



WAUCtalk

Wisconsin All-computer Users Club
<http://www.wauc.info>

Volume 29, Number 10

October 2012

**General Meeting, 7 p.m.
 Thursday, October 4, 2012**

Enrich your WAUC experience. Take minutes and remember what you learned. And run for the Board to help make the experience what you need and want.



**The Harvest Season Again Brings us
 James Lisowski
 from Milwaukee PC
 "Tablets Change Everything"
 and some notes on Windows 8**

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October at a Glance

<p>4 WAUC General Meeting, 7:00 PM Jackson Park Lutheran Church 4535 W. Oklahoma Ave. Topic—Tablets Change Everything</p> <p>10 WAUC Lunch, 1 PM, Old Country Buffet, 4902 S. 74th RSVP: rgdurand@yahoo.com</p> <p>Mac SIG, 7:00 PM (November) Villa at the Stations, 8935 S. Wood Creek Dr., Oak Creek</p> <p>11 Windows 7 SIG, 7:00 PM Speedway Station, 60th & Layton</p> <p>15 Deadline for submitting articles</p>	<p>for WAUCtalk, please send to: ricejulia@hotmail.com Subject: WAUCtalk</p> <p>18 Q&A SIG, 7:00 PM Speedway Station, 60th & Layton</p> <p>24 Investment Tracking SIG, 7:00 PM Speedway Station, 60th & Layton</p> <p>25 Exec. Bd. Meeting, 7:00 PM Doris Regner's Home</p> <p>Future Presentations:</p> <ul style="list-style-type: none"> • November— Reunion of past members • December—Holiday party
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President's Message—Election Rolls Around Again



If you were unable to attend the last General meeting, you missed a great one.

Our presenter was Lance Allen, sports-caster from WTMJ

Channel 4. He was a very personable speaker and a very friendly person to talk to.

Next month we will again have an-

other local celebrity. James Lisowski from Milwaukee PC and host of the computer show heard every Saturday morning on WISN radio, has once again agreed to be the presenter at our General meeting. Don't miss it.

Once again I put out a request for a nominating committee. I received no takers. Just remember, this is your club and we need you to keep it going. Has the club outlived its use? Personally I see it as a computer

club and a social club.

We enjoy getting together to enjoy the presentations and socializing, however it is an effort for a few people to do most of the work. Will we get a nominating committee? Will the current officers continue to run? If not then what? Just a few words from a concerned member.

*Bruce Kosbab
President*

Board Meeting—Finances, Futures, Fliers on Agenda

Your WAUC Board met as scheduled on August 30th and all members of the Board, President Bruce Kosbab, Vice President Doris Regner, Treasurer Tom Hermann, Member at

Large Bill Gierach, and Board Meeting Secretary Richard Durand, were present. Tom estimates that the balance of the club treasury is still around \$2,300.00 and he will have the final exact amount ready at the September General Meeting in one week. We spent some time discussing the annual WAUC picnic that was just held at the August General Meeting. We all agreed it went well though we noticed that attendance has declined from previous years. One factor in this decline may be the severe heat we are having this summer.

an ad for Milwaukee PC, a valued WAUC resource and the provider of space for the WAUC website. Office Depot and Office Max will not display literature with ads for a competitor, so Doris is getting some new WAUC brochures without the ad for Milwaukee PC. Bruce talked about several issues and the rest of the Board agreed these items should be included in the WAUC email bulletin and announced at the next General Meeting.

Elections of WAUC Officers are coming up and members are needed to step up for the Election committee.

Detailed information of several ham radio fests, which include the sale of computer equipment, will be publicized. And, a new electronics store with computer items, HH Gregg, has just opened at the old Circuit City location on 76th Street.

As always, a big subject of discussion is about future presentations at the monthly General Meetings. It has been agreed on and planned for some time that for the November General Meeting, WAUC will have a reunion, inviting former members to join us to reminisce about WAUC's distinguished history. Bruce said he has emailed about thirty invitations so far and plans to send some more.

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WAUCtalk

WAUCtalk is a monthly publication of the Wisconsin All-computer Users Club. WAUC is a computer club dedicated to promoting and instructing the use of computers to WAUC members. Membership in WAUC is \$25 per year (\$12.50 if applying after June 1). WAUCtalk is emailed to all WAUC members.

