WISCONSIN ALL-COMPUTER USERS CLUB
WAUC
MEMBERS HELPING MEMBERS

General Meeting, 7 p.m.
Thursday, September 6, 2012

Lance Allan of WTMJ Sports will speak at the general meeting on Thursday, September 6

September at a Glance

6 WAUC General Meeting, 7:00 PM
Jackson Park Lutheran Church
4535 W. Oklahoma Ave.
Topic—Lance Allan of WTMJ Sports

12 WAUC Lunch, 1 PM, Old Country Buffet, 4902 S. 74th
RSVP: rgdurand@yahoo.com

12 Mac SIG, 7:00 PM
Villa at the Stations, 8935 S. Wood Creek Dr., Oak Creek

13 Windows 7 SIG, 7:00 PM
Speedway Station, 60th & Layton

15 Deadline for submitting articles

for WAUCtalk, please send to:
ricejulia@hotmail.com
Subject: WAUCtalk

20 Q&A SIG, 7:00 PM
Speedway Station, 60th & Layton

26 Investment Tracking SIG, 7:00 PM
Speedway Station, 60th & Layton

27 Exec. Bd. Meeting, 7:00 PM
Doris Regner's Home

Future Presentations:
- October—James Lisowski of Milwaukee PC
- November—Reunion Meeting
- December—Holiday Party

President's Message—Church Available for Future Meetings, Thanks Given

The picnic was fun last month. We had good food to share with good friends. We sang some of the old patriotic songs and indulge in a little bingo. I appreciate all who helped set up and clean up. It is always a good time when you are among friends. We received a letter of appreciation from Pastor Fred for the donation to the church. We have been meeting at Jackson Park Lutheran since 1994 and have always felt at home. We are free to use the church for our General meetings as long as we need to. A big thank you to the church and to our Vice President Doris Regner and her sons Bill and Tom who each month open up the church for us and make sure everything is ready for the meeting.

It is not too early to start thinking about the upcoming elections. If you feel you are able to serve on the Board of Directors consider running for one of the offices. Elections are only two months away and your talents could be an asset to the club. Thanks again and I will see you at the General meeting.

Bruce Kosbab
President

Board Meeting—Plans in Place for Picnic, November

Your WAUC Board of officers met as scheduled on July 26th, 2012, and all club officers, President Bruce Kosbab, Vice-President Doris Regner, Treasurer Tom Hermann, Board Meeting Secretary Richard Durand, and Member-at-Large Bill Gierach were present. It was noted that the attendance at the General Meeting on July 5th, 21 members, was the smallest that anyone can remember. It was agreed that this is a result of several contributing factors including the severe summer heat and the date of the meeting falling on the Fourth of July long holiday weekend.

Due to the small attendance, the member sign-ups for food contributions to the picnic next month are also less than usual. However, we all have confidence that long-time members will remember previous WAUC picnic practice and bring their food contributions anyway. With that in mind, we proceeded with the plans for the picnic with its many details. As in previous years, Marilyn Schrader will lead the singing and Leo Hoffer will conduct bingo. The picnic will be as good as ever.

In other business, Tom Hermann reported that the club treasury has enough in it to afford the necessary purchases for the picnic.

Bill Gierach has installed the Windows 7 Tutorial software on the club laptop and that is ready to go. He is also checking the settings on the club projector because it has been reported that some colors are not being projected properly. The plans for the upcoming club events such as SIGs and the WAUC lunch were gone over.

Bill informed us that he will be at State Fair on the afternoon of August 8th with the school robot team he mentors demonstrating robot competition. Mention of this will be included in the WAUC bulletin, and it will be announced at the WAUC picnic.

Doris reported having trouble making an online purchase and using a payment service called "Bill Me Later." A warning about this will also be made to the club.

Some time was spent discussing future plans for presentations at the general meetings. In particular, Bruce described what he has in mind for the general meeting in November, something he did not want to reveal until he was ready. It will be a WAUC reunion and former members of WAUC will be contacted and invited to attend and share in the memories of our computer club which has its beginnings in the early eighties. Bruce and Doris are already gathering contact information from old club directories and records. We also talked about finding photos of club events in past years to show at the reunion. Coffee and cookies will be served. It promises to be a memorable celebration of one of the most successful local computer clubs around.

More details will be announced as plans for this develop. And those were the issues discussed at your WAUC Board Meeting for July 2012.

Submitted by

Richard Durand
Board Meeting Secretary

General Meeting—Windows 7,Photo Directory Coming

The August General meeting of WAUC was held on August 2nd. The meeting was the annual WAUC picnic and we had about 50 people in attendance.

Bruce read a letter from Pastor Fred thanking WAUC for the donation of $500 to the church and stating that we could continue to use the church for our meetings.

