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Next Meeting

Wednesday 2nd February 2011
AGM

All Positions Vacant

SUBSCRIPTIONS DUE

Dennis will demonstrate the insides
of a Laptop

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

Single \$15, Family \$20 (Includes Email edition Newstream)

Printed & Posted Newsletter \$20 extra

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LCG Committee 2009/10

President: Iris Meek

Vice President: Janet Headlam

Minutes Secretary: Lorraine Rist

Treasurer: Dennis Murray

Ass. Treasurers:

MAC Librarians: Joel Harbottle

PC Librarian: Julie Hjort

Ass. PC Librarian: Judy Hall

Newstream Editor: Ron Baker

Publicity Officer: Karia Wicks

Ass. Publicity Officer: - open

OPEN Co-ordinator: Robert Tierney

Webmaster/Content: Tom Olsen

Auditor: Ron Baker

"VICTOR" Liason: Robert Tierney

General Committee: Mike Armes, Sue Armes, Glenn Gilpin,

OPEN Committee 2009/10

Chairperson OPEN: Robert Tierney. *Chair all meetings of OPEN and ensure that they run smoothly*

Vice Chairperson OPEN: June Hazzlewood. *Chair meeting when the Chairperson is unavailable.*

Secretary: Margaret Carrington *Handles all incoming and outgoing communications Responsible for the documentation and distribution of all meeting minutes*

Assistant Secretary: - open - *Help the Secretary where necessary*

Treasurer: Dennis Murray. *Responsible for all monies and banking*

Assistant Treasurer: . *Help the Treasurer where necessary.*

Publicity Officer: Karia Wicks. *Responsible for all advertising*

OPEN Co-ordinator: Robert Tierney. *Responsible for the smooth running of Centre on a daily basis*

Membership Co-ordinator: Karia Wicks.

Keep Membership database up to date.

Beginners Project Co-ordinator: Eleanor Horder.

EL-Tutor Co-ordinator: Robert Tierney. *Keep regular contact with Tutors to bring ideas and concerns to meetings*

Assistant Tutor Co-ordinators: Eleanor Horder and Janet Headlam.

Newsletter Editors Assistant: Dennis Murray. *Collates and produces the OPEN Newsletter for inclusion in LCG monthly 'Newstream'*

Technical Co-ordinators: Dennis Murray (PC's) and Joel Harbottle (Mac). *Responsible for the maintenance and repairs to all computer equipment*

Co-ordinator of "VICTOR": Robert Tierney.

Webmaster/Content: Tom Olsen. OPEN Committee: Iris Meek, Harvey Tavener, Robin Walker, Barry Symons, Laraine Rist.

All Positions Vacant

OPEN NEWSLETTER – Jan–Feb 2011

Coordinators Report for 2010.

It was another busy year at O.P.E.N . A major milestone was reached in the life of O.P.E.N we welcomed our 1000th member.

We sadly lost two of our long term members Alan Jones, Len Reynolds.

In March O.P.E.N had a display at the Expo for Seniors which was held at Launceston's Bowls Club.

In June V.I.C.T.O.R sponsored Australia's Biggest morning tea for Cancer Council

O.P.E.N registered with Volunteer Connect a website hosted by Volunteer Tasmania to attract new volunteers , we had several expressions of interest during the year from the website.

June Hazzlewood through national Council of women, received a \$2000,00 grant toward volunteer travelling expenses.

Seniors week in October this year we had tutors speaking on a variety of subjects instead of having normal classes we had a great response from the public, only drawback was our

Saturday forum landed on grand final day. O.P.E.N received a \$2,000 grant for Seniors Week which covered catering, advertising etc.

November O.P.E.N shared a display table with "Another Computer Store " at the A.I.R (Australian Independent Retirees) expo.

During the year I have been networking with other organisations that are involved with seniors through a forum that Centrelink holds quarterly. We have had three new volunteers come through Centrelink .

The Christmas lunch was held at the Sunnyhill Hotel, it was a wonderful meal, but due to an unfortunate mix-up in seating arrangements that was human error not the hotels fault we were given a discount on the meal and free drinks. 65 people attended and a good time was had by all.

At the beginning of 2011 we have close on 100 financial members with a lot of people still to rejoin due to being away.

Olearn has been as popular as ever big thanks to Eleanor for all her hard work in keeping all the different versions up to date. In 2010 we had 70 people do the Olearn course and we had 20 people who finished the course and wanted and received a certificate.