Contributions to WAUCtalk are always welcome. Please submit articles and computer artwork before the 15th of the month preceding the issue date, except where otherwise noted. Free advertising is available to WAUC members. We are not responsible for omissions or errors.

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Someone said that we should find out if anyone took pictures at the picnic and have them forwarded to Tom Livermore to post on Boardwauc, the Club's Yahoo Group. Doris quickly took a look at Boardwauc on her computer and found that picnic pictures have already been posted there. We were all able to see Doris's screen from where we were sitting and the pictures looked pretty good.

Bill reported that he is working on a new CD of the Month and also, that he is still working on the color settings of the Club Optum projector, which, it has been noticed, are not quite right.

Bill also mentioned that our Club brochures were rejected by Office Depot and Office Max because they include

General Meeting—Bruce Announces Granddaughter

The meeting was called to order at 7:00 p.m. by President Bruce Kosbab. The attendance was a little lower than usual. The meeting was opened with a welcome to all. There were no guests in attendance.

Tom Hermann gave the treasurer's report and after hearing no objections, it was put on file. Bruce announced that he is now a first time Grandfather of Zara Segó. Bruce asked for input from the picnic last month. No complaints were received.

Bruce mentioned upcoming local computer swap fests. Bruce announced the upcoming presenters and that he has sent out invitations to former members for the WAUC reunion in November.

Bruce mentioned a new electronics store in town, h.h.gregg. SIG reports were given and Ginny Splinter mentioned the new Windows 7 SIG that is about to begin.

The final item of business concerned the upcoming elections. A request for an election committee was put forth to the membership with no response. Members were also asked to consider running for office. It was mentioned that all positions may not be filled.

Following the break Leo Hoffer introduced our guest speaker, Lance Allen. Lance Allen is a sportscaster from WTMJ Channel 4 TV and a neighbor of member Leo Hoffer. Lance put on a fantastic presentation

by explaining the how computers are used in sportscasting and fielding many questions from the audience. Lance told how computers have changed the way broadcasting is done.

Lance has been broadcasting in Milwaukee for 15 years and explained how quick paced the broadcasting industry is. Previously all medium was stored on tapes and now zip drives, computer hard drives or expensive camera cards are used. Lance entertained questions from the audience. It was an evening worth remembering.

Bruce Kosbab

Q & A SIG—USB Handling, Security, Email Queries

The regularly scheduled WAUC Q & A SIG was held on August 16th, 2012, and eight WAUC members were present. And as usual, our meeting room at the Speedway Station was cool but noisy with the demo machines occasionally turning themselves on and running, but we're used to it. There were a variety of topics that came up about such things as security software, email programs, web browsers, and a few more that can't really be categorized.

Richard Durand said he often observes experienced computer users remove USB flash drives without going through the proper removal procedures and asked what the consequences of this really are. It's very simple. One can lose data saved on the flash drive. Tom Livermore said that it's usually safe to pull out USB flash drives if the little read/write light which they often have, is not flashing. And it's safe to just pull them out if the computer is restarting or has been shut down.

Dolores Dettman had installed the Ad-Aware security program from the WAUC CD of the Month and says

that it now has a habit of shutting down and rebooting itself and then generating a window offering the user the latest version. What should be done about this?

The question also led to a number of other security topics that were discussed. First, if Ad Aware is being troublesome, just uninstall it and then try something similar from the CD of the month, such as Spybot or Malwarebytes. Just don't rely on Microsoft Windows Defender which comes with Windows but is next to useless. Lucille Stahl asked what to do when her subscription to Norton Anti-Virus expires. To save money, don't renew. Just install anti-virus programs from the CD of the Month such as Avast or AVG.

To also help with security, Bill Gierach showed how to get to the security settings on the Firefox browser: Starting at the menu bar go to Tools/Options/Security Tab and then select appropriate check-boxes.

Ed Marquard said that he gets spam emails offering all kinds of unnecessary things for sale (Don't we all?)

with links at the bottom next to a message to click to be taken off the mailing list. Bill and Tom emphasized that one should Never click on such links. These links are a trap to let the spammer know that one has a valid email address and spam will multiply. To deal with spam, delete it or send it to the spam folder.