Bruce reminded members that Doris Regner would soon be e-mailing out the annual membership directories as well as instructions as to how to print them out. Marcia Zientek was on hand with her camera to take photos of anyone who wished to update their current directory photo.

Bruce mentioned that the Windows 7 SIG would start next month and Richard Durand reminded everyone that the Investment SIG would be held this month.

Bruce asked help for the November reunion meeting. The food was great. There was shredded beef and barbecued pork and many side dishes. After dinner, Marilyn Schrader led everyone in a sing-along of patriotic songs. Following the singing, Leo Hoffer led the game of bingo which everyone enjoyed.

The next meeting will be September 6th at 7:00 p.m.

Bruce Kosbab

Mac SIG—iCloud, Other Backups, MacBooks Discussed

Ray Jamroze, Dale Voit, Peter Lee, Nancy Setlock, and Julia Rice met on a cooler August evening to enjoy their Macs. We had a little trouble getting online, but suddenly everything worked. We share Ray's Internet connection, since he lives in the building.

We started with a video on the 200 new features in Mountain Lion. The most significant new aspect is that Mountain Lion facilitates the working together of the Mac, iPhone and iPod better. Another advantage is that iCloud is built right in. The iCloud connection causes all machines to update at the same time. Sign in to Twitter, etc., and you are into everything.

The new system brings iMessage to the Mac. Even videos can be sent with Mountain Lion. Notifications can be kept up and Facebook can be updated. When you open up, you can pick up where you left off. Dictation is right there. The more you use Dictation, the better it gets as it picks up your voice characteristics. Through Game Center you can play games with others. Mountain Lion just makes Mac more powerful.

Peter wanted to see Reminders. He objects to the fact that the reminders are not sorted by date. They are listed by order of creation. Location-based reminders know where you are and will remind you, for example, of something as you enter a specific room. We looked at Notification Center to see how it worked and what it looked like.

MacBook Pro with Retina Display is the new thing; it has the highest resolution available on notebook screen. Peter, having told us about

it, asked how to transfer all his files when he is ready to buy his new MacBook Pro. What is the best and fastest method to transfer? WiFi, Firewire, Ethernet?

We next looked at Apple TV ($99), which allows you to stream something from the Internet to the TV screen. We saw various programs available. Ray and Peter had praise for the Genius Bar at the Apple Store. They each told a story about good service.

Nancy wanted to download Mountain Lion while we were here. She "read" the terms and agreement and began to download. During the download, she followed the suggestion to empty her trash, an action most of us forget to do on schedule.

We spoke about and expressed awe at Curiosity, the landing on Mars.

Ray introduced Avast! for the Mac. He recommends it over Sophos. Avast! is reliable on the PC. It is free. Then he showed us Mac-TuneUp, a diagnostic tool.

Julia asked about storage. There are many external drives that can be used, but iCloud may be more secure. If the house burns down, the external backup drive can go with it, but nothing can hurt the Cloud.

Ray showed Peter the SIG music disc we received at the last meeting and played some of it. Peter shared his autoharp music. Then we looked up d'Aigle autoharps, like the one Peter plays.

We left with things to do: download Mountain Lion and Avast! for the Mac. Take Sophos off. Next month we may return to Learn! Will it be to learn Lion or Mountain Lion?

Julia Rice

Q & A SIG 2—Responses of Internet Vary, Vex

Since the WAUC Microsoft Excel SIG has now been completed, the Speedway meeting room was open on that SIG's monthly date, July 12th, and an extra Q & A SIG was held. Eleven WAUC members and two guests attended. In contrast to the warm weather outside, the meeting room was almost too cool for us.

There were a lot of computer issues dealt with, and here are some of them. Ed Marquard said he installed new anti-virus software and it generated a pop-up message advising him to defrag his hard drive. And of course, the sale of a special defragging product was offered. Bill Gierach replied that using the defrag function in Windows or using the defrag utility found on the WAUC CD of the month is sufficient.

In Windows, open Accessories/System Tools/Disk Defragger, select the drive or partition, and click Ana-

lyze and then click Defragmenter. It is best to do it in safe mode while offline. Dolores Dettman asked about the Auslogics program from Milwaukee PC. Bill has not been able yet to include the Auslogics product on the CD of the Month but apparently it has several utility functions including defragging. For more information on

Auslogics, check out their website at http://www.auslogics.com/. Ed also asked about allowing cookies. In Firefox, the allowing of cookies is set at Tools/Options/Privacy. If one does a lot of online shopping, it helps to allow cookies.

Dolores had several other questions. First, can files from a computer with Windows XP be transferred to a 64-bit computer with Windows 7? Yes, data files can be simply copied over, but any programs have to be reinstalled.