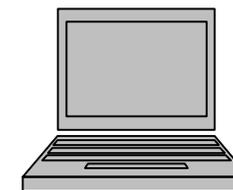
Rob Tierney

OPEN Coordinator

WHAT'S INSIDE YOUR NOTEBOOK COMPUTER?

Dennis Murray has offered to bring along an old laptop to show those attending the LCG AGM Wednesday February 2 what is inside...

It will make us all understand the intricacies of dismantling notebooks for repair work.



PSP X1

Advanced Graphics

February 23 1 pm to 3 pm

OPEN NEWSLETTER – Jan–Feb 2011

Web sites for Cooks & Entertainers:



www.taste.com.au

www.cuisine.com.au

<http://Allrecipes.com>

<http://recipefinder.ninemsm.com.au>

www.chefspencil.com

www.sbs.com.au/food

<http://entertaining.about.com>

<http://startcooking.com>

www.epicurious.com/articlesguides/entertaining

Anyone who has a substantial amount of data stored on their flash drive (or drives) **MUST** make sure that that contents are copied to a folder on their hard drives on a regular basis.

Those of us who use their flash drives for moving data between home and the club, or anyone who has programs and utilities on their flash drive would probably be in a real mess if a flash drive became damaged or was lost.

Dennis

I will take this opportunity to wish Judy much better health in 2011 than has been her lot for a large part of 2010.

Best wishes to Judy Hall. We hope to see her back in good health at classes in 2011, fully mended and ready to take charge of the family history and graphics classes again.

On Line Shopping
February 16
10—noon



FAMILY HISTORY ON-LINE

February 9 - 1pm—3pm
 February 23 - 10—noon
 March 9 - 1 pm—3 pm

Judy, Margaret and Sandra will guide you through the processes used to research your ancestor
 Contact the club for more information

Classes are limited to 8 people.

GRAPHICS

Please check the Notices at the club to find out if there are places available.

New classes beginning in February
 Check to Register on form near desk.

February 2 (T B A) 10—noon
February 9 Basics—10—noon

LEVEL 2 & 3 GRAPHICS
 With Paint Shop Pro 7 and 8
February 16 – 1 pm—3 pm

Advanced Graphics for students who have already completed Basic Graphics classes.
 It involves more advanced features of the Paint Shop Pro graphics programs.

Numbers are limited to 8 people. Please check the notice-board or contact the club for details.

OPEN Session Times
 At Studioworks, 1 Pipeworks Rd, L'ton
Standard Sessions \$5.00

OPEN NEWSLETTER – Jan–Feb 2011

SPECIAL WEDNESDAY SESSIONS
 Please register on the sheets – numbers may be limited

Monday	10 am –12	General & Beginners
	1 pm – 3 pm	Beginners & PC Support
Tuesday	10 am –12	P C Support & Beginners + Mac
	1 pm – 3 pm	As above
	7 pm–9 pm	PC Support (Night Class)
Wednesday	10 am–noon	Special sessions or Meetings
	1.pm–3 pm	As for mornings (see rosters)
	3.30–5.30	P C Support
Thursday	10 am –12	General & Beginners
	1 pm – 3 pm	General & Beginners
	3.30–5.30	Absolute Beginners
Friday	10 am –12	General & Beginners
	1 pm–3 pm	Beginners

Date	Time	Topic	Details
February 2	10 am–12 noon	T B A	Watch the Notice Board for information.
	1pm	OPEN	AGM
February 9	10 am–noon	Basic Graphics	Judy, Karia and team
	1 pm–3 pm	Family History On line	With Judy and the team
February 16	10–noon	On line Shopping	With Judy Hall
	1 pm–3 pm	Level 2 –3 Graphics	Judy, Eleanor, Karia, Laraine
February 23	10–noon	Family History On line	Tracing your history using the internet
	1 pm–3 pm	PSP X1	Advanced Graphics with Judy and Eleanor
March 2 10–noon	March 2 10–noon	Graphics Workshop	Revisit what you have learned so far.
	1 pm	OPEN	Meeting

Club helpline Victor Phone No. 0408 174235

OPEN NEWSLETTER – Jan–FEB 2011

LCG Committee 2010

President: Barry Symons

Vice President: Janet Headlam

Minutes Secretary: Laraine Rist

Treasurer: Iris Meek

Ass. Treasurer: Karia Wicks

MAC Librarians: Ivan Turmine

PC Librarian: Julie Hjort

[Newstream Editor: Ron Baker](#)