There were some questions about email. Dolores uses Outlook Express and deletes emails from the In-box but they are still there. The solution is that the "Deleted Items" folder has to be emptied periodically. Try right-clicking this folder and selecting the option, "Empty the Folder." Outlook is on the club laptop and Bill found an icon on the toolbar to add and then just click to empty the deleted items folder. It can be found at View/Toolbar/Customize/Commands, and this might also be in Outlook Express.

Ed gets emails from Kohls with links to coupons which he can't print out and use. After exchanging some questions and answers, Ed just

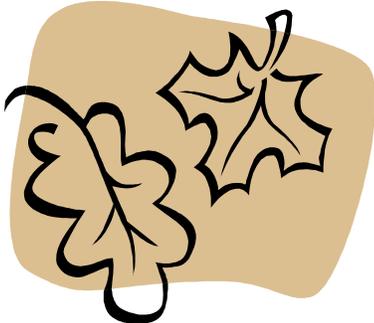
(Continued on page 4)

(Continued from page 3)

logged on to his Yahoo mail account on the club laptop to show us what he meant. It turns out that clicking the coupon links opens up a new tab or window and once the new tab is active, it can easily be printed out by going to File on the menu bar and tracing down to Print.

Ed then asked how many browsers can be installed on one computer? Multiple browsers can be installed and alternately opened as the user pleases. Microsoft Internet Explorer can't be uninstalled because it is part of Windows but it does not have to be used. Some websites can only be viewed in Internet Explorer or work best in Internet Explorer because they were composed in Microsoft Frontpage, their website composing program.

Firefox has add-ons that allow users to open websites as if they were using Internet Explorer. Bill again showed us the Firefox site to find Firefox add-ons. There are so many that they are organized into categories



and the user has to drill into the page. Each one listed has a counter showing how many times it has been downloaded and added to Firefox, and Bill said this is a good indicator

of how useful a particular add-on is. After downloading a Firefox add-on, the computer usually has to be restarted for the add-on to be activated.

Ed said that he keeps getting pop up messages about not being authorized to use Skype, the audio/video program facilitating communication over the Internet, and the program is not even installed on his machine. Bill's best guess is that Skype is really installed but not correctly. He recommends finding Skype and uninstalling it and if it's not being used anyway, don't reinstall it.

Judith Hornburg asked how to make the Google Earth Screen larger so that it can be seen better. There are plus and minus signs over the image on the screen that can be clicked to zoom out and in respectively. To show how this works, Bill opened up Google Earth and set it to show an overhead view of our present location at the Speedway Station on 60th and Layton. Very cool.

Dolores asked if one can use slow motion in Windows Media Player. Bill opened up the program and found that it can be done. There is a little Switch icon on the lower right hand corner of the Windows Media Player. Right click on this icon, select Enhancements and then select Play Speed. It's a wonderful feature but another example of programmers making things obscure to users.

Tom Hermann had a couple questions. First, using the Internet Explorer browser, he said he can no longer get to Yahoo which he had set up as his homepage. How can he get

it back? Bill opened up IE and showed how to do this. First, open up the website which is desired to be the homepage. Then, on the menu bar, go to Tools/Internet Options/



General and select "Current." After this, click "Apply" and "OK." Tom has another problem with IE. The IE icon on desktop works fine but the icon on the list in Start does not work. To fix this, right click on the icon in the Start list and select "Remove from List," or something similar, depending on the Operating System. Bill showed how to do it by opening up XP on the virtual box of the club Windows 7 laptop. While on this topic, Bill pointed out that any icons on the desktop that do not include a little arrow are not shortcuts. If they are deleted, the file might be forever gone, so be careful. To double check this, right click on a desktop icon and check the properties. That was something some of us didn't know.

There were even more computer issues discussed during the SIG, but those were the main ones. Before we adjourned, Bill announced that the next demonstration of robot competition would be on September 1st at the parade in St. Francis.

Board Minutes, Cont'd

(Continued from page 2)

The possibility was discussed of setting up our equipment at the November meeting to have a conversation via Skype, with former WAUC President, James Smith, who is now in California running his own software company. Being able to carry out something like this would truly be a worthwhile accomplishment since James Smith was very important to

the beginning years of WAUC in the eighties and the club can take pride in one of its own going on to have such a successful career in the computer industry.