Next, why don't YouTube videos load faster after one has added more RAM to the computer? Loading anything from the Internet, including YouTube videos depends on the speed of the Internet connection and also how much traffic is on the Internet at the time. At certain times of the day, there are many, many more users on simultaneously. Richard Durand recommended letting the video load at its own speed and then clicking to replay it again. After it has finished loading, sometimes it will play faster and smoother.

And finally, how did the inbox of Dolores's Outlook Express email program become completely empty even though nothing was deleted? Tom Livermore explained that a setting might have accidentally been made that hides or deletes or archives emails. In Outlook Express, go to Options/Preferences. Bill wanted to show this on the screen but unfortunately, Outlook Express is not on the club laptop.

Tom Livermore brought up that the FBI protection of the DNS virus had expired this past Monday. We discussed what it was and Tom said he had not heard or read of anyone losing their Internet service as was feared.

Terry Harvey told about accepting an offer to participate in a class action law suit against Google. Terry just recently received a settlement check

for this, so it turned out to be worth the effort. It had something to do with a service Google has called iGoogle, which Terry used. Apparently, iGoogle will soon no longer be available and no one knows what will replace it. Bill showed how to set up iGoogle by clicking on an iGoogle link at the Google homepage and making selections. There is a help button on the lower right of the screen. iGoogle allows one to set up one's own homepage with news, weather, and other features.

Ted Torkelsen asked about installing a solid state hard drive. Bill recommended using a solid state drive for the operating system and another normal hard drive for everything else. Solid state drives are fast but expensive and of smaller capacities. Milwaukee PC can carry out the work. Bill found their phone number on the Internet: 414-427-6395.

Another place to find out more information about this is the technical website, Tom's Hardware, at www.tomshardware.com/. Bill opened up this website and showed some examples of the articles that can be found there about personal computer equipment.

One of our guests had a very good question and asked what Windows 7 has to offer that is not available in Windows XP. In general, Windows 7 is more secure and has updated accessory programs. It also has desktop functions called "Gadgets," though Tom said they have vulnerabilities and should be removed. The critical difference is that one has to have Windows 7 in order to run Internet Explorer 9. Just about everything else will still run on Windows XP.

As you can see, once again, a lot of ground was covered at the WAUC Q & A SIG, an event like no other to learn about computers.

Richard Durand

Q & A SIG—Ways to Define Google Searches, More

The regular WAUC Q & A SIG for July 2012 took place on July 19th and eight WAUC members were present. The meeting room at Speedway was comfortable but the machines automatically came on periodically and raised the noise level. We're used to that. Our usual host, Bill Gierach, was out of town at a robotics event and so Tom Livermore set up and ran the equipment.

The first question was from Richard Durand who asked if it's all right to surf the Internet while also updating and scanning security programs such as for anti-virus and anti-spyware protection. Absolutely.

That's something computers can handle, though there are some things, such as installing programs, which should be done without anything else running. Ed Marquard said that he has installed the Google Chrome browser and now he constantly gets pop-up messages about disabling browser add-ons. Tom explained that by the reply that can be selected: "Don't Disable," there is a little triangle that when clicked, opens up a drop down menu on which one can select "Don't ask again." Selecting this should stop the pop-up messages.

Dolores Dettman had a couple questions. First, where does one go to change one's Yahoo password? Sign in to Yahoo and go to Yahoo Mail. Then at the top of the page right by

one's name is a little drop down arrow to be clicked and the choice on the resulting menu to be selected is "Account Info." This brings up a page where the password can be changed, a sign-in seal can be created, and a lot other useful things can be done. If you use Yahoo Mail, check it out.

Dolores also asked how one can do searches in Google more specifically and not get too many results to look through. Tom demonstrated by doing a Google search on his own name, Tom Livermore, and getting three million results. Then he did it again with quotation marks before and after his name and got only 19,000 results. And then he added a plus sign, "+", and the word"Milwaukee," and got only 500 results. These are little things that can be done in Google that can make a big difference.

Ted Torkelsen saves web pages he likes as files on an external hard drive but he is not able to open them later. He saves the files with the file extension, ".xps." Tom asked a series of questions to get to the bottom of the situation, but ultimately had to see for himself just what Ted was describing. Fortunately, Ted had brought his laptop and external hard drive, and Tom was able to look at it first hand. The SIG came to a halt and the rest of the members waited as Tom got to work. Sometimes you have to do what it takes.

It took a while, but Tom was successful in finding a way to open up Ted's files. It involved setting up a file association for ".xps"files to open with Internet Explorer because Firefox could not handle this extension. Tom also fixed the picture file association and the default Internet browser.

Terry Harvey uses the Thunderbird program for email and the latest update for it changes the organization of messages to be by "threads,"that is, messages organized by related subject lines. Is there a way to make Thunderbird revert back to its former method of organization?