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Auditor: Ron Baker

"VICTOR" Co-Ordinator: Robert Tierney

General Committee: Judy Hall, Glenn Gilpin, Reinhard von Samorzewski

OPEN Committee 2010

Chairperson	Judy Hall
Co-ordinator	Rob Tierney
Vice Chairperson	June Hazzlewood
Minute Secretary	Margaret Carrington
O Learn Co-ordinator	Eleanor Horder
Tutor Co-ordinator	E Horder
Assist. Tutor Co-ord.	David Renton
Assist Treas.	Karia Wicks
Membership Co-ord.	K Wicks
Newsletter Editor	Iris Meek

VENUE TELEPHONE NUMBER

The club telephone is available during class hours.



Many thanks to Karia's present employer Money 3 for his kind donation of the much needed paper shredder. It will come in very handy at our club. Also thanks to Barry Symons for collecting it from the George St store.

The positions in the left hand panels will all become vacant February 2.

Some of our members have kindly put their names forward for re-election or for the first time.

This shows an interest in the club which is itself unique in what it offers.

Without committees we can not operate.

Many thanks to all the tutors who have worked so hard during the year, also to those who projected workshops for students.

The club sent expressions of sympathy to Betty Tatlock after the death of her husband Peter. We hope Betty will feel up to returning to OPEN in the near future.

PDF EXPLAINED

One of the problems of having been involved with computers for nearly 30 years is that one can be prone to assumptions—of believing that what I consider to be common knowledge is well-known to everybody who uses computers.

Terms such as PDF (for Portable Document Format) roll easily off our tongues and we assume that everybody understands the 'jargon'.

Basically a PDF is a file that can be read on most computers regardless of whether it has a Windows, Macintosh, Linux or any other operating system.

For LCG-OPEN club members your most frequent encounter with a PDF might be when you read our monthly newsletter, "Newstream". To read a PDF file you need to have some version of Adobe Acrobat Reader installed on your computer, and when you double-click the newsletter file Adobe Reader will automatically start up and you will be able to read or print out the newsletter at your leisure.

Let us now go back a few steps and consider why we make "Newstream" available as a PDF file and the process involved in creating a PDF.

"Newstream" (including the OPEN newsletter) is created using Microsoft Publisher. If our editor was to make it available as a 'PUB' file (more jargon!) then you would need to have the applicable version of Publisher on your computer, and that might cost you quite a few dollars e.g. Publisher 2010 can cost about \$170-\$200.

So to allow you to save that money our editor converts the newsletter to PDF with a special program. There are many of these available, some which are free and some which are commercial products.

PDF EXPLAINED (continued)

Some PDF creation programs install an extra 'virtual' printer on your computer. However the output from this printer doesn't result in one or more pieces of paper arriving on your desk or computer table. What you get instead is a PDF file that is written to your hard disk.

In most instances that PDF file will include all the formatting, pictures and special effects that would be available if you had Microsoft Publisher on your computer. If you then wish to print it out you would open up the PDF with Adobe Reader, click the Print icon and select your 'physical' printer—at OPEN this could be the Canon IP4300 or the HP Laser Jet 2600.

The freeware Open Office suite of programs has the ability to create PDFs of Word-processing and Spreadsheet documents by enabling you to export them as PDF files rather than by installing a virtual printer.

Apart from our monthly newsletter you may also find that instruction manuals for computer software and hardware are produced as PDFs. Good reasons for doing this are that manufacturers don't have to produce different versions of their manuals, nor do they want computer users to be able to interfere with their manuals, so they produce them in a format that can't be edited. Unless, of course, you want to spend several hundred dollars to purchase the Professional version of Adobe Acrobat

If anyone would like to learn more about PDF documents we may be able to conduct a special session at an OPEN or LCG meeting during the year.

Dennis Murray

SNIPPETS

If you are a user of **Spybot Search and Destroy** you might have noticed that the program seems to have been streamlined lately.

Instead of checking for about 1.3 million potential nasties the number has been reduced to around 780,000. I'm assuming that better programming has led to the reduction.

How many Trojans? A club member rang me recently quite concerned that 'something' was reporting that the computer was infected with more than 300 Trojans, and of course, that certain 'something' was offering to provide a solution provided that the member parted company with some cash. My thoughts?

"SCAM"

A **by-product** of this encounter with the forces of computer evil was that the member could not turn off the offending web-page. It didn't matter whether he clicked 'Cancel' or the 'x' in the top right-hand corner it would not go away.