Looking further ahead, WAUC member Len Levine will be contacted to again give the presentation for the January 2013 General Meeting, which has become something of a

WAUC tradition. And these were the main items discussed by your WAUC Board of Officers at the August 2012 Board Meeting.

Submitted by

*Richard Durand
WAUC Board Meeting Secretary*

Investment Tracking SIG—Stock Screening App



The WAUC Investment SIG does not usually meet during the summer months but the attendees agreed to hold a special meeting of the SIG in July at the community room of the Oak Creek residence of our SIG founder, Mr. Bruce Schneider, and it went so well, that all the attendees agreed to come back for another special session of the SIG in August. This special SIG took place on the regularly scheduled evening of the Investment SIG, the fourth Wednesday of the month, which in this case fell on August 22nd. Besides our host, Bruce Schneider, the attendees consisted of WAUC members Richard Durand, Don Gardner, Ed Marquard, Nancy Setlock, and Dale Voit.

Bruce had something he wanted to show us, so after the equipment was set up and we logged on to the Internet, Bruce took over the keyboard and went straight to one of his favorite investment websites, www.aaii.com. This is the website of the American Association of Individual Investors, also known as AAI, and Bruce has a lifetime subscription to this service. However, this investment site has a lot to offer even to non-subscribers and Bruce took some time to show us the most significant features. There is a box with daily quotes and charts of the major market indexes, a form to sign up for free daily AAI investment emails,

lots of links to articles about investing, and many other features.

The next step was to log in and Bruce entered in his user name and password, as is usual for premium websites. Once logged in, subscribers can access the AAI model portfolios of stocks and mutual funds that are offered.

Bruce didn't spend too much time on this before going to the meat and potatoes of AAI, the stock screeners. A stock screener is a sort of program set up to search public Internet databases for stocks that meet specific criteria. There are a lot of criteria items that can be chosen but some of the basic ones are market capitalization, average daily trading volume, and price/earnings ratio. When the screener is run, it will generate a report identifying a number of stocks that meet the criteria and the investor can execute buy orders to get these stocks in his online account.

AAI offers 75 different stock screeners and each one is set up with its own criteria to meet its own investment objectives. The 75 screeners are listed in terms of time frame, risk level, objective category, and with percentage results to help the subscriber find the one that is most appropriate.

The leading AAI stock screener is something called "Piotroski High F," with a percentage gain of 2500 since 1998. Of course like everything in the market, it has had its up and downs

during this period. Bruce selected this screener as an example to show us the criteria used for success.

Drilling into the screener will also show the current stocks that qualify for the criteria and we took a look at some of them. For this screener, a couple of the leading stocks were REGI, Renewable Energy Group, and SWI, Solarwinds, which is actually a software company. To see a chart of any stock, one has to go to another investing website but one can have another tab set up in the browser for just this purpose. Bruce showed us some more stock screeners and we spent the evening looking at them, looking up stock charts, and discussing the markets in general, as we always do. As a SIG, we had investigated AAI several years ago and we were impressed, so it was nice to visit their site again to refresh our memories and to see what is new.

For the September WAUC Investment SIG we will be returning to our usual location at the meeting room of the Speedway Station at 60th and Layton in Greenfield on September 26th. Until then, consider these words of advice about life and also investing, from none other than the famous Will Rogers: "Even if you're on the right track, you'll get run over if you just sit there."

Richard Durand

How to Print WAUC Directory: Instruction

I worked on printing the directory and it looks like Nitro PDF is no longer free so if you need a PDF reader you will have to download Sparks PDF reader, do a Google search for PDF readers, and click on the 1st or 2nd one in the list.

After you have the PDF reader, download the directory to your hard drive and open with the

reader. Then print the pages by choosing the current page option on your print menu, start with number one, put paper back in to be printed on the back side, being sure to put it in the way it comes out so one side is not upside down. Print in numerical order don't skip any pages.

Be sure to turn the paper over for the second page. When finished

you should have double sided pages and the complete directory.

Doris Regner

Editor's Note: This newsletter is produced with Primo PDF, another free PDF printer.