Tom entered a question about this into Google and found an answer among the results. On the Thunderbird screen, there is an upside down icon known as a devian, and if this is clicked on, the organization of messages will be changed. There you have it.

Just before we had to pack up for the evening, Terry informed us all that the Federal Trade Commission is investigating spam messages and is requesting users to forward their received spam to them. The email address to use can be found at their website, www.ftc.gov/.

And that was it for the WAUC Q & A SIG of July 19th, 2012.

Richard Durand

Investment Tracking SIG—Founder Adds Value

On July 25th, 2012, a special session of the WAUC Investment SIG was held at the invitation of the founder of the SIG, Mr. Bruce Schneider, at the community room of his residence, Villas at the Station, 8935 Woodcreek Drive in Oak Creek, the same location as the

WAUC Mac SIG. Present were WAUC members Richard Durand, Don Gardner, Ed Marquard, and Dale Voit, in addition to our host, Bruce Schneider and two other guests.

Unlike our usual meeting room at the Speedway Station, there was no screen present, but Richard had brought a home movie screen he had obtained from Bruce several

years ago, and with our other equipment, a laptop and a projector, we had everything we needed.

For this session, we watched another video describing the functions of the online investment service, VectorVest. Anyone who has done any surfing of the Internet has probably seen the ubiquitous presence of VectorVest with its ads for free stock

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evaluations. Clicking on them will take the user to the VectorVest website at www.vectorvest.com for more information.

This video dealt with how to use investment strategies in the VectorVest system. As described in previous Investment SIG minutes, VectorVest assigns numerical values to stocks in terms of their timeliness, safety, and quality, etc. The strategies offer selections of stocks based on different combinations of these assigned numerical stock values and tell the user when to buy or sell the individual stocks in the portfolio.

The VectorVest program executing the strategy will also replace stocks that are sold with new stocks that meet the given qualifying criteria. Once set up, the user checks the portfolio periodically and passes along its instructions to the broker.

VectorVest is constantly developing new strategies and announcing their availability to its subscribers. To help the subscribers in deciding which to try, the strategies are organized into one of the following four risk tolerance groups: Prudent, Conservative, Aggressive, and Speculative. A very nice feature is that the user can select a strategy and then run what is known as a "backtest" between selected previous dates for which there is investment data, to see how effective the strategy is. The backtests generate reports that show lots of relevant totals, especially of profits and losses. Of course the backtests demonstrated in the video were all very impressive.

One noteworthy feature of the VectorVest strategy system is that it offers strategies for Bear Markets which involve the short selling of stocks. Short selling can be very, very effective but also is more risky, so having a system like VectorVest to assist in this can be well worth it. We had to pause the playing of the video during its demonstration of short selling to review the concept of short selling for the members and guests present.

Playing the video took most of our available time and for what little that remained of the SIG, Bruce showed us a website he had just composed. He had not yet uploaded it to the web; it still needed a little more finishing, but he had the file on a flash drive which he opened in Firefox. Of the many, many unique and useful features of this website file, the most interesting from an investing point of view, was the inclusion of some information from Bank of America which allows an account holder to make thirty free trades a month as long as the account value does not go below a certain value.

We would have liked to find out more but it was time to pack up the equipment. It will have to wait until the next SIG and this will be sooner than expected. Bruce informed us that this meeting room had also been reserved for us to use in August if we were interested. In a quick go around of all the members, no one objected, and so it was agreed that the WAUC Investment SIG will return to Oak Creek on the evening of August 22nd, 2012, the fourth Wednesday of August. And that was it for the WAUC Investment SIG of July, 2012. Until next time, consider these words of investment advice from Guy Clark, a Texas songwriter, "There ain't no chance if you don't take it."

Richard Durand

Spam and Spyware—It Takes Two: Send, Receive

(It Takes Two: Senders and Receivers
By John Roy, President, The PC Users Group of CT
May 2012 issue, The Program
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As a recipient, everyone must be cautious before opening any email including those from family or friends. Fortunately, most ISPs do a fairly good job of stripping out obvious spam/malware email so it never reaches your inbox. You may even have a second filter to further reduce what arrives in your real mailbox but it is impossible to eliminate all spam/malware. Therefore, the final filter is a manual decision by you not to open a potential Spam/malware email.

Common sense about opening any questionable email has been published numerous times and need not be repeated here. Those of you that heed this generic advice will minimize your chances of becoming infected. The people that can't resist knowing what lies behind the questionable email will continually be infected. The bottom line is if it doesn't look right delete it. If you really think your friend sent something important, just respond requesting a follow up without opening the pending email.

Are you or your email address being flagged as the sender of this spam/malware? If you are being accused of sending spam/malware one or more of these things have happened.

> Your computer is infected and is sending this email without your knowledge.
> A friend of yours with your email address has a compromised computer that is sending the spam/malware using your email address.
> One or more of your email address passwords has been cracked and consequently compromised by a criminal.