Solution? Just consider that **'my web-page has frozen'** and use the good old CTRL + ALT + DEL combination on your keyboard to open up the Task Manager, go to the Applications tab and check which programs are running.

In this case the program was shown as a **suspicious IP address** so I suggested that our member should select the program, then click the 'End Task' button to close the obstinate web-page. I think that did the trick!

Dennis

LAUNCESTON COMPUTER GROUP, Inc.

Meeting held at 1/1 Pipeworks Road

Meeting Minutes:

Date: Wednesday 1st December 2010

Meeting: Opened at 7.30 pm

Present: Barry Symons, Janet Headlam, Iris Meek, Ted Bramich, Harvey Tavener, Glenn Gilpin, Ivan Turmine, Dennis Murray, Eleanor Horder, Laraine Rist.

Apologies: Reinhard vonSamorzewski, Tom Olsen, June & Bert Hazzlewood, Julie Hjort, Judy Hall, Ron Baker.

Minutes: The minutes of the meeting held November 3rd November were read and confirmed: Iris Meek and seconded: Harvey Tavener. Car.

Business arising from the Minutes: Market – As Glenn did not receive a reply from the Show Society, it was decided to leave the next stall until after the AGM in February.

ASCCA Volunteer Insurance – The new quote to cover up to 85 year olds is \$393 p.a. The contents insurance costs have risen.

Computer 14 – A new mother board and processor have been ordered.

Projector – is to be left in abeyance until Judy is available

Window blinds or covers – discussed at Open and is to be left in abeyance

Correspondence:

An invitation addressed to Launceston Computer Group inviting 2 members to attend Volunteering Tasmania evening on Friday.

Financial Report: as attached Moved: Iris Meek Seconded: Janet Headlam. Filed with minutes.

General Business:

Cleaner – From the Open meeting, it was decided that the cleaner is to have a job description. Any suggestions from the members may be put in writing into Rob's pigeon hole.

A new Tutor is to be assessed by the interviewing committee.

Tony Garret, the newest tutor is fitting in very well and is extremely helpful and well liked.

Laraine to send a get well card to Judy.

At the Open meeting it was suggested that Eleanor become a Liason Officer between LCG and OPEN

It was suggested that Tutor Meetings be held more frequently to acquaint tutors with each other and maybe some training of some description be available at these meetings. The Volunteers Information sheet is out of date and needs to be changed. It was further suggested that the Volunteer Wallets be re-introduced.

Geoff Daw from Another Computer Store would like to be approached when we are after quotes for new equipment. Quotes are to be tabled at a meeting before any purchases are made

Meeting closed: at 7:50 pm and was followed by a delicious pizza supper and social chat

10 great 'Do these first' tweaks for Windows 7

By Fred Langa

It's that time of year when many PC users are buying new machines and — ready or not — making the

^a Get off on the right foot: save time, trouble, and frustration by performing these 10 simple Win7 tweaks.

It's happened to me, and I'll bet it's happened to you: weeks or months into using a new OS, you find yourself saying, "Geez, I wish I'd known that at the beginning!"

I've worked with Win7 for a year now, and in that time I've learned more than a few tricks and tweaks for setting up and getting started with this new OS. Here are the 10 best that can help you improve Windows 7's stability and recoverability, make the OS work faster, increase its ease of use, and maximize your on-screen real estate.

Feel free to pick and choose the ones that appeal to you. Even if you don't use any, I'll bet you'll learn a few things about Windows 7 that you didn't know before!

Let's get started. The first four steps help you prepare for unexpected system failures and security breaches:

Build a rock-solid safety net for Win7

► **Create a system repair disc right away:** When you're starting out with a new OS or a new PC, things sometimes go awry. That's why it's always smart to make an emergency boot disk before you do anything else.

An emergency boot disk lets you start your PC and perform repairs, even if the hard drive is trashed or the operating system is otherwise unbootable. Having an emergency boot disk on hand can be the difference between successfully completing a quick do-it-yourself repair and having to send your system off to the repair shop!

Windows 7's built-in **system repair disc** tool creates emergency boot disks, and the whole process takes just a couple of minutes. Click the Win7 Start orb

and type the phrase **system repair** into the search text box. At the top of the search results you'll see **Create a System Repair Disc** (under Programs). Click it and follow the prompts. (See Figure 1.) That's all it takes!