Q & A SIG2—Bookmarks, Favorites, Saving, Zipping

As announced, WAUC held a Q & A SIG on August 9th, 2012. This is normally the monthly scheduled date of the Microsoft SIG but since this SIG is not meeting again until September, and since the Speedway meeting room is still reserved for WAUC, it was decided to hold an additional Q & A SIG. Eight WAUC members attended and a good number of computer personal use questions were dealt with.

Dick Reinhard, when using a feature offered by Google, called Google Desktop, gets a message that there is not enough disk space. Bill Gierach recommended uninstalling it and then reinstalling it. He looked on the Internet to check how best to do this and the instructions he found were to just use the Add/Remove Programs function in Windows Control Panel. Dick is using Windows Vista and we know that this function is called something else in Vista but we can't remember what. But that's what to do.

There was a question about email contact lists with names no longer visible. Bill explained that the names are still present but when names and addresses are organized into lists, one can open up the lists and scroll to select the names, or just select the whole list to select everyone in it. We saw what Bill meant when he demonstrated this in his own Yahoo mail account.

Ted Torkelsen asked what the difference is between "Bookmarks" and "Favorites." They are basically the same but Favorites are used in the Microsoft Internet Explorer browser and Bookmarks are used in the Mozilla Firefox browser. This type of data can be transferred to an alternate browser by creating an Export file in the original browser and then opening the other browser and importing the newly created Export file. However the browsers will not remain updated or what is known as "synced." To keep the data updated in both browsers, the export/import operation has to be repeated periodically.

cally.

Richard Durand asked how to create a bookmark in the Google browser, Chrome. Chrome, uses the same term, "bookmark," that Firefox uses. Bill does not have Chrome installed on the club laptop, so he quickly found it on the Internet and downloaded it. Downloading and installing took a little time, but once accomplished it was found that to create a bookmark, all one has to do is click on the little star that appears on the right end of the address box. It was another one of those things that is very simple but not obvious to users conditioned to previous browsers.

Ted asked for help with a couple other situations. His optical disk drive is not working. Bill advised going to Device Manager in Control Panel, check properties, and make sure that the drive is enabled and that Auto-play is enabled.

Ted also said that the Adobe Flash video player on his computer keeps crashing. No one else had that problem. But the one thing that can be done is to keep making sure that all Flash updates are installed.

Richard Durand had a related question about what to do when getting messages about Active X when trying to open web pages. If in Firefox, try right-clicking on the tab and select "Open as IE" (Internet Explorer), and Active X should run.

Richard also asked about how to save web pages as files. Bill recommended trying Firefox add-ons such as "Screen Elite Capture," or "Evernote Web Capture." That led to mention of another useful Firefox add-on called "Universal Print." According to Bill, this Firefox add-on is for printing web pages and lets one zoom in and out of the web page, shows how many pages will be printed, and can eliminate headings and endings.

Marcia Zientek asked if computer-

related devices such as media players and E book readers/tablets can save apps to an SD card, those little programs on these devices. Richard mentioned there is an app called "myapplist" which will maintain a list of the apps one has installed and can be used to export apps to an SD card.

And there was a question about how to zip or unzip a file. Bill explained that one has to have a program for this installed, such as "Pzip," which has been on the WAUC CD of the Month. Once this is installed, find the desired file in its directory and right click on it and then the resultant menu should offer an option to zip or unzip this file with the program. Bill has Pzip installed on the club laptop and demonstrated how it looked. Simple, once you have it and know how to use it.

Before packing up, Bill showed us a video of one of the recent robot competitions he was involved in. If you haven't seen robot competitions before, they are just amazing. Check them out if you get a chance. And those were some of the computer issues dealt with at the WAUC Q & A SIG of August 9th, 2012.

Submitted by

Richard Durand

Ginny Splinter read the following in the Q&A minutes in a previous issue.

Jackie Tammsett asked about how to open attachments of Microsoft Word files with the file extension, ".docx." Jackie doesn't have the latest version of MS Office that can handle this extension and doesn't want to make a big investment in the latest version just for this purpose. One can reply to the sender to re-send the attachment saved in another openable format.

Ginny sends in the following answer to the question:

MS Compatibility Pack for Word, Excel, and PowerPoint Formats

Install this compatibility pack if you would like to open, edit, and save documents, workbooks, and presentations that were created in the newer versions of Word, Excel, and PowerPoint.

