

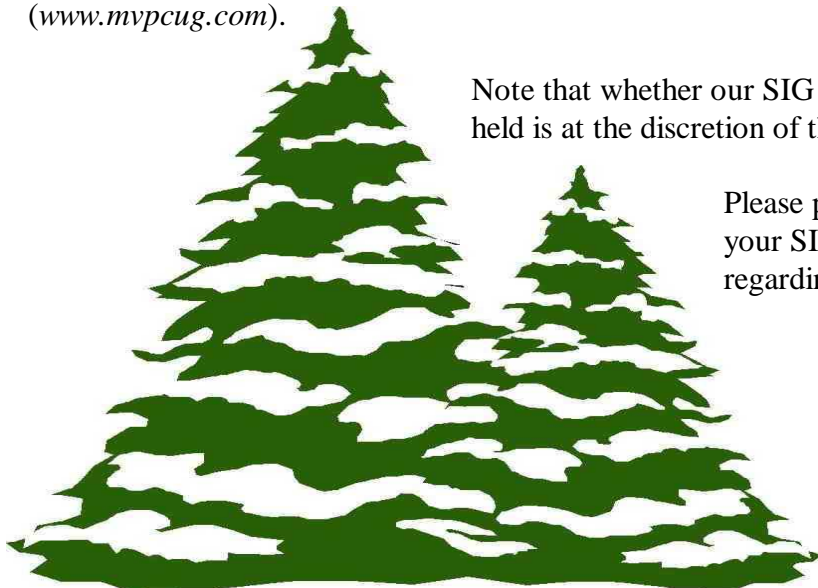
Thayer demystifies Word/Excel

Marsha Thayer, our MVPCUG secretary, will demonstrate the workings of *Word* and *Excel*, demonstrating a variety of practical tips and tricks. She will be using the 2000 version of the programs, but most of the information should apply to all versions, as well as suggesting ways to apply her techniques to other word processors and spreadsheets. If time permits, Marsha will also show us how to use *PowerPoint*.

As usual, Marsha will be taking questions. If you would like to have her address a specific issue, please send an email to her with your question by November 30 at mvpcug@usadatanet.net.



As winter will soon be upon us, we run the risk of cancellation of our monthly meeting if the school closes. School closings are usually listed on the radio in the morning and a notice will also be put on our web home page (www.mvpcug.com).



Note that whether our SIG meetings are held is at the discretion of the SIG leader.

Please phone or email your SIG leader regarding closings.

Meeting Agenda

- 5:30 Meet and Greet
- 6:00 Business Meeting
- 6:30 Program, Part 1
- 7:00 Break
- 7:15 Program, Part 2
- 8:15 Drawing for Prizes
- 8:30 Adjournment

ANNUAL FOOD and TOY DRIVE

Bring non-perishable food and/or a new toy to the December meeting. You will help the less fortunate of our community while gaining an extra ticket for the door prize drawing.

Our Meetings are open to the public.



No admission charge!



explorer

The MVPCUG EXPLORER is published monthly by the Mohawk Valley Personal Computer User Group, Inc., PO Box 586, Marcy NY 1403-0586.

Opinions expressed herein are the writers and are not reflective of the MVPCUG, nor are they considered substantiated by inclusion in this newsletter. All articles are copyrighted by their respective authors but may be reprinted by other User Groups provided credit is given to the author and this publication.

The Mohawk Valley PC User Group, Inc. (MVPCUG) was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

ADVERTISING RATES

¼ page — \$25 ❖ ½ page — \$45

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Our INTERNET presence is at

<http://www.mvpcug.com>

The Web Team

Dan Evans
Lisa Britt

HELP HOTLINES

Help is limited to times indicated below. Day calls: 9am to 4pm. Evening calls: 6 to 9pm. If your problem isn't urgent, please try e-mail.

Disclaimer: The individuals listed here provide voluntary services and information. Please be considerate when you call. Help hotline members reserve the right to limit the amount of advice and number of calls they will accept. Use these services and information at your own discretion and risk as they and the MVPCUG do not assume responsibility for any software or hardware failures that may occur. The club does not assume responsibility for any agreements made by participating parties.

- AOL Dave Askew
- Basic Mike Smith
- Batch Files Mike Smith
..... Tim Clinehens
- dBase Mike Smith
- Excel Bob May
- Money Bob Schaffer
- Troubleshooting Tim Clinehens
..... Bill Gorrell
- WordPerfect Bob Schaffer

OFFICERS AND DIRECTORS

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- Vice President Bill Gorrell
- Treasurer Donna Gorrell
- Secretary Marsha Thayer
- Directors-at-Large Tim Clinehens ['04]
..... Dave Askew ['05]
..... George Bracken ['06]

Special Interest Groups (SIGs)

Our Special Interest Groups usually meet each month. Each SIG is independent and has its own leader.

Internet SIG — 3rd Mon at St. John's Episcopal Church, 135 Main St., Whitesboro, at 6:30pm. Learn about web pages and how to navigate the Internet. Jerry Finkelstein

Q&A SIG — Last Mon at St. John's Episcopal Church, 135 Main St., Whitesboro, at 6:30pm. Questions, whether simple or complex. Tim Clinehens.

Basic Training SIG — Last Wed at St. John's Episcopal Church, 135 Main St., Whitesboro, at 6:30pm. Learn Basic operations, like turning the machine on and off. Lisa Britt

WordProcessing SIG — doesn't meet monthly, but you can request weekly emails with tips for both *WordPerfect* and *Word* from Bob Schaffer

Genealogy Club — 3rd Tuesday at Calvary United Methodist Church, 706 North Madison Street in Rome.

GET A FREE MVPCUG MEMBERSHIP

- ◆ It's easy to do and you'll save \$20.00!
- ◆ Just sign up two *new* members and you receive a one-year membership extension.
- ◆ You have 90 days in which to sign up your two new members.

Stay connected . . . to the MVPCUG
Mohawk Valley PC User Group, Inc.
\$25 for initial sign-up - \$20 for renewal

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Minutes of October 7, 2003

– Marsha Thayer, Secretary

Minutes, Meeting of Tuesday, November 4, 2003

The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:05 p.m.

Business Meeting

Members present approved the minutes of the October general meeting.

Treasurer's report: Income for the period of 10/1/2003-10/31/2003 was \$227.43; expenses for the period were \$273.22; the balance in the treasury as of 10/31/2003 was \$4658.01. The treasurer's report was accepted to be included with the minutes.

Jerry reminded that beverages (coffee, tea, hot chocolate) are \$0.25 per cup.

Donna reported that the Newsletter is on-line and available in HTML and PDF. Inputs for the Newsletter are due by the 1st of each month. Stu Culp asked if we should consider sending the Newsletter to members via PDF e-mail attachment rather than mailing a hard copy. Bill Gorrell mentioned that some people don't have e-mail. The Board continues to discuss the best way/ways to get the Newsletter to the club membership. We did see a show of hands from those who NEEDED to have a hard copy mailed to them. It was a minority of those present.

Tim made a presentation on the upcoming Open Box SIG. The purpose is to help people to upgrade their system, not fix it. The types of upgrades that would be appropriate for the SIG are add/replace a hard drive; replace a video card, sound card or modem; add a network card, add USB 2.0, etc. Participants in the SIG will be determined by Lottery. Interested members sign up and get a blue ticket. Tim will send e-mail to those who signed up within 12 hours. They need to respond within 48 hours. Before bringing a computer to the SIG for upgrade, do a full backup, note where all the plugs are and bring only the Tower/Desktop. Three people will be chosen from the Lottery. The SIG will begin on the 3rd Thursday in January at 6 pm and will be held at A-Z Auto on Oriskany Blvd.

Bill and Donna announced that we have a NYS Tax ID for paying sales tax associated with selling club CDs.

Presentation: At 6:40, our presenter, **Laurie Wrona**, from Microsoft was introduced. Laurie presented us a sneak preview of the Microsoft Office System containing Office 2003. The Microsoft Office System includes Info Path, Publisher, Visio, Project, Front Page, and Office.

Highlights of the tool changes are:

Word

has a new reading layout view with column and magnification options.

has a new 'Research' tool which provides a panel of research places and has search capability

has on-line templates in several categories

Excel

a task pane is also available

has several templates for everyday uses such as garage sales, loan calculators, etc. All templates can be customized for personal use.

Document recovery - can merge the saved crash document with the latest saved document. Choices are available on how to manage this.

PowerPoint

can attach audio and video

can package PowerPoint multimedia presentations to a CD. A PowerPoint viewer gets packaged with the presentation so those recipients of the CD can view it and not need the PowerPoint application.

Outlook

Outlook supports e-mail, calendars and scheduling. may have several e-mail accounts (users) in Outlook the reading pane is larger and can be moved around contains a SPAM manager that allows users to identify which e-mail is good and which to direct to the junk e-mail folder. Users can identify a safe-sender list and can also block e-mail from a sender or senders.

has a feature to allow sending digital photos in small, medium and large formats

Break - We took a break at 7:25 and resumed at 7:40.

Presentation (cont'd)

Publisher

added design sets which are intended to give a uniform look and feel to a person's or company's web pages, letterhead, business cards, e-mail, etc.

had many selections for greeting cards

OneNote

This new tool provides support for notetaking.

Has support for notebooks and palm PCs

Can attach sound to record lectures.

Has speech recognition.

Will convert handwriting to text.

At 8:12 we concluded the presentation.

Dave Askew reported that 23 toys were collected for Toys for Tots and 138 food items were collected for the Utica/Rome Food Bank.

Tom Maggio reported that the Genealogy Club meets on the 3rd Tuesday of each month at Calvary United Methodist Church on 706 North Madison Street in Rome. ❖

[Door Prizes listed on page 7.]

Donna's Data

— by Donna Gorrell

Remember when CDs first came on the scene? They were touted as being the best thing since sliced bread. They were supposed to last forever or at least a century or two. Floppy disks and Zip disks were a thing of the past so dump all your old equipment, transfer everything to CD and your data will be safe forever. Maybe not.

Some computers no longer come with an "A" drive, and I'll bet there are only a few who remember those 5.25" black, really floppy things that fit into B drive. Is there a computer around that still has a "B" drive?

The latest news is that CDs are not ever-lasting. If you have put your data onto a CD and think it will remain viable for years to come, think again. Did you attach a fancy label? Not a good thing as the glue may turn your data into mush. Do you have printer that prints directly to CDs, well, that ink also is suspect to degrading.

Apparently you can write on the CDs with a felt tip pen, but even that could cause trouble. Merely burning your own CDs means that the data may or may not last. The best thing to do is check your CDs frequently to make sure they are still OK.

Read more about this at: www.informationweek.com/story/showArticle.jhtml?articleID=15800263.

Speaking of CDs—backup your important files to a CD, but check that CD often to make sure the files are still readable. Better yet, send the CD to a family member or friend so the CD is out of your house in case of disaster. Never know when a tree might fall on your house. You can also send zipped up files to someone and have them store the info on their computer. If you don't know how to condense a file using *Winzip* or some other program, ask one of our gurus. ❖

MVPCUG PROPOSED BUDGET—2004

Income:

Dues (150 members @ \$20)	\$3000
Bank interest	50
Advertising	100
Sale of CDs	125
Amount necessary from treasury to balance	775
Total Income	\$4000

Expenses:

Newsletter	\$2000
Postage	430
Church donation	500
Insurance	400
Equipment maintenance	150
Door Prizes	400
ISP	120
Total Expenses	\$4000

Windows XP Tip-of-the-Month

— by Joe Madeira

Windows XP has a defragger built in just like previous versions. If you delete and add files you should defrag the hard drive occasionally, which will help your system run faster and more efficiently. You can do this while you are sleeping or watching TV. The defragger is not as graphical as previous versions, however.

Here's how to start it:

1. Click START
2. Select All Programs, then Accessories
3. Select System Tools, then click Disk Defragmenter
4. Click the "Analyze" button near the bottom to see a graphical representation of the hard disk and get a report. It will probably say that you don't need to defragment this volume. However, if you haven't done it in quite a while, or you see a lot of red, you should go ahead and click the "Defragment" button. ❖

Word Processing Tips

— by Bob Schaffer

WORD —Cleaning Out Program Toolbars

Are there toolbar buttons that you never use? Is your toolbar full? Do you need room for a new toolbar button or macro that you regularly use? Here's a shortcut way to remove a toolbar button and give you space on your toolbar without going to a two-line toolbar or having buttons not immediately visible on the screen.

Simply hold down the Alt key while you use the mouse to drag an unwanted button away from the toolbar.

WORDPERFECT —Appending text to Clipboard

If you need to copy several items from a document to paste into another file, there's no need to copy and paste repeatedly. You can copy and append text to the Clipboard, instead of replacing what's already there. Then, you only need to paste once into your target document.

To append text to the Clipboard contents, select the first block of text you need to copy and select Copy from the Edit menu or press [Ctrl]C.

Then, select the next block of text and choose Append from the Edit menu. Append all the text you need, then simply paste it into the destination document as you normally would. ❖

Did You Know . . .

. . . that you can listen to the tracks of an audio CD in any sequence you want—even repeat favorite tracks?

1. On the Start menu, go to Programs, then Accessories, point to Entertainment, and then click CD Player.
2. Insert the audio CD.
3. On the Disc menu, click Edit Playlist.
4. Click Reset.
5. Click each track desired from the list of Available Tracks, and then click Add.
6. Click the play arrow.

. . . that you can print part of a page when browsing the Internet? Here's how:

1. Select the part of the page you want to print.
2. On the File menu, click Print.
3. Click Selected

. . . that Internet Explorer allows you to print Links or Frames? Here are some ways to print a Web page:

1. Open the Web page you want to print, click the File menu, and then click Print. If you want to print only one frame in the page, click inside that frame before you click Print.
2. If the Web page uses frames, choose how you want frames to be printed in the Print frames area. For example, if you want your printed page to look exactly as it does on the screen, select As laid out on the screen .
3. If you want to print all pages that are linked to this page, select Print all linked documents. Option not available if you chose to print all frames As laid out.
4. If you want to print a table of all links contained on this page, select Print table of links. Option not available if you chose to print all frames As laid out.

To quickly print just one frame, right-click inside the frame, then click Print.

. . . that you can rearrange and resize toolbars when you need more space in the Internet Explorer window? You can move your toolbar, Links bar, and Address bar to create more room or to customize your toolbar for efficiency's sake. For example, try putting your Address bar and Links bar on the same line. Or drag your toolbar up to the menu bar. You can even

put all of the toolbars on the same line if you want. Here's how:

1. Point to the vertical bar on the left side of the toolbar you want to move.
2. When the pointer changes to a double-headed arrow, drag the toolbar to where you want it. You can move it left, right, up, or down.

. . . that if you come across a picture or background that you like, you can save it and use it as wallpaper on your computer? Right-click the picture or background you want; then click Set as Wallpaper.

. . . that if you are tired of waiting for a Web site to load you can stop it? Simply press the Esc key or click the red X on your browser's toolbar. This stops a Web site from loading.

. . . that you can change the start page of your browser? Here's how to do it:

Internet Explorer:

1. Select Tools and then, Internet Options.
2. On the General Tab, click the Use Blank Button and OK.

Netscape:

1. Select Edit and then Preferences/Navigator.
2. Under Navigator Starts With, select Blank Page and OK.

. . . that Aladdin offers a 40% discount on products to user groups? From now on, MVPCUG members will get Aladdin products at 40% off retail. You don't have to enter a code to enter the store. Shop at Aladdin's online store —www.aladdinsys.com/store—and enter the discount code “UserGroup” (exactly as shown) in the “discount code” field. A 40% discount will be given when you hit “apply”. It's that simple! If additional promotions are happening at the time you are shopping, you will also get those discounts! Tax, shipping, and handling will be added when applicable. To order by fax, print out the pdf form at www.aladdinsys.com/support/usergroups

Here are some of the top-selling PC products:

- ! *Internet Cleanup 3.0.* — Block Pop-Ups and Remove Spyware. \$17.99.
- ! *StuffIt Deluxe® 8.0.* — Compress files to a fraction of original size. \$23.99.
- ! *Easy Uninstall 2.0.* Helps you safely remove unwanted programs and files. Use Complete Undo to reverse your changes. \$17.99.



Sites to Visit on the 'Net

– by John Hunter

As you read this, we will be mired in shopping; shopping for husbands, wives, children, grandchildren, nieces, nephews, aunts and uncles, ad nauseam. But since commerce constitutes a significant portion of our time right now, starting the column with several rather cute shopping oriented websites is appropriate.

For those familiar with Martha's Vineyard, the black dog logo has come to represent the island as well as the original restaurant. To see a cute, highly graphic, interactive website that will sell you things as well as keep your children entertained, try www.blackdog.net/holiday.html. Click on this URL and you find a child friendly "Blackdog Loves Holidays!" webpage. According to the site, this webpage is designed to introduce children to the Internet "in a safe, concerned environment." Blinking at you will be a list of holidays beginning with New Years, Valentine's Day, St. Patrick's Day and so forth. You may also vote for your favorite holiday and view the opinions of others (47% of all respondents picked Christmas). Each holiday provides lots of activities for kids to use such as making holiday specific cards and banners.

Click on an icon for a specific holiday (i.e., Chanukah) and you will find a list of Chanukah games, activities, free stuff, Chanukah screensavers, a link to other Chanukah sites and a link to the Blackdog catalogue (surprise). At the Blackdog general store you can click to find kid toys, kid books, kid DVDs, kid software, baby stuff and so on, all picturing the blackdog logo. And, there is a link directly to Amazon.com for parents who don't find anything that interests them in the Blackdog store. How convenient.

Another site to check out is www.ideabox.com. Donna Gorrell recommends this site and found it in the CNYPCUG newsletter. However, when I used Google to link to the site, up popped a screen which read *ideabox.com* coming with two pictures of penguins on an iceberg with a statement that said, "In the world of managing desktop costs, it's not what you see . . . It's what you don't see"—and nothing more. Try this site again.

OK. On to another topic. The VA and the Library of Congress report that 1,800 World War II veterans die each day. That we owe a debt to the men and women who fought for freedom sixty years ago, is not an issue. What is important is that young people today understand what happened during WW II and appreciate the sacrifices these individuals made so long ago. A number of high schools nationwide have started oral history projects that acquaint students with the struggles endured by WW II combatants.

Locally, Rome Free Academy conducts interviews with veterans as part of a 12th grade social studies class and connects the results to a national effort sponsored by the Library of Congress. [To date] "... this is the only national oral history project that is approached as an educational one," said Ellen McCulloch-Lovell, director of the Library of Congress project in an Education Week story on the oral history project.

Many students now interview World War II veterans, Korean War, Viet Nam War veterans and Desert Storm veterans to find out just what these individuals experienced. High school students conduct these interviews using digital video cameras or tape recorders. These interviews make the World War II experience real for today's kids.

"Before, I didn't know much about World War II. These veterans make it real," said 17-year old Randy Stark, a summer student participating in the Pennsylvania Governor's School of Information Technology as quoted in the story.

So far, about 8,000 veterans have submitted oral histories that include 26,000 photographs, letters, and other memorabilia. A sample of these histories is now available at www.loc.gov/folklife/vets according to Education Week.

We hear a lot today about nation building. The World War II experience is nation building and civic participation at the most basic level. Phi Delta Kappan, the journal of the Phi Delta Kappa educational organization, recently discussed civic education and political participation. For those of you interested in teaching citizens about democracy, what follows is a short list of two websites you can visit to see how complex this issue becomes.

WWW.closeup.org is a site that helps high school, middle school, and elementary school students learn about government. The site also provides programs for teachers and senior citizens. The purpose of this organization is the belief that, "textbooks and lectures alone are not enough to help students learn the democratic process and make it work." According to the Close Up Foundation, "all individuals deserve the opportunity to become fully engaged citizens of our democracy."

This site focuses on the United States, but the lessons presented here can be used anywhere in the world. Another site is www.civnet.org. CIVNET is an online resource and service for civic education teachers, scholars, policymakers, civic-minded journalists and non-governmental organizations promoting civic education all over the world.

According to the website, "...[a] fully functioning democracy requires a political culture composed of active participants who understand what it means to be democratic citizens." It might prove helpful if President Bush's advisors took a look at the site to appreciate the magnitude of the task facing them in Iraq. Until next month . . . ❖

Byting Remarks – Jerry Finkelstein

This is the merry time of the year. By the time you read this you've already stuffed yourself with Thanksgiving turkey. You're feeling real full and warm and generous. So you do your Christmas shopping early. You are looking ahead to happy holidays and a swell New Year. Mind if the Club joins you in your good cheer? What we've got in store is sure to keep you looking at the bright side.

Have you noticed our newsletter is now online? Donna gave us a look at it at our last general meeting. And what a wonderful newsletter it is. Compare the last few issues with those of months . . . years . . . past. We've come a long way.

Thanks to **Bob Schaffer** and **Donna Gorrell** for taking us there. Still, it's a work in progress.

Progressing right along is **Tim Clinehens'** Open Box Pilot/Workshop/SIG, depending on response. Update your PC at George's AtoZ Auto on Oriskany Blvd. There's limited seating, so sign up early. Thanks to George for letting the Club use his premises for what will certainly be a very valuable hands-on PC experience. Another example of members helping members.

We are working on establishing small workshops throughout the year. We're talking to Donna (and will be talking to others) for startup workshops on graphics and digital photography. Note that both the 'Net and Basic SIGs won't be held in December. These two SIGs are being considered for overhaul. They may have new leaders and/or reappear as series of workshops, conferences, get-togethers with different leaders guiding the groups. Your Board of Directors welcomes your thoughts on the subject of topics for SIGs and workshops and to the reconfiguration of objectives for the 'Net and Basic groups. Your contributions will be taken quite seriously.

Tim advises us that he will continue with his Q & A SIG; that group will now meet on the last Monday of the month. Our Board meetings have recently taken up these issues of SIGs and workshops; you're welcome to listen in on and contribute to these discussions. The Board meets at the church on the second Tuesday of the month.

And let us look forward to a larger Club membership. We'd be doing great if each member brought in

one friend or acquaintance once a month to join the Club. Think of the practical benefits: great discounts to tickets at PC shows; great chances at door prizes; terrific speakers at our general meetings; individualized attention at SIG meetings; and, as always, members helping members with their PC needs.

There's more: Bob's helpful online word processing hints; our Website; and the new streamlined newsletter in your mailbox and now online. And the comradery of meeting up with other men and women with common PC interests. Bring in a new member; see how your merry mood gets even cheerier. ❖

Door Prizes

[The following prizes furnished by Microsoft]

- * Office 2003 - **Joe Madeira, Rod St. Clair, Don Pianka, and Loralee Whitlock**
- * Publisher - **Brenda Kopp**
- * FrontPage - **Howard Netzband**
- * Visio - **Jim Schmandt**
- * OneNote - **Mary Tollerton**
- * MP3 Player - **Tony Ciancio**
- * T-shirts - various members

[The following prize donated by a member]

- * scanner - **Ed Mohr**

❖

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HOURS:

Monday4:30 - 7:00 pm

TuesdayOn Site By Appointment

Wednesday4:30 - 7:00 pm




Thursday4:30 - 7:00 pm

FridayOn Site By Appointment

Saturday9:00 - 12:00 noon

explorer

Marsha Thayer Demystifies Word and Excel
Tuesday * December 2, 2003 * 6:00 PM * Whitesboro High School

what's.com/ing				December 2003		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Monthly General Meeting 6:00 PM	3	4	5	6 Peter Trapp Computer Show Syr Fairgrounds 10-4
7	8	9 Board of Director's Mtg St. John's 6:30 PM	10	11	12	13
14 Tri-State Computer Show Hudson Valley CC 10-3:30	15 Internet SIG CANCELED	16	17	18	19	20 
21	22 	23	24	25 	26	27
28	29	30 Q & A SIG St. John's 6:30 PM	31 Basic Training SIG CANCELED	HAPPY HOLIDAYS !		