VBCG HOMEPAGE

February Meeting Information
Date: February 6th—Time7:00
Place: Main Library Large Meeting Room, 1st Floor

Speaker—Michael B Mazzarella

Michael plans to have a discussion about the next generation of computer devices.

- **What is the difference between an iPhone and Android Phone.**

- **Can I replace my current computer with a tablet?**

- **He will answer any questions you may have on what to expect in the next few years.**

- **You will get a sneak peek into the next version of Windows (Windows 8) and a brief preview of the new features on the Operating System.**

- **Bring your question and you will be sure to enjoy what Michael has to say.**

- **Bring a friend to share this information**

iPhone   Android Phone

Android Tablet
iPad
Kindle Fire
Touch Screen Computer

Some Things You May Not Know!

32-BIT — refers to the way memory is accessed, 32-bit applications access memory in 32-bit chunks (4 bytes). Large portions of Window 95/98 and many of its new applications were 32-bit applications, and may run faster because it has become more efficient to access chunks of memory.

64-Bit — The terms 32-bit and 64-bit refer to the way a computer's processor (also called a CPU), handles information. The 64-bit version of Windows handles large amounts of random access memory (RAM) more effectively than a 32-bit system. (You will find that many of the 16 and 32 bit applications for Win 95/98 will no longer run on a 64 bit system.

Accelerator key — A keyboard shortcut for a command. (As Shift+Delete for the Edit Cut Command.)

BIOS — Basic Input Output System — A program usually residing on a ROM-based storage device in your PC that handles instructions to and from the system bus.

Bus — is the interface between devices in a computer.

Bit map — Most bit maps represent some sort of viewable graphics. You can use a "Paint" program to edit graphic bit maps and make modifications to them. BMP graphics are bitmaps.

BPS — Bits per second. A measurement of data transmission speed.

Mbps — Stands for "Megabits Per Second" Mbps measures data transfer speeds of bandwidth connections. (megabit is 1/8 the size if MB)

Hard Drive — Usually Drive C on your computer. This is where your operating system is installed. The Hard Drive is storage space where your data is stored and should not be confused with Memory.

External Hard Drive — is storage space that is connected to your computer via USB, Fire Wire or some other type connection.

CD/DVD Drive — A Drive in your computer that reads and writes CD's and DVD's

Flash Drive — Sometimes called Thumb Drive is a small device that uses USB to store data. Usually 4, 8, or 16 GB and move easily from one computer to another.

FAT — File Allocation Table. This table stores information about the sizes, locations and properties of files stored on the disk. Windows 95 uses FAT 16 and Windows 98 uses FAT 32. If you have upgraded Windows 95 to Windows 98 you do not have to convert to the FAT 32 storage.

NTFS — New Technology File System is faster, better and more efficient than FAT

Mouse — a device you can connect to your computer via USB, wireless or other connection that enables you to move the cursor

Cursor — a moveable item to mark a position (like where to start typing)

Keyboard — used to is a typewriter type keyboard which uses an arrangement of buttons or keys

CPU — is the Central Processing Unit, also known as microprocessor or processor. The 80386, 80486 and Pentium are examples of CPU's built by Intel.

CD Player -— A program that lets you play audio CD's in the background from your CD drive while you are working with other applications that do not require the CD to run.

Clipboard —- A temporary storage area in all versions of Windows used for storing various types of data (for example, text, graphics, sound, and video). The clipboard can hold information at a time for use in a program or to pass information between other programs.

Cut -— Usually on the "toolbar" as scissors, or you can go to "Edit" on the "Menu Bar" and select "Cut". When you cut the selected area it is removed from the document and remains in the Clipboard where it can be copied to another area within the document or to another application.

Copy -— is like cut except that the selected data is left exactly as it was before the copy. It remains in the clipboard until you close the application. Once something has been cut or copied you can "Paste" it.

Paste -— will put the information from the clipboard into the same document, another document or another application.

Cursor -— The representation of the mouse on the screen. It may take many different shapes. You will notice it is an hourglass or little aqua circle depending on you version of Windows, when the system is busy as when it is coming up. Sometimes a plus, sometimes an I-Beam as when text is to be inserted. The "Insertion Point" is a "flashing vertical line" showing where text will be inserted.

Desktop -— is the screen area on which the windows are displayed.

Taskbar — Bar that is on the bottom of your Desktop by the Start Button

Start Button — Round Windows Logo at lower left of your Desktop

Disk Defragmenter -— As you use your hard drive, blocks of information for a file spread across the hard drive, wherever there is room. This "Fragmentation" of the information in a file can lead to a significant slow-down in file access times because the disk's read/write head must move all over the disk, looking for the various portions of a file. Disk Defragmentation arranges the blocks of information for a file into adjacent blocks on your hard drive, which may significantly improve file access times.

DOS —- Disk Operating System as compared to Windows Operating System. At one time all PC's were run with DOS only - before the days of Windows~! Those were the fun days.

Drag -— To move an object on the screen from one place to another by clicking it with the mouse, holding the mouse button down, and pulling it to where you want it to be.