Go to the following link to download this program <http://www.microsoft.com/en-us/download/details.aspx?id=3>.

Mac SIG—Brewers 8, Braves 2: We Know It All

The meeting of the Mac SIG Sept. 12 coincided with the annual Apple announcement of new developments. Present at the meeting were Ray Jamroze, Nancy Setlock, Peter Lee, Dale Voit, and Julia Rice. Over in Miller Park, the Brewers were playing the Braves.

Peter brought in the problem of the new plug that Apple has on its newest iPhone, which will demand an adapter for every other older Mac product.

We studied the MacBook Pro sale sites to assist Peter in his purchase of a new laptop.

Peter has signed up for a singing class at UWM so he will be able to use student rates, secondarily to improve his singing. We looked into costs for students. A15-inch MacBook Pro with Retina Display has no SuperDrive: so he would need an external one. In that, it is like MacBook Air and iPad. It has no spinning hard drive; it is solid state. The speed is ten times that of a hard drive. As does every Mac purchase now, it comes with Mountain Lion as its system.

Peter asked whether he should get the one with the hard drive and SuperDrive or not. Speed appears to be better with a hard drive. Weight is another of the considerations. Peter can upgrade as well as buy the basic machine. Upgrading outside the warranty is a significant consideration. We saw the configurations for a new MacBook Pro. Dale thinks there will be a one-terabyte solid state drive soon. At 7:45 Peter added his specs to the shopping cart for now.

Next we discussed watching movies from the Internet. Roku sells equipment to show Netflix. Apple TV does it too. Should you buy Apple TV if you have Roku? The equipment does not cost, but new movies from Netflix do. The free streaming films are old ones.

Ray had a problem with the screen

display in Mountain Lion; it was hanging off the end. Peter said to push the green button to fill the screen. It worked to fill the screen properly. Another question Ray had was how to group icons in Launchpad. Peter knows how to drag icons from one page to another. Next Ray gave us training programs and super guides.

Ray then opened the Learn U for Mountain Lion. Mountain Lion is the 9th version of the OS. With it everything syncs between Mac, iPhone and iPad through iCloud.

The Learn U program began with a section on new actions in Mountain Lion.

Overview of Notification Center: Banners or alert will appear. Click the note button—all will be listed. Two finger swipe can be used to open and close the center. Alerts stay until they are answered. We discovered that sound can be added when Peter's iPhone signaled an alert. The score had been 0-2. Bianchi and Aoki came in on a homer by Weeks.

Notes, reminders and messages (iChat). The Notes app on multiple devices will bring them to others. Links brought in are live. Images can be added. Reminders also come from iOS and is used for items not to be calendared. They can be edited on any device. You can put in a location; e.g., home. As you arrive home, the reminder comes up. *Alert:* Braun came in.

Messages works like iChat. iMessage works in more than Apple programs; e.g. Yahoo. There was an explanation of how it is set up.

Dictation. One can actually dictate but must speak punctuation. "Next line" is return. It is pretty accurate. It must be connected to the Internet to be used. It will not answer questions, like Siri. *Alert:* Ramirez and Lucroy came in on a homer by Schafer.

Built in Sharing: Accounts are set up in Systems Preferences. Sharing options change with file types.

The iCloud is heavily integrated with the lion. One's Apple ID is needed to use iCloud. Programs that can be synced must be checked in iCloud. We talked a little about buying storage space in iCloud. An advantage is that one can log in to iCloud.com and see what is in the cloud. *Alert:* Ishikawa came in to bring the score to 8-2 for the Brew crew.

One can use My Mac to locate a lost device. Peter told us of a lost iPhone at Mitchell Airport. He was working the Information Desk, when a man approached and told him that the man's iPhone was in the booth. He had located on his iPad where the iPhone was. It was not in the booth, but by increasing the size of the location, they were able to pinpoint the Sheriff's Office. Peter directed him there, where the phone was indeed found.

The Mac App Store is more important in Mountain Lion because it manages updates. For purchasing information, we have looked at OWC in the past; now we checked out MacMall.