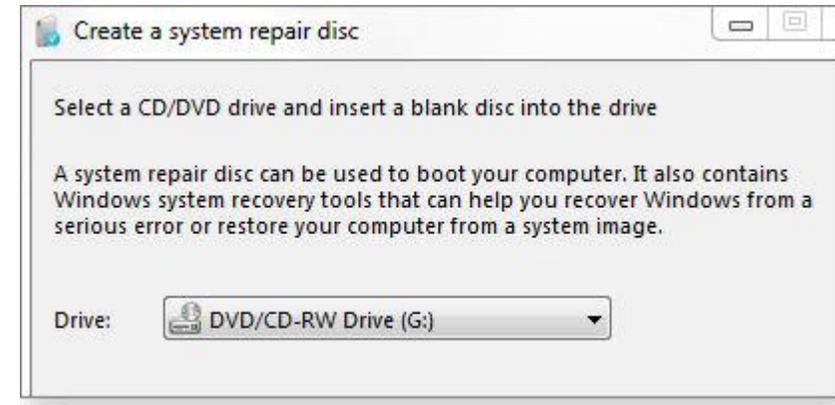


Figure 1. Windows 7's built-in "System Repair Disc" feature makes it incredibly easy to build a bulletproof emergency boot CD or DVD.

Put the new disk in a place that's safe but where you can grab it quickly if it's ever needed.

Bonus info: Lincoln Spector's July 8, 2010, Insider Tricks [column](#) shows how to create a flash-drive version of the emergency boot disk!

► **Use the new "Create a system image" tool:** Windows 7 is the first Windows to include an app that makes a complete **image backup** of your setup. Unlike a conventional file-by-file backup, an image backup is a compressed, byte-for-byte clone of your entire hard drive's contents.

Restoring a saved image puts your hard drive back into **exactly** the same state as when you made the image. It's the gold standard of backups and is the only way to absolutely, positively roll back a system to a prior state.

Win7 makes image backups a snap. Open the Control Panel and, under **System and Security**, click **Back up your computer**. In the left pane, select

(Continued on page 10)

Create system image and follow the steps.

Should you ever need to restore a system image and you'd like some pointers, see the MS [article](#), "Restore your computer from a system image backup."

► **Fully automate your routine backups:** Image backups are great for rolling back an entire system. But file-by-file backups are best for restoring one or more individual documents, photos, or other files you accidentally delete or destructively alter.

Open the **Control Panel** and click **System and Security**, then **Backup and Restore**. In the right pane, select **Set up backup** and follow the steps.

At the end of the process, before clicking **Save settings and run backup**, you can change your backup schedule by clicking **Change schedule**. (Find more info on backup and restore in an MS [tutorial](#).)

Couple Win7 backups with the OS's built-in **Restore previous version** feature, and you may never lose a file again — **ever!** (See Microsoft's [FAQ](#) for the limitations and steps required for recovering previous versions.)

► **Install Microsoft Security Essentials:** Most commercial security suites are overblown and tend to bog down the systems on which they're installed. MSE ([download site](#)) is small, fast, and free — definitely worth trying in place of competing suites. (See Figure 2.)

For a complete review of MSE, see my September 16 Langalist Plus [article](#), "Security Essentials test drive — month 6," in the paid section of the newsletter.



Figure 2. Microsoft Security Essentials is smaller and faster than most commercial security suites. It's also free.

Make Windows 7 run faster, work better

► **Give Internet Explorer 8 better speed:** As the gateway to the Internet, our browser might well be our most important app. Win7 ships with Internet Explorer 8 and by default is preconfigured with many nonessential add-ons and ancillary features that could slow it down. (These default settings might be one of the reasons why IE8 is slower than Firefox and Chrome in most performance tests.)

I recommend turning most default options off, and here's how:

When you first launch IE8, you'll be asked to choose your settings. Select **Choose custom settings**.

- a When asked whether you want to turn on IE8's **suggested sites**, select **No, don't turn on**.
- a When asked to choose a default search provider, select **Show me a webpage after setup to choose more search providers**. Making a manual selection helps ensure that you bypass any associated initial default settings. I prefer Google over the default Bing anyway, but you can choose Bing or any other provider you wish. The point here is to avoid accepting the initial, built-in defaults.
- a When asked to download search provider updates, select **No**.

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(Continued from page 10)

- a When offered a choice of accelerators, select **Turn off all Accelerators that are included with Internet Explorer**, as shown in Figure 3. (They don't really accelerate anything.) **Figure 3. IE8 performs faster if you turn off the**



default add-ons and ancillary features that can slow it down.

