

VBCG HOMEPAGE

7:30 March 7, 2011



Featured Speaker, our own Joan Pannenburg

We'll be doing a short Power Point® presentation showing the Tax preparation program TurboTax®. Questions may be asked during the presentation and then, if we have time, we'll have some open discussion.

I've worked with computer software and hardware since the late 70's when I used the "TRS-80", then moved up to the leading low cost business computer of its time, the "Leading Edge".

My experience with the use of Financial Programs started years ago when the price of Small Business programs dropped to an affordable level. I had already decided that most of the most difficult tasks I was performing in spreadsheets had already been done in existing financial programs and it certainly made it less time consuming and easier to use a product especially devised for this use. I tried a number of personal and business financial and tax software and came to the conclusion that, although there exist other programs, for the money, Intuits products, Quicken®, QuickBooks®, and Turbo Tax®, did the best job, were the easiest to use, and substantially provided all the information needed for personal use and for the use of the many diverse types of businesses with which I was involved.

Sometime in 1997 I attended my first meeting of the Vero Beach Computer Group at St. Edwards School, since that first meeting, I've served as a Director, Treasurer and President of the club. During my membership I've been the moderator for Special Interest Groups in Quicken® and QuickBooks®, and MS Office® and have also been an instructor at SeniorNet of Vero Beach. When I moved to Vero Beach I started to assist computer users in how to use their programs and how to enjoy their computer experience. Although not a substitute for a CPA, I hope the presentation of Turbo Tax® gives you some idea how a Tax Program may assist you.

Joan Pannenburg has been the backbone of the Vero Beach Computer Group for many years. She has lead many SIG's (Special Interest Groups) on many subjects and offered help to members on almost every subject. She ran our Random Access for many years and is still there when she is needed, all you have to do is ask. She is currently leading a SIG on the new Microsoft Office or any of the office suites you may have a question about. She is also a sponsor for the VBGC.



We're on the web!

www.vbcg.org

R J Siegel CEO of LoPresti Spoke at our February Meeting

If you missed the meeting last month, you missed one of the best speakers we have ever had. Mr Siegel gave a most interesting speech and everyone sat spellbound throughout the entire meeting.

He not only spoke on

computers and how some of them evolved, but also how he as an engineer and programmer helped with some of the first Apple computers. Some parts were funny and almost unbelievable. He is a great man.



Joan Pannenburg

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More Tips for Windows Users

Hear A Tone When Pressing CAPS LOCK Key

Windows XP/Vista/Windows 7

In Win 7, type **toggle** in the Start search field, select Change How your keyboard works, and checkmark Turn OnToggle Keys. In Vista click Start/Control Panel/ Ease of Access. In Win XP click Start/Control Panel/ Accessibility Options, checkmark Use Toggle Keys. I personally do like this feature.

Would you like the old MENU back in Microsoft Office 2007 or 2010?

PCWorld has a free download called UBitMenu, Type: find.pcworld.com/71177 and it will take you to the PCWorld page where you can download the file. Once installed open an office program and next to the HOME tab you will see MENU and when you click MENU you will find File, Edit, View, Insert, Format, Tools Table and Window.

Windows 7 Search

Every iteration of Microsoft's Operating System since XP has had a Start Menu that functions basically the same; but Windows 7 has many distinctly different features that make it stand apart from the others. For example, when you open the Start Menu, your cursor is automatically positioned in the "Search Programs and files" area, just as in Vista, and is waiting for you to type something there. If you have no clue where something is located, or how to navigate to a specific place in your computer, type it into this area. As you start typing the item you are looking for, the search results will appear.

Why Does The Cursor Jump Around When Typing Using A Laptop?

This is one question asked by most laptop users. We even discussed it at one of our VBCG meetings. The answer: Most likely, your fingers are grazing your notebook's touchpad. I got around this problem by using a USB external wireless keyboard rather than using the touchpad when typing a lot of text.

Make Your Keyboard Sound Like A Typewriter

This is a fun thing to do. I thought the sounds would be like the old time typewriter, but the sounds are like an electric typewriter. When I do a lot of typing it can get a little boring, and this just adds a little spice to the everyday grind. If you think you are interested, this is a free download and fun! Just click to download then run. Open your word processor and away you go.

<http://www.nattyware.com/qwertick.php>

All work and no play is no fun at all. Like I really have time to be messing around with this kind of stuff. Have fun with your computer.