Of course there could also be random spoofing of common email addresses. Some other clues that you may notice is getting replies or bounce messages to email you never sent.

So what can be done? When I receive a potential email threat from someone I know I first disable any active hyperlink and respond to the sender letting them know that spam/malware is being received from their email address. I recommend the person take preventative action by first running several malware tools such as Malwarebytes on their personal computer.

They can also change their ISP password in case that has been compromised. If the spam/malware source is someone else's computer or just random spoofing there really isn't much more that can be done but hope it eventually stops.

MS Excel SIG—Advanced Filtering Closes Course

This is Part 2 of the Microsoft (MS) Excel 2007 SIG on Thursday May 10, 2012.

Chapter 25 - Filtering Data (Continued)

Example 1 - Widget Sales Data					
Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
Banerian, Bob	Indiannapolis	$ 2,792.00	$ 1,833.00	$ 953.00	$ 29,925.00
Bonack, Chuck	Detroit	$ 4,258.00	$ 3,511.00	$ 2,107.00	$ 9,876.00
Gardner, Don	Milwaukee	$ 5,714.00	$ 4,953.00	$ 3,804.00	$ 14,471.00
Durand, Richard	Chicago	$ 5,706.00	$ 4,923.00	$ 3,285.00	$ 13,914.00
Gierach, Bill	Chicago	$ 5,835.00	$ 4,814.00	$ 3,916.00	$ 14,565.00
Hahn, Jim	Minneapolis	$ 1,570.00	$ 1,200.00	$ 150.00	$ 2,920.00
Harvey, Terry	Milwaukee	$ 5,014.00	$ 4,716.00	$ 3,681.00	$ 13,411.00
Heinzel, Conrad	Detroit	$ 3,405.00	$ 2,858.00	$ 1,706.00	$ 7,969.00
Hermann, Tom	Detroit	$ 5,816.00	$ 4,617.00	$ 3,935.00	$ 14,368.00
Hoffer, Leo	Chicago	$ 1,870.00	$ 900.00	$ 200.00	$ 2,970.00
Jamroze, Ray	St. Louis	$ 5,639.00	$ 4,952.00	$ 3,590.00	$ 14,181.00
Kosbab, Bruce	Cincinnatti	$ 5,617.00	$ 4,915.00	$ 3,717.00	$ 14,249.00
Lee, Peter	Minneapolis	$ 3,692.00	$ 2,819.00	$ 1,788.00	$ 8,299.00
Levine, Len	Milwaukee	$ 6,245.00	$ 5,703.00	$ 4,279.00	$ 16,227.00
Livermore, Tom	Cincinnatti	$ 5,267.00	$ 4,840.00	$ 3,016.00	$ 13,123.00
Nielson, Rex	Indiannapolis	$ 5,108.00	$ 4,613.00	$ 3,107.00	$ 12,828.00
Nye, Pat	Indiannapolis	$ 3,813.00	$ 2,837.00	$ 1,709.00	$ 8,359.00
Roman, Linda	Madison	$ 3,889.00	$ 2,406.00	$ 1,933.00	$ 8,228.00
Schrader, Marilyn	Madison	$ 2,137.00	$ 1,804.00	$ 803.00	$ 4,744.00
Sebern, Jim	Madison	$ 4,250.00	$ 3,603.00	$ 2,269.00	$ 10,122.00
Splinter, Ginny	St. Louis	$ 600.00	$ 300.00	$ 25.00	$ 925.00
Torkelson, Ted	Minneapolis	$ 5,104.00	$ 4,299.00	$ 3,738.00	$ 13,141.00
Toro, Ron	Cincinnatti	$ 3,011.00	$ 2,257.00	$ 1,507.00	$ 6,775.00

Creating Advanced Filters

You need advanced filters if you require multiple ANDs and/or ORs. You also need to create a Criteria Range within your workbook. A Criteria Range is a duplicate of your table header row, but physically separate from the rest of the table. Below this row is a blank row for the entering of your criteria filter. It is suggested you put your Criteria Range in a separate worksheet within your workbook and name it Criteria Sheet.

Then select any cell in your Excel Data Table and Data tab; in the Sort And Filter group, select Advanced. In the Advanced Filter Dialog Box, place your mouse inside the Criteria Range box. Then select your desired Criteria Sheet (worksheet) in your workbook; select your rows in this worksheet; then return to the Advanced Filter Dialog Box and select OK. You will notice a funnel symbol in any filtered column.

Clearing Advanced Filters

To remove a filter, select any cell in your filtered Excel Data Table, and the Data tab; in the Sort And Filter group, select Clear. Then the filter will be removed and all data records will be again displayed. You may repeat this process after each filtered result.