- a When asked whether you want to use Compatibility View updates, answer **Yes**; compatibility view is useful on older and nonstandard websites, and having it enabled doesn't seem to slow down normal browsing.
- a At some later point, IE8 will ask whether you want to turn on autocomplete. Select **Yes**; it *is* a time saver.

► **Resize the recycle bin downward:** Windows 7 has finally reined in the formerly voracious appetites of the caches used by Internet Explorer and System Restore. But the recycle bin can still be ridiculously large when Windows is installed on a large hard drive. A needlessly large bin size creates unnecessary Windows housekeeping overhead and wastes disk space.

Right-click the recycle bin, select Properties, and set a more reasonable **Custom size** — typically 250MB to 500MB.

► **Improve Explorer's folder options:** By default, Windows tries to keep novices out of trouble by hiding some system-related settings and features.

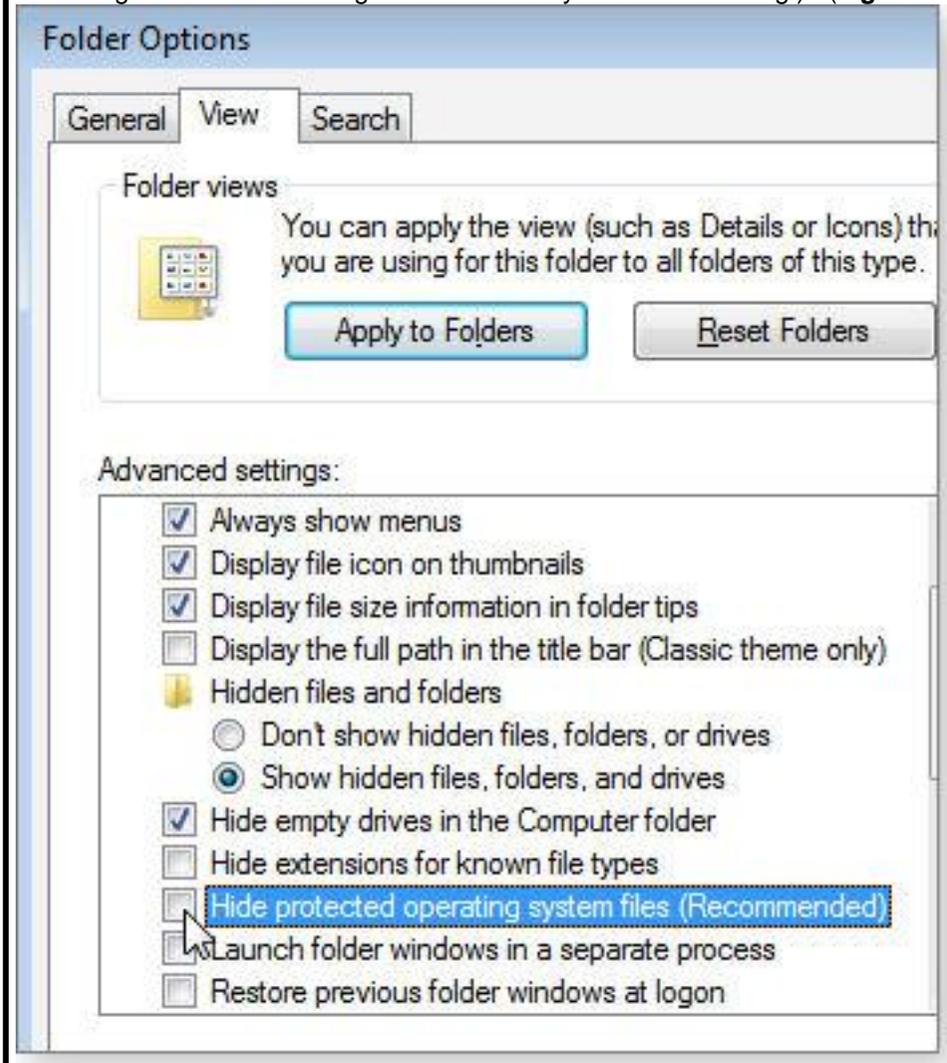
For example, Windows normally hides system-level folders and files. But most experienced Windows users find these safety features annoying. So when setting up a new system (or upgrading an older one), I make four changes to the default folder view options.

Click the Start orb, Control Panel, **Appearance and Personalization**, then Folder Options.