Drag-and Drop —- "Drag-and-drop" describes a particular action you can make with the mouse. Click an object, such as a folder, then hold down the mouse button as you drag the object to a new location. You drop the object by releasing the mouse button. Personally I can't see the difference in Drag and Drag-and drop.

FIFO buffers — First In, First Out buffers. In communications programs that use FIFO buffers, the first information added to the buffer is also the first information transmitted when the transmission restarts.

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Systray — Shows software loaded when you start your computer. (On Takbar on Right side of your Desktop by Date and Time)

File Converter - Most word processors have file converters where the file format is transformed to a format that the application can read. Not all files can be converted by all word processors. Usually when you are creating a document that is to be read by another system you want to save it using the RTF. To my knowledge, the only software that can open most word processors is OpenOffice, the free office suite from Sun Micro.

RTF - Rich Text Format is compatible with several word processors and includes fonts, tabs, and character formatting. Anytime you plan to email a document you should save it as RTF. When Office 2007 first came out most people were sending the documents out as .docx and even the people who had the old Microsoft Office could not open them. As soon as I got Office 2007 I set the default to save RTF.

Default —Typically, default settings are set to what most people would choose anyway. You can usually change the default setting.

File Name - is the name a file system or operating system gives to a file when it is stored on disk. File names can be up to 256 characters. Previously in DOS and Windows 3.X only as many as 8 characters could be used with a 3 character extension. There are still certain characters that cannot be used even in the long file names. Always give your file a meaningful name.

Folder/Library - represents directories on you drives. Folders contain files, programs and even sub-folders. (The same as directories and sub-directories in the DOS and Win 3.X days.)

Icon - a small graphic symbol used to represent a folder, program, shortcut, resource, or document. Icons can be changed in most cases and added when they are missing. Deleting an Icon does not delete the program.

Menu - a list of available command options. The "Menu Bar" is located under the Title Bar, and it displays the names of all available menu lists. Often used options from the drop down menus are often available when you Right-Click your mouse in many applications.

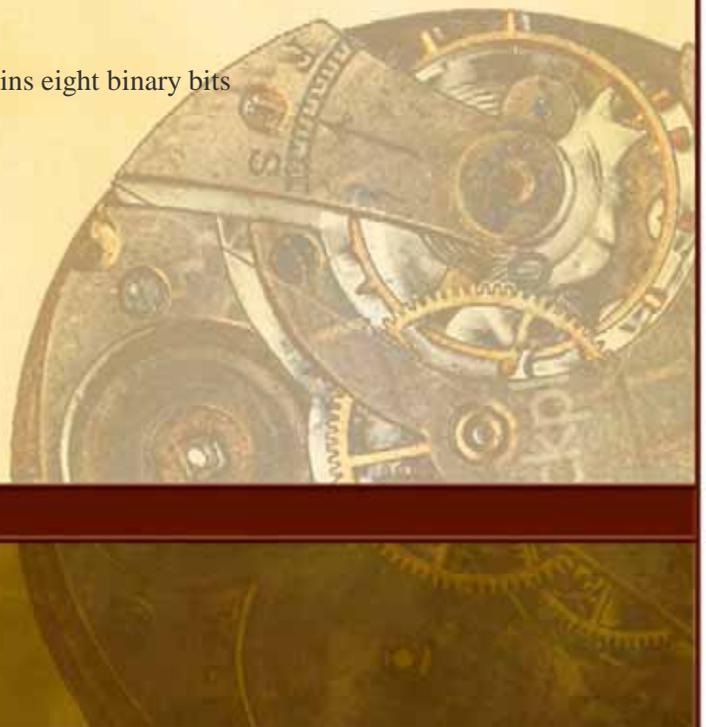**Byte**— is a unit of measurement used to measure data. One byte contains eight binary bits

KB — Kilobyte is 1024 bytes

MB — Megabyte is1,048,576 bytes or1024 KB

GB — Gigabyte 1,073,741,824 bytes or 1024 MB

TB — Terabyte is 1,099,511,627,776 bytes or 1,024 GB

So if you have a 500 GB hard drive you have 1/2 TB of disk space

PowerPoint Presentation

At my January SIG I made a PowerPoint Tutorial on how to make a PowerPoint Presentation. I went a step further to show how, in just a few clicks, you can open PowerPoint click the Insert Tab, Click New, and select Photo Album. In the window that appears you select File/Disk, and select the File Folder that contains the photos that you want in the slide show. All the photos in the folder are added to the slide show. You can then add any transitions, sounds and animations that you want and you can have it run automatically or at the click of a mouse.

If anyone would like a copy of this, just send an email to VeroBeachLady@att.net and request a copy of PowerPoint Instructions.

Make Your Own Greeting Cards!

On February 22nd at my next SIG I plan to cover how easy it is to make Greeting Cards. You can make your own greeting cards on your computer using Word or Publisher. It is so much nicer to get a personal card with your name on it and your birth date on the back with a personal logo. It is quick and easy to learn. You can make the card, then for the next birthday, change the name and the birth date and you can have that card in about one minute. Do the same with Anniversaries and Thank You cards also. You can buy envelopes at any Office Supply Store.

If you have any gadgets or software like this that you would like covered in a SIG, let an officer or board member know and we will see if it can be arranged.

Please note that the SIG schedule has changed for this year.