Documents in the iCloud. Preview and Text Edit can be saved in the cloud. One can save docs in iCloud when the computer dies or move a photo or doc from cloud to computer or other device. Trashing an iCloud file makes it unavailable to any other device.

During the meeting, Peter's iPhone notified us of each new score in the Brewers game. There were no more *alerts* after the score reached 8-2.

We enjoyed a brief video called "My Mac Can Kill Your PC".

Julia and Peter will not be able to make the next meeting so we will meet next on November 14.

Julia Rice

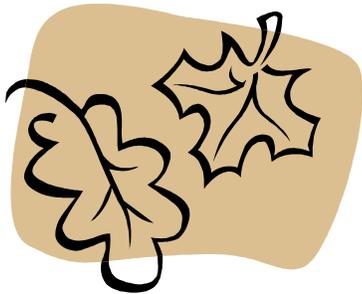
MS Excel SIG—Final Lesson Brings Class to Close



The following 6 members attended the last Microsoft (MS) Excel 2007 SIG on Thursday June 14, 2012: Phil Walker, Judith Hornburg, Don Gardner, Richard Durand, Bill Gierach, and Ginny Splinter. First, we prepared for the future Windows 7 SIG. Ginny installed four programs on the club's new laptop.

Review Advanced Filters/Criteria Sheet

Then there was a request to review advanced filters from the previous session. If you have multiple filters using AND or OR, you must create/use a Criteria Sheet (worksheet) in your workbook. First, copy the header info from your Excel Data Table into a new Criteria Sheet. If the filter choice is for an AND filter, put



the filter info in the **same** row. If the filter choice is for an OR filter, put the filter info into **different** rows.

3 Criteria Sheet Examples

We created 3 Criteria Sheets (worksheets) using our Widget Sales

Example 6A - Criteria Sheet Milwaukee					
Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
	Milwaukee				

Example 6B - Criteria Sheet Milwaukee AND Jan GT5500					
Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
	Milwaukee	>5500			

Example 6B - RESULT Using Criteria Sheet Milwaukee AND

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
Levine, Len	Milwaukee	\$ 6,245.00	\$ 5,703.00	\$ 4,279.00	\$ 16,227.00

Example 6C - Criteria Sheet Milwaukee OR Jan GT5500					
Salesperson	City	Jan Sales	Feb Sales	Mar Sales	Qtr1 Sales
	Milwaukee				
		>5500			

Data Table. To see the filtered results from using the first Criteria Sheets, refer to the previous month's write-up.

Because we want an AND selection, these two filtering items are entered in the **same** row. See *Example 6B - Criteria Sheet Milwaukee AND Jan GT5500*.

Example 6A - Criteria Sheet Milwaukee

For our first Criteria Sheet, we wanted a filter for only Milwaukee. See *Example 6A - Criteria Sheet Milwaukee*.

Example 6C - Criteria Sheet Milwaukee OR

For our third Criteria Sheet, we wanted a filter for only Milwaukee OR Jan. Sales greater than \$5500. Because we want an OR selection, these two filtering items are entered in **different** rows. See *Example 6C - Criteria Sheet Milwaukee OR Jan GT5500*.

Example 6B - Criteria Sheet Milwaukee AND

For our second Criteria Sheet, we wanted a filter for only Milwaukee AND Jan. Sales greater than \$5500.

Example 6C - RESULT Using Criteria Sheet Milwaukee OR (Must add this title, Julia)

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
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
Harvey, Terry	Milwaukee	\$ 5,014.00	\$ 4,716.00	\$ 3,681.00	\$ 13,411.00
Hermann, Tom	Detroit	\$ 5,816.00	\$ 4,617.00	\$ 3,935.00	\$ 14,368.00
Jamroze, Ray	St. Louis	\$ 5,639.00	\$ 4,952.00	\$ 3,590.00	\$ 14,181.00
Kosbab, Bruce	Cincinnati	\$ 5,617.00	\$ 4,915.00	\$ 3,717.00	\$ 14,249.00
Levine, Len	Milwaukee	\$ 6,245.00	\$ 5,703.00	\$ 4,279.00	\$ 16,227.00

(Continued from page 8)

4 Remaining Tutorial Chapters

Ginny created a 2-page summary sheet of the last 4 tutorial chapters and passed it out to all attendees. Then we covered the last four chapters in our tutorial.

Chapter 26 - Using What-If Analysis

Data Tables - In data comparisons tables, you can change 1-2 variables in a formula to view and compare different possible results. You have an input column or row, output column or row, and the formula being evaluated in the data table. In the Data tab and Data Tools groups, select What-If Analysis drop-down menu, and *Data Table* (or the following *Scenario Manager* or *Goal Seeker*).

Scenario Manager - For example, you may want to assume your income shows a 5% increase, 10% increase, or a 6% decrease. Using *Scenario Manager*, you can switch among different sets of data.

Goal Seek - For another example, you have loan data with amount of loan, interest rate, and number of payments. You may want to pay only \$500 per month loan payment, but don't know the amount you could borrow. Use *Goal Seek* with your data and insert \$500 for your monthly payment. You will get the amount of the loan.

Chapter 27 - Table-Related Functions

The Hlookup and Vlookup Functions - This is the lookup and reference category when dealing with tables. Hlookup (or Horizontal lookup) will look up values that are in rows and return a value in a row. The more popular Vlookup (or Vertical lookup) will look up data values that are in column and return the value in a column.

Using the IF, AND, and OR Functions - You can use logical tests on the values in the cells and obtain a result based upon whether the cell passed or failed a test. When displaying text results, text must be in

double quotes (""). In nested logical function, if a cell **fails** the first test, it will go through the second logical test. If a cell has to pass multiple tests, you can use the AND or OR functions.

Formats for:

Vlookup and Hlookup Functions

=VLOOKUP

(Lookup-Value,TableArray,ColumnIndexNumber,RangeLookup)

=HLOOKUP

(Lookup-Value,TableArray,RowIndexNumber,RangeLookup)

IF Function

=IF

(Logical-Test,TrueResponse,FalseResponse)

Nesting IF Functions IF

(LogicalTest1,TrueResponse,IF

(Logical-Test2,TrueResponse,FalseResponse))

IF With AND/OR Functions

=IF(AND

(Logical-Test1,LogicalTest2,LogicalTest3,etc.),TrueResponse,FalseResponse)

=IF(OR

(Logical-Test1,LogicalTest2,LogicalTest3,etc.),TrueResponse,FalseResponse)

Chapter 28 - Security Features

Unlocking Cells - By default, cells in a worksheet are **locked**. This means that others cannot make any changes. If you want to allow other people to make changes, you have to **unlock** your cells in your worksheet. Select the cells. In the Home tab and lower right corner of the Font group, select the Format Cells Dialog Box. In Format Cells Dialog Box, select Protection tab and the checkbox in front of Locked to UNcheck it. Then select OK. You can also select a range of cells and an optional password by selecting the range of cells, Review tab, and Changes group options.

Protection For Worksheet/

Workbook/Excel Files - You can optionally protect your worksheet, workbook, or Excel file with passwords. You can choose this **after** you have unlocked your cells. In the Review tab and Changes group, there are the Protect Sheet and Protect Workbook options. One must remember that if you forget the password, you will be locked out!

Chapter 29 - Making Macros Recording/Running/Deleting Macros

You can create macros which are small programs recording your keystrokes when performing a task and save the actions as a Visual Basic Module program file type. Macros are saved **with** your workbook as an Excel Macro-Enabled Workbook which has .xlsm as its file type/extension. In the View tab, and Macros group, you can record and review macros. After recording and saving a macro, you can run it and also delete it. Remember, the macro can be used **only** by the workbook in which you created it.

Personal Macro Workbook - If you want a macro to be accessible by **any** open workbook on your computer, you can store the macros in the Personal Macro Workbook. The Personal Macro Workbook is opened every time you open Excel, but this workbook is hidden. It is used by all open workbooks on your computer. You can unhide this Personal Macro Workbook, save your macro, and then re-hide the Personal Macro Workbook. To access the hidden Personal Macro Workbook, in the View tab, and Macros group, select Record Macro; in the Record Macro Dialog Box, and "Stored macro in" drop-down menu, select Personal Macro Workbook.

Excel 2007 Graduates

After completing these four chapters, congratulations were given to all WAUC members who attended the Excel 2007 SIG sessions. Now we can excel at Excel!

Ginny Splinter



In appreciation for the use
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