- a Check (enable) two items that are normally unchecked: **Always show menus** and **Show hidden files, folders, and drives**. The latter is under the **Hidden files and folders** subsection.
- a Uncheck (disable) two items that are checked by default: **Hide extensions for known file types** and **Hide protected operating system files**, as shown

(Continued on page 12)

in Figure 4The latter will generate an "Are you sure?" warning.) . (Figure 4.



Take the training wheels off Windows' folder views by changing the Folder Options settings.

Click the **Apply to Folders** button at the top of the dialog, and these changes will propagate throughout your system. (Note: When you unhide system files, a **desktop.ini** may appear on your desktop. It's fine to delete this file, if you wish.)

Organize your new Windows 7 desktop

► **Put frequently accessed items on the desktop:** Although I don't like needless clutter, I appreciate having frequently used features and functions — such as shortcuts to Computer, Network, Control Panel, and the default User's files — instantly available.

Right-click on any empty spot on the **Desktop** and select **Personalize**. On the upper-right side of the pop-up setting box, click **Change desktop icons**. In the ensuing dialog box, check whatever frequently accessed items you wish. (See Figure 5.) I check them all.

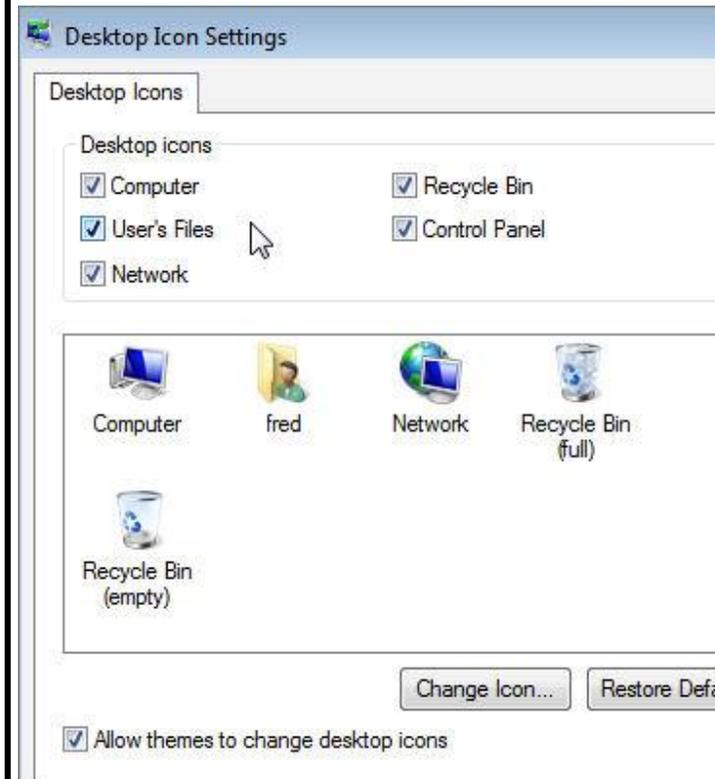


Figure 5. It's easy to place frequently accessed system shortcuts on the desktop for quick access.

► **Ultra-customize your desktop icon size:** You can make your desktop icons almost any size you want with your mouse's scroll wheel. First, make sure the desktop has the focus (i.e., no other window is selected); then press and hold the **Ctrl** key while rolling the mouse wheel up or down. The desktop icons will step through many sizes, from

INSERTING THE TEMPLATE NAME IN YOUR DOCUMENT

Every Word document has a template attached to it. Depending on your version of Word, this template defines things such as your menus, toolbars, macros, and styles (among other things). If you do not explicitly attach a template, then Word uses the Normal template.

The name of the template file attached to your document can be inserted into your document and updated automatically. To do this, follow these steps:

1. Position the insertion point where you want the template file name to appear.
2. Display the Field dialog box. (In Word 2007 or Word 2010 display the Insert tab of the ribbon and then choose Quick Parts | Fields from the Text group. If you are using an older version of Word, choose Field from the Insert menu.)

The Field dialog box.

3. In the Categories list, choose Document Information.
4. In the Field Names list choose Template.
5. Click on OK to close the dialog box and insert your field.

Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

AUTOFILL WITH RANDOM NUMBERS

Excel includes a feature that allows you to automatically fill a range of cells with information you have placed in just a few cells. For instance, you could enter the value 1 in a cell, and then 2 in the cell just beneath it. If you then select the two cells and drag the small black handle at the bottom right corner of the selection, you can fill any number of cells with incrementing numbers. This AutoFill feature sure beats having to type in all the values!

You may wonder if there is a similar way to use the AutoFill feature to place random numbers in a range. Unfortunately, the AutoFill feature was never meant for random numbers. Why? Because AutoFill uses predictive calculations to determine what to enter into a range of cells. For example, if you entered 1 into one cell and 5 into the next, highlighted the cells and then used AutoFill, the next number entered in the cell below would be 9 because Excel can deduce that the increment is 4. It is a constant increment that can be predicted.

Random numbers on the other hand are, well, random. By nature they cannot be predicted, else they wouldn't be random. Therefore the predictive nature of AutoFill cannot be applied to random numbers.

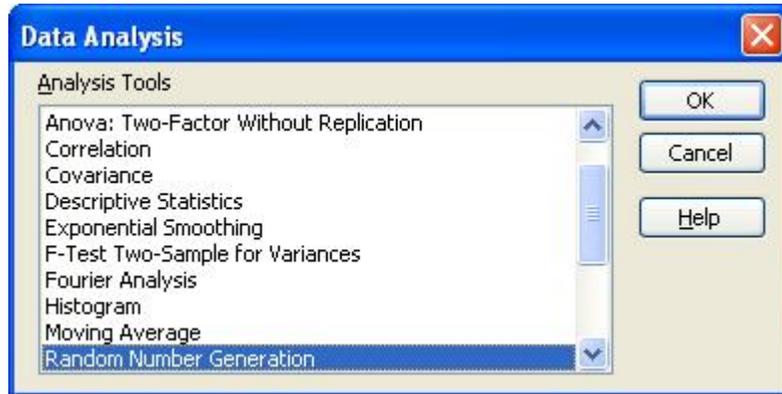
However, there are ways around this. One is to simply use the various formulas (using RAND and RANDBETWEEN) to generate random numbers. These formulas can quickly and easily be copied over a range of cells, using a variety of copying techniques.

Another approach is to use a feature of the Analysis ToolPak which makes putting random numbers into a range of cells pretty easy. Just follow these steps:

1. Choose Data Analysis from the Tools menu. If you are using Word 2007 or Word 2010, you display the Data tab of the ribbon and then click Data Analysis in the Analysis group. (If you don't see the Data Analysis option on the Tools menu or, in Word 2007 or Word 2010, you don't see the Analysis group on the Data tab of the ribbon, it

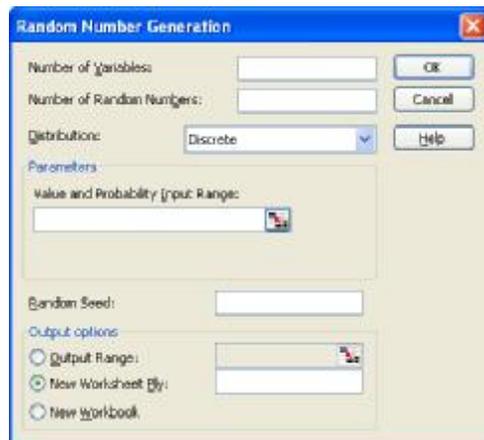
(Continued on page 14)

means that you don't have the Analysis ToolPak enabled.) Excel displays the Data Analysis dialog box.



The Data Analysis dialog box.

2. In the list of functions in the dialog box, choose Random Number Generation.
3. Click on OK. Excel displays the Random Number Generation dialog box



The Random Number Generation dialog box

4. Using the controls in the dialog box, indicate the parameters you want used in generating a range of random numbers. (Make sure that you specify a range of cells in the Output Options area of the dialog box.)

5. Click on OK.

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UNDERSTANDING AND CREATING LISTS

There are two types of lists commonly used in printed material. The first is a bulleted list, and the second is a numbered list. A bulleted list is a nothing but a list of individual items with a symbol to the left side of the first line of each item in the list. For example, the following is a bulleted list:

This is the first item in the list.

This is the second item in the list. There is more than one line in this item. Notice that the extra lines are aligned with the line above, not with the bullet or the text margin.

This is the third item in the list.

This is the fourth item in the list.

In the case of this bulleted list, the symbol used as the "bullet" is a small dot. A numbered list is a little bit different. It consists of a series of items, each with a sequential number in front of it. Numbered lists are used extensively in "how to" writing to describe a sequence of steps to be followed.

This usage points out the primary way you can decide which type of list to use. If you have a sequence of steps, which must be followed in order, then you should use a numbered list. If you have a group of items to which you want special treatment given, but they don't represent a series that must be followed in sequence, then you should use a bulleted list.

Word allows you to quickly and easily create lists. To do so, follow these steps:