Applying Multiple Criteria (Criteria Sheet)

To create a multiple filter using AND or OR, you have to create a Criteria Sheet (worksheet). In your Excel Data Table, copy your table header row into a new Criteria Sheet (worksheet).

AND Criteria Sheet - In your Criteria Sheet and below the header row, enter you filter choices in the ***same*** row.

OR Criteria Sheet - In your Criteria Sheet and below the header row, enter each filter choice in a ***different*** row.

Then follow the above procedures to create advanced filters, but use your AND or OR Criteria Sheet.

Copying Filtered Results To New Location

You can copy the applied filtered results to a new location. After selecting a cell in your Excel Data Table, select Data tab. In the Sort And Filter group, select Advanced Filter. In the Advanced Filter Dialog Box, for Action choice, select "Copy to another location". Place your mouse in the Copy To box. Then select a cell in the upper left corner of the range where you want to have the filtered result copied. The location must be in the ***active*** worksheet being used. Then continue filtering with your Criteria Sheets.

Using Database Functions

Next we covered using Criteria Sheets for Excel Database functions. Our SIG attendees worked very hard on these very specialized and advanced database functions. For the database functions you would have "D" in front of the typical function. For example, DSUM would be used instead of SUM. We worked on creating a Criteria Sheet Database with total January widget sales for first Chicago, then Cleveland, and finally Cincinnati and placed them in our first Criteria Sheet.

Examples of Filtering Data

Example 1 - Widget Sales Data
This is our fictional Widget Sales Data for January, February, March and Quarter 1. Note: Due to limited screen size using Print Screen key to convert an Excel file to JPG, some of the data at the bottom is cut off. See *Example 1 - Widget Sales Data.*

Example 2 - Create Table
To create an Excel Data Table, in your Excel data file, select the data (include header row but exclude total row), Insert tab, Tables, Table, and OK. Note: An Excel Data Table has default blue and white horizontal stripes. See *Example 2 - Widget*

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Sales Data TABLE.

Example 3 - Top 5 Widget Salespersons (Gold Star)
Using *Example 2 - Widget Sales Data TABLE,* we want to select the top 5 widget salespersons for January sales. In the Jan. Sales drop-down menu, select Number Filters and Top 10. In the Top 10 AutoFilter Dialog Box, select Top, 5, and Items. After getting the result, we want to see the salespersons' January sales sorted from highest sales to lower. In the Jan. Sales drop-down menu, select Sort Largest To Smallest. Because these are the top or "Gold Star" widget salespersons, select the data and choose a color fill of gold. See *Example 3 - Widget Sales TABLE, Top 5, Descending Sort.*

Example 4 - Bottom 5 Widget Salespersons (Pink Slip)
Using *Example 2 - Widget Sales Data TABLE*, we want to select the bottom 5 widget salespersons for January Sales. In the Jan. Sales drop-down menu, select Number Filters and Top 10. In the Top 10 AutoFilter Dialog Box, select Bottom, 5, and Items. After getting the result, we want to see the salespersons' January sales sorted from lowest to higher. In the Jan. Sales drop-down menu, select Sort Smallest To Largest. Because these are the bottom or "Pink Slip" widget salespersons, select the data and choose a color fill of pink. See *Example 4 - Widget Sales TABLE, Bottom 5, Ascending Sort.*

Example 5 - Widget Salespersons H-names
Using *Example 2 - Widget Sales Data TABLE*, we want to select salespersons whose (last) name begins with the letter H. After selecting the Salesperson drop-down menu, select Text Filters, and Custom Filter. In the Custom AutoFilter Dialog Box, select the comparison operator drop-down menu of "equals", enter H* in the value box, and select OK. See *Example 5 - Widget Salespersons H-names.*

Example 5A - Widget Salespersons H-names,JanGT5000
Using *Example 5 - Widget Salesper-sons H-names* Data Table, we want to filter it for only salespersons with January sales greater than $5000. After selecting the Jan. Sales drop-down menu, select Number Filters and Custom Filter. In the Custom AutoFilter Dialog Box, select the comparison operator drop-down menu of "is greater than", enter 5000 in the number box, and select OK.

Example 5B - Widget Salespersons H-names,JanGT5000,Mil
Using *Example 5A - Widget Salespersons H-names JanGT5000* Data Table, we want to also filter for salespersons only in Milwaukee. In the City drop-down menu, UNcheck Select All (default); select Milwaukee and OK.

Example 6 - Widget Salespersons Using Criteria Sheets
We used *Example 2 - Widget Sales Data TABLE* and created 3 Criteria Sheets (worksheets).

Example 6A - Criteria Sheet Milwaukee
For the first Criteria Sheet, we want a filter for only Milwaukee. Copy the header row of *Example 2 - Widget Sales Data TABLE* into the first row of a new worksheet. In the second row, and in the City column, enter Milwaukee.