Look at WordPad in Windows 7

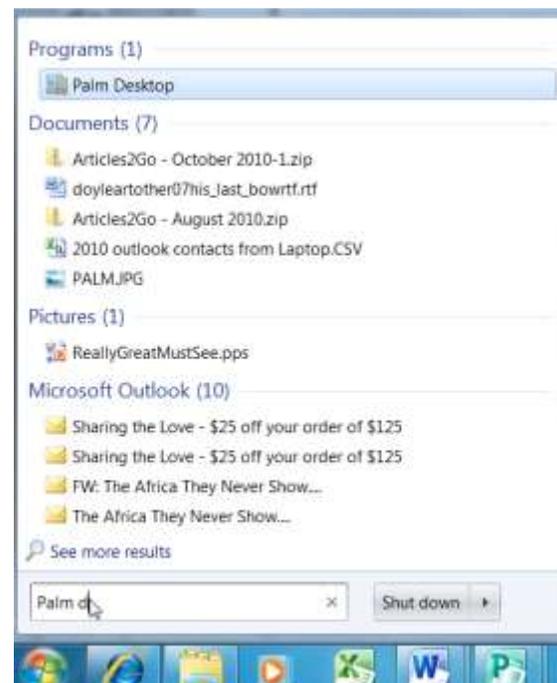
You can open a DOCX, (Office 2007 and 2010), ODT, (OpenOffice) files respectfully, provided they are not too complex. You cannot open a DOC file though. You can do the same with OpenOffice.org and even open that DOC file also.

When you see your item, stop typing, click it, and your software will open.

I use the search rather than going to All Programs. It is much easier and quicker. Although the software that I use daily is pinned to my taskbar or on my Dell Dock, much like the dock on a Mac. If you don't have a Dell or Mac, you can download the Object Dock free from:

<http://www.stardock.com/products/objectdock/>

This is a free download and works on any PC operating system I have it on all of my computers.



SIG Schedule for March

Photoshop Elements -- putting photos on your computer and improving or changing them; confirm time and date with Frank Lombard. 794-2293

TUESDAY March 1, 1 - 3 pm, History Room, Main Library

Internet & E-mail -- Firefox, Internet Explorer, Safari, Chrome, Yahoo. Give them all a try!! This class includes information on how to email, including adding attachments, using most types of e-mail programs. Internet use would include use of search engines as a tool to look up just about anything. Security will also be covered. Share in open discussion. Moderator Tim Glover 589-0636

WEDNESDAY, March 9, 2 - 4 p.m., History Room, Main Library

Macintosh Users helping each other -
- An introduction to Snow Leopard, iPhoto, iPod, iTunes, iMovies software. Sit in on our special interest group and discover the exciting new iLife applications. Moderators Eleanor Ryan 562-2869 & Joe Piazza.

SATURDAY, March 19, 10 a.m. - 12 noon, History Room, Main Library

PC Tips -- introductory topics, with emphasis on the Windows operating system. Topics include an introduction to the Windows environment, using the mouse and keyboard, and an overview of the software applications included with Windows, and using modems, wireless, DSL, etc. Bring your questions. Bring your computer. Bring a friend. Moderator Jean Grider 569-4289. WEDNESDAY, March 23, 2:00 - 4:00 p.m., History Room, Main Library

~~Microsoft Word -- we will cover the basics of~~
using Word and similar programs, including entering and editing text, moving and copying text, formatting, page layout, spell checker, mail merge, and inserting pictures and art.

Confirm with moderator, Joan Pannenberg, 231-2618. THURSDAY, March 24, 2 - 4 p.m., History Room, Main Library

We Are the Vero Beach Computer Group And This is What We Are

The Vero Beach Computer Group is here to help you. **Statement of Policy: The Vero Beach Computer Group provides support to all members interested in improving their knowledge and use of computers. Our motive is to share our experiences as a self-help group that gives everyone a chance to learn and help each other.**

Again, a lot of time and effort goes into each of these, **"free to you groups"**. You have a chance to ask your questions and get them answered. You actually learn from other peoples questions. I learn something new each time I attend a SIG.

If you are interested in leading one of our SIGs, please notify an officer. If you have a special interest in any software, let us know. If we can find enough interest we will see if we can find someone to lead the SIG.

Our monthly meeting, the first Monday of each month is also interesting and informative. We have a question and answer period that is beneficial. There is also a Help Desk after the meeting, if you have a problem with your computer, we are here to help. Try to make the next Meeting on March 8th. This will be on **Turbo Tax®**, and will be presented by Joan Pannenberg.

TO PRINT A SCREEN SHOT



If you have Vista or Win 7 you have **Snipping Tool** you will find it under accessories. I use it all the time, but

sometimes it does not work, then I have to go back to the screen shot I used back in Win 95. You can get the free download at <http://www.gadwin.com/printscreens/> I answer a lot of questions by e-mail and showing something on the e-mail sometimes makes it a lot easier to follow the directions. I have been using PrintScreen for 15 years or more. It is set up to give me a screenshot each time I press the Print Screen button on my keyboard. I have my Snipping Tool set up with a shortcut key CTRL+ALT+S. Questions? Come to my SIG on Using Your Personal Computer on March 23rd.

What is Watson?



IBM Watson Super Computer Grand Challenge/The Blue Gene

IBM Research built Watson Computer to compete on Jeopardy and aired on February 14th. The questions were fed to Watson as text. After the first round of play, Watson and Brad Rutter were deadlocked and Ken Jennings was in third. It took seven years of research and planning and thousands of hours of testing for this match. You can view this event by clicking the following link

<http://www.youtube.com/watch?v=ZLdkJpAtt1I>

HELP WANTED TO PROOF READ THE HOMEPAGE

I have been Editor of our newsletter several years in the past and am again trying to get some tips and things of interest out to the members of the Vero Beach Computer Group. I am not good at organizing words and even worse at misspelling words. I would really appreciate two or three people to help me PROOF the contents and correct my spelling and grammar. Please consider doing this for me and also for the easy reading and enjoyment of the readers!

Thank you. I am sure I will be hearing from several of you?????

Android Honeycomb A Tour of Google's Tablet OS

Google recently took the wraps off the Android 3.0, the new edition of its mobile OS that's built entirely for tablets. It uses an on-screen navigation bar that appears at the bottom of the display, whether the device is horizontal or vertical. It will look different from the screen on the smartphone featured Android releases. Apps can take advantage of the tablet's display size by expanding into multiple panes that appear side by side on the screen. It will feature video chat using Google Talk. You can tap an icon to pull up a list of friends and initiate voice or video chat weather they use a tablet or PC. The browser will handle multiple tabs, automatic form filling, private browsing and Chrome-based bookmark syncing. Google has not announced a launch date, but it is expected to make a debut in the first quarter of 2011. I got this information from a much longer article in the January edition of PC World

More Tips

Most from PC World March 2011 Issue

Does It Matter Whether I Safely Remove Devices?

Yes, If you pop a memory card out of its reader or pull an external drive out of its USB port while Windows is reading or writing data, you could end up with corrupted files, unreadable media, or both. But it's not always easy to tell when windows or an application is working behind the scenes. That's why it's essential to use the Safely Remove Hardware option. The icon is in the system tray. Click the icon, choose your device and wait for the, "Safe to Remove Hardware" message. Then you can safely unplug the device. Another way is to open Windows Explorer (WIN+E), find the device you want to remove, right click, select Eject.

How did QuickTime get on my PC?

QuickTime is an Apple application that displays photos and videos, plays music and does other multimedia wonders. It is available as a stand-alone application, but comes bundles with iTunes and several other applications. I think I first installed it free with WordPerfect or Adobe Photoshop. I don't know exactly, but know it has been on my computer for years and it is great.

Library Volunteers

If you currently volunteer at the library, please send me an e-mail so I can publish a list of those who volunteers. VeroBeachLady@att.net

Also, if you have some time to volunteer, I am sure they can use your help at the Library on the 2nd floor assigning computer time.

Is it really necessary to Update Windows?

Yes, New Updates are available for a reason. Most deal with security. Microsoft patches holes, adds malware definitions to its Windows Defender and Security Essentials tools. Microsoft offers an occasional hotfix, which sometimes addresses serious issues such as system lockups or other problems. So do keep Windows, like Adobe and Java up to date.

Why does Windows reboot without my permission?

This is a good one! And here is the way to stop it. When Microsoft installs updates it puts a screen on that your computer that Windows will restart in so many minutes, I think it is 10 minutes. You can change the time before the restart if you are at your computer, but if you are away, it will go on and reboot. The way to solve this problem is to change the settings option on Windows Update to *Download updates but let me choose whether to install them*, then click OK.

Why won't Windows allow me to delete a certain file?

It's for your own protection most of the time. Usually it is because some process is accessing it and if you delete it the applications or even Windows itself could crash. The best way to deal with the file or folder is to restart your computer and before you run any programs, try deleting that file again. It should delete. If that does not work, try bringing your PC up in Safe Mode by pressing the F8 key several times when the computer is rebooting. This works for me.

Security

Security is important for your computer. I used AVG Free for years and in the 22 years of using my computers I have had one virus and AVG got rid of it several years ago. I am extremely careful not to open an e-mail from someone I don't know. When on the Internet I visit only safe websites. When I get a new computer, the first thing I would do is take off Norton, McAfee or any other free trial software. The main thing is **BE CAREFUL!** When Vista was released Microsoft came out with the free Windows Defender Software, a little later, Microsoft Security Essentials. I tried the two and Microsoft Security Essentials actually found something AVG had missed. I use these programs exclusively and have no problems. Below you will find a little information about them, but I must add that PC World had an article in the current issue about Norton, (at the end of this article).

Microsoft Security Essentials and Windows Defender

Microsoft Security Essentials provides real-time protection for your home PC that guards against viruses, spyware, and other malicious software. Microsoft Security Essentials is a free* download from Microsoft that is simple to install, easy to use, and always kept up to date so you can be assured your PC is protected by the latest technology. It's easy to tell if your PC is secure — when you're green, you're good. It's that simple. Microsoft Security Essentials runs quietly and efficiently in the background so that you are free to use your Windows-based PC the way you want—without interruptions or long computer wait times. **Windows Defender** is software that helps protect your computer against pop-ups, slow performance, and security threats caused by spyware and other unwanted software by detecting and removing known spyware from your computer. Windows Defender features Real-Time Protection, a monitoring system that recommends actions against spyware when it's detected, minimizes interruptions, and helps you stay productive. Windows Defender is included with all versions of Windows Vista and is available to download for genuine copies of Windows XP Service Pack 2 or later, or Windows Server 2003 Service Pack 1 or later. I am very careful while online and use only Microsoft Security Essentials and Windows Defender. So far my computers are free of viruses, malware and spyware.

Symantec Norton AntiVirus 2011

PC World has rated Norton as the Top Rated based on its success in malware detection (blocking and clean-up), with features, ease of use, and overall drag on system performance.

Steve Bass, formally with PC World, now with Techbite had in one of his articles, *“Over the years, Symantec's Norton products grew popular; they also became bigger. They leapfrogged over Microsoft Office to obtain, and keep, the bloatware award. Norton products hobbled PCs by hogging computer resources and hard disk space. Like it or not, you got stuck with Live Update, a separate, massive, tool used to keep every Norton program in the world up-to-date -- even if you only owned one product.*

And when you'd had enough of Norton, you needed special software and a small backhoe to uninstall it. Live Update stayed with you forever. Symantec shot itself in the foot over and over--and what really fascinates me, is when it had spare time, it did it again.

Why I Switched Back to Norton

It's always been an open question whether I'm as smart as I look. It's a question you might be asking, because as I type this, I'm using [Norton Internet Security 2011](#), better known as NIS2011.”

Anatomy Of A Computer

I got most of this from the November, 2010 issue of, “Smart Computing”. I must agree that I get a little upset when people say they have 350 or 500 **GB of Memory (RAM)** when I know they are talking about space on their **Hard Drive**. The same is true of **Windows Explorer**, most people automatically think you are talking about **Internet Explorer**, but so much about that. The article goes on to explain a little about some of the parts of a computer.

Motherboard: This circuit board provides the foundation for all the components of a PC. It supplies connections between the CPU and everything else.

Processor: The CPU (Central Processing Unit) is the main computational chip in a PC. The chipset, GPU, and other chips may handle various functions, but it’s the processor that makes everything work together. Speaking very generally, a CPU with multiple cores (such as two to six) can run more applications at once without being bogged down, while a chip with a higher clock speed (such as 3.2GHz) can process data more quickly.

Graphics Card: Also called a video adapter, or GPU (Graphics Processing Unit). Many motherboards have integrated graphics, but dedicated cards are often necessary to play demanding games, and accelerate certain applications such as video editing programs.

RAM: The memory or random access memory, gives the CPU fast temporary storage space (Such as 4 GB) for data pulled from the hard drive or SSD (Solid-State Drive). RAM “forgets” data when you turn off the PC.

Hard Drive, SSD: A hard drive represents the most common and least expensive form of mass storage (such as 320 GB or the new 2 TB [terabytes]). It stores the OS (Operating System), programs, and user data as magnetic fields on spinning disks. However, pricey solid-state drives are growing in popularity because of their extreme speed and other benefits.

Optical Drive: This type of storage drive can read and optionally write CD’s DVD’s and sometimes BD’s (Bluray Discs).

Heatsink: CPU’s, GPU’s and motherboard chipsets can burn out without these finned metal cooling units. Most wear fans and many have heatpipes (Metal tubes with liquid inside) to dissipate even more heat.

Case Fan: Fans move air through a computer case to get rid of heat buildup. PC builders install fans in intake and /or exhaust positions and use bigger and/or thermally controlled models to minimize noise.

Power Supply Unit: Often abbreviated as PSU, a power supply unit turns AC house current into DC power for drives, the motherboard, and many graphics cards.

Sticky Notes are New in Windows 7

Sticky notes are great, especially for people like me who have a problem remembering. If you want to do something on your computer or search something on the Web, but you just don’t have time at the moment, all you have to do is type Sticky Notes in the search area just above the Start Button. Type the little reminder to yourself and it will stick to your desktop until you delete it. This can be a real time saver.

Keep your computer up to date!

Why do Adobe and Java update so often? Do you have to really need to do the updates? Yes, some of the updates will improve the performance and stability, but most are made to plug security holes —

So you should definitely install the updates