as you are typing if you type a word, two hyphens in a row, and another word. You can also explicitly enter an em dash if you press **CTRL+ALT** and the minus sign on the numeric keypad, or you can enter one by holding down the **ALT** key as you type 0151 on the numeric keypad. If necessary, Word will break a line right after the em dash, not before it. The em dash always stays with the word immediately before it.



August, 2011

Volume 15, Issue 8

Word Tip of the Month—Continued

The foregoing items describe the behavior and purpose of each of the hyphens and dashes used in Word. If you are using a dash or hyphen and it does not behave as indicated here, then you may be using the wrong type. For instance, if a word will not break as you expect between two lines, you may be using a non-breaking hyphen instead of one of the other types.

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.



August, 2011

Volume 15, Issue 8

Excel Tip of the Month

Monthly Close-Out Dates

Different companies handle their work load differently. Some companies are tied to the regular calendar, with a “work month” beginning on the first and concluding on the last workday of the month. Other companies adjust the monthly starting and ending dates to meet particular needs for accounting or other purposes.

You may have a need to figure out your particular close-out date for a month. By using a couple of functions from Excel’s Analysis ToolPak, you can make quick work of this task.

The primary function to use is the WORKDAY function. This function allows you to determine a particular workday before or after a starting date. For instance, if you needed to know the workday three days before today, you could use the function in this manner:

```
=WORKDAY(TODAY(),-3)
```

The first argument for WORKDAY is TODAY, which provides today’s date. The second argument indicates how many days before or after today you want. Remember that WORKDAY only returns actual workdays, Monday through Friday. (Well, it returns the dates for those workdays. It’s not like the WEEKDAY function, which returns 0 through 7 for the day of the week.) In this particular instance, if today is a Tuesday, then three workdays before Tuesday is Thursday, and WORKDAY returns the date for that Thursday.

The next function you need to use is EOMONTH, which returns the date for the end of the month a given number of months before or after a particular date. To find the end of the current month, you would use the function in the following manner:

```
=EOMONTH(TODAY(),0)
```

The first argument for EOMONTH is TODAY, which provides today’s date. The second argument indicates how many months before or after that date you want the end of month for. Since the argument is 0, this usage of EOMONTH returns the last day of the current month.

If you combine the WORKDAY and EOMONTH, you can determine the third workday before the end of the current month, in this manner:

```
=WORKDAY(EOMONTH(TODAY(),0),-3)
```



Excel Tip of the Month—Continued

If you wanted to figure out the third workday before the end of a different month, just replace the TODAY function with a date in the month you want. For instance, if cell C2 contains a date, and you want to know the third workday before that date's end of month, you would use the following:

```
=WORKDAY ( EOMONTH ( C2 , 0 ) , -3 )
```

It should be noted that this formula actually returns the third workday before the last day in the month, not the third workday before the last workday in the month. This comes into play, of course, when dealing with months that end on Saturday or Sunday. If a month ends on a Saturday or Sunday, the function returns three workdays before that date, which would be a Wednesday. However, if you wanted the date three days before the last workday (which is Friday), you actually want Tuesday, not Wednesday.

In this case, the formula gets much more complex because now you need to check to see if the actual end of the month is a Saturday or Sunday. Again assuming that you are basing everything on a date in C2, you could use the following formula:

```
=IF ( OR ( WEEKDAY ( EOMONTH ( C2 , 0 ) ) = 1 , WEEKDAY ( EOMONTH ( C2 , 0 ) ) = 7 ) ,  
WORKDAY ( WORKDAY ( EOMONTH ( C2 , 0 ) , -1 ) , -3 ) , WORKDAY ( EOMONTH ( C2 , 0 ) , -3 ) )
```

If the end of the month in C2 is a Saturday (7) or Sunday (1), then the formula calculates the workday one day before (the Friday) and then figures the workday three days before that. Otherwise, the regular formula that calculates the third prior workday is used.

If you want the formula to be even more accommodating, remember that WORKDAY can compensate for a set of holidays, as well. The easiest way to allow for holidays is to put the dates of a set of holidays into a named range (such as "Holidays"), and then add a third parameter to the WORKDAY function, as shown here:

```
=WORKDAY ( EOMONTH ( C2 , 0 ) , -3 , Holidays )
```

KEGS GENERAL MEETING AND ASSOCIATED SIGS

KEGS T-shirts/Vests

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
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

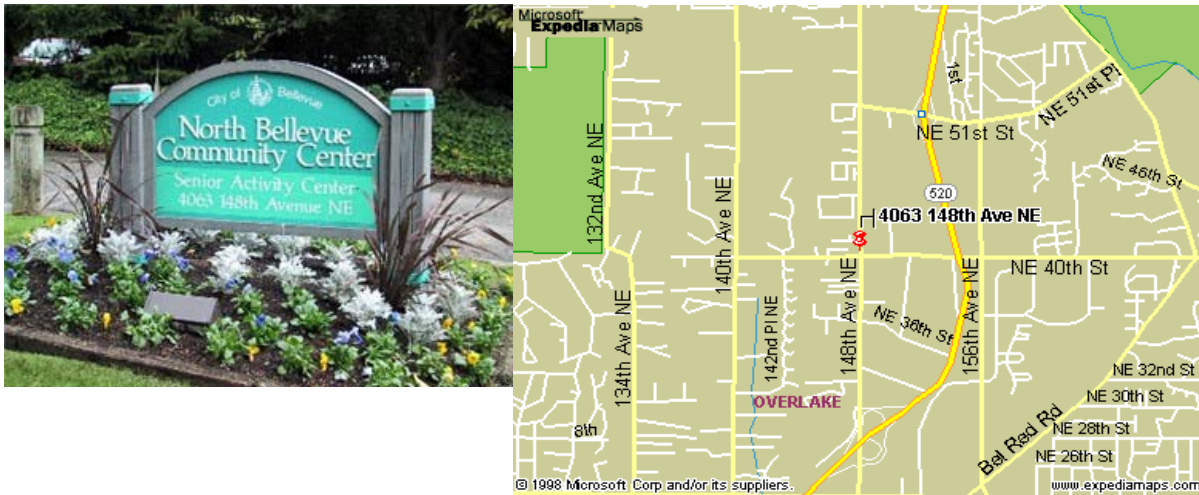
SIG MEETING LOCATIONS:

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