Example 6A - RESULT Using Criteria Sheet Milwaukee
We wanted to filter our Excel Data Table for only Milwaukee. In *Example 2 - Widget Sales Data TABLE*, select any data cell, and Data tab; in the Sort And Filter group, select Advanced. In the Advanced Filter Dialog Box, use the Action default of "Filter the list, in place". Move your mouse into the Criteria Range box. Then select your Criteria Sheet Milwaukee (second worksheet) and select its first two rows. Excel will automatically pick up this location and insert it into the Criteria Range box. Then select OK. You will get the filtered result in place of the Excel Data Table. See *Example 6A - RESULT Using Criteria Sheet Milwaukee.*

Restoring Your Data Table
After getting your filtered result in-place, you wish to restore your Excel Data Table. In the Data tab and Sort And Filter group, select Clear. This will remove the filtered data result. You can repeat this step after filtering with each Criteria Sheet.

Example 6B - Criteria sheet Milwaukee AND
For the second Criteria Sheet, we want a filter for only Milwaukee AND Jan. Sales greater than $5500. Copy the header row of *Example 2 - Widget Sales Data TABLE* into the first row of a new worksheet. In the second row, enter Milwaukee into the City column and >5500 into the Jan. Sales column. Because we want an AND selection, these two filtering items are in the *same* row.

Example 6B - RESULT Using Criteria Sheet Milwaukee AND
We want to filter our Excel Data Table for only Milwaukee and Jan. Sales greater than $5500. In *Example 2 - Widget Sales Data TABLE*, select any data cell, and Data tab; in the Sort And Filter group, select Advanced. In the Advanced Filter Dialog Box, use the Action default of "Filter the list, in place". Move your mouse into the Criteria Range box. Then select your Criteria Sheet Milwaukee AND, and select its first two rows. Excel will automatically pick up this location and insert it into the Criteria Range box. Then select OK. You will get the filtered result in place of the Excel Data Table.

Example 6C - Criteria Sheet Milwaukee OR
For the third Criteria Sheet, we want a filter for only Milwaukee OR Jan. Sales greater than $5500. Copy the header row of *Example 2 - Widget Sales Data TABLE* into the first row of a new worksheet. In the second row, enter Milwaukee in the City column. In the third row, enter >5500 in the Jan. Sales column. Because we want an OR selection, these 2 filtering items are in *different* rows.

Example 6C - RESULT Using Criteria Sheet Milwaukee OR
We want to filter our Excel Data Table for only Milwaukee OR Jan. Sales greater than $5500. In *Exam-*

(Continued from page 8)

ple 2 - Widget Sales Data TABLE, select any data cell, and Data tab; in the Sort And Filter group, select Advanced. In the Advanced Filter Dialog Box, use the Action default of "Filter the list, in place". Move your mouse into the Criteria Range box. Then select your Criteria Sheet Milwaukee OR, and select its first three rows. Excel will automatically pick up this location and set it into the Criteria Range box. Then select OK. You will get the filtered result in place of the Excel Data Table.

Example 6D - Copy 3 Criteria Sheets To First Worksheet

If you want to use the *Example 2 - Widget Sales Data TABLE* with the above 3 Criteria Sheets but have the filtered results copied to the bottom of the *Example 2 - Widget Sales Data TABLE*, select a data cell in it and Data tab. In the Sort And Filter group, select Advanced. In the Advanced Filter Dialog Box, for the Action option, now select "Copy to another location". Repeat the above process for selecting the Criteria Range. For the copy location in the new Copy To box, place the mouse in a cell located in the upper left corner of the bottom of *Example 2 - Widget Sales Data TABLE* in your first worksheet. Then select OK. You can repeat this for each Criteria Sheet. Optionally, you can add a filter title above each filtered result.

Ginny Splinter

Example 2 - Widget Sales Data TABLE

Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
Banerian, Bob	Indiannapolis	$ 2,792.00	$ 1,833.00	$ 953.00	$ 29,925.00
Bonack, Chuck	Detroit	$ 4,258.00	$ 3,511.00	$ 2,107.00	$ 9,876.00
Gardner, Don	Milwaukee	$ 5,714.00	$ 4,953.00	$ 3,804.00	$ 14,471.00
Durand, Richard	Chicago	$ 5,706.00	$ 4,923.00	$ 3,285.00	$ 13,914.00
Gierach, Bill	Chicago	$ 5,835.00	$ 4,814.00	$ 3,916.00	$ 14,565.00
Hahn, Jim	Minneapolis	$ 1,570.00	$ 1,200.00	$ 150.00	$ 2,920.00
Harvey, Terry	Milwaukee	$ 5,014.00	$ 4,716.00	$ 3,681.00	$ 13,411.00
Heinzel, Conrad	Detroit	$ 3,405.00	$ 2,858.00	$ 1,706.00	$ 7,969.00
Hermann, Tom	Detroit	$ 5,816.00	$ 4,617.00	$ 3,935.00	$ 14,368.00
Hoffer, Leo	Chicago	$ 1,870.00	$ 900.00	$ 200.00	$ 2,970.00
Jamroze, Ray	St. Louis	$ 5,639.00	$ 4,952.00	$ 3,590.00	$ 14,181.00
Kosbab, Bruce	Cincinnatti	$ 5,617.00	$ 4,915.00	$ 3,717.00	$ 14,249.00
Lee, Peter	Minneapolis	$ 3,692.00	$ 2,819.00	$ 1,788.00	$ 8,299.00
Levine, Len	Milwaukee	$ 6,245.00	$ 5,703.00	$ 4,279.00	$ 16,227.00
Livermore, Tom	Cincinnatti	$ 5,267.00	$ 4,840.00	$ 3,016.00	$ 13,123.00
Nielson, Rex	Indiannapolis	$ 5,108.00	$ 4,613.00	$ 3,107.00	$ 12,828.00
Nye, Pat	Indiannapolis	$ 3,813.00	$ 2,837.00	$ 1,709.00	$ 8,359.00
Roman, Linda	Madison	$ 3,889.00	$ 2,406.00	$ 1,933.00	$ 8,228.00
Schrader, Marilyn	Madison	$ 2,137.00	$ 1,804.00	$ 803.00	$ 4,744.00
Sebern, Jim	Madison	$ 4,250.00	$ 3,603.00	$ 2,269.00	$ 10,122.00
Splinter, Ginny	St. Louis	$ 600.00	$ 300.00	$ 25.00	$ 925.00
Torkelson, Ted	Minneapolis	$ 5,104.00	$ 4,299.00	$ 3,738.00	$ 13,141.00
Toro, Ron	Cincinnatti	$ 3,011.00	$ 2,257.00	$ 1,507.00	$ 6,775.00

Example 3 - Widget Sales TABLE TOP 5, DescendgSort

Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
Levine, Len	Milwaukee	$ 6,245.00	$ 5,703.00	$ 4,279.00	$ 16,227.00
Gierach, Bill	Chicago	$ 5,835.00	$ 4,814.00	$ 3,916.00	$ 14,565.00
Hermann, Tom	Detroit	$ 5,816.00	$ 4,617.00	$ 3,935.00	$ 14,368.00
Gardner, Don	Milwaukee	$ 5,714.00	$ 4,953.00	$ 3,804.00	$ 14,471.00
Durand, Richard	Chicago	$ 5,706.00	$ 4,923.00	$ 3,285.00	$ 13,914.00

Example 4 - Widget Sales TABLE, BOT 5, Ascendg Sort

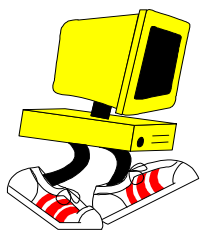| Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
Splinter, Ginny	St. Louis	$ 600.00	$ 300.00	$ 25.00	$ 925.00
Hahn, Jim	Minneapolis	$ 1,570.00	$ 1,200.00	$ 150.00	$ 2,920.00
Ziolkowski, Bob	Cleveland	$ 1,793.00	$ 1,104.00	$ 940.00	$ 3,837.00
Hoffer, Leo	Chicago	$ 1,870.00	$ 900.00	$ 200.00	$ 2,970.00
Schrader, Marilyn	Madison	$ 2,137.00	$ 1,804.00	$ 803.00	$ 4,744.00

Example 5 - Widget Salespersons H-names

Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
Hahn, Jim	Minneapolis	$ 1,570.00	$ 1,200.00	$ 150.00	$ 2,920.00
Harvey, Terry	Milwaukee	$ 5,014.00	$ 4,716.00	$ 3,681.00	$ 13,411.00
Heinzel, Conrad	Detroit	$ 3,405.00	$ 2,858.00	$ 1,706.00	$ 7,969.00
Hermann, Tom	Detroit	$ 5,816.00	$ 4,617.00	$ 3,935.00	$ 14,368.00
Hoffer, Leo	Chicago	$ 1,870.00	$ 900.00	$ 200.00	$ 2,970.00

Example 6A - RESULT Using Criteria Sheet Milwaukee

Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
Gardner, Don	Milwaukee	$ 5,714.00	$ 4,953.00	$ 3,804.00	$ 14,471.00
Harvey, Terry	Milwaukee	$ 5,014.00	$ 4,716.00	$ 3,681.00	$ 13,411.00
Levine, Len	Milwaukee	$ 6,245.00	$ 5,703.00	$ 4,279.00	$ 16,227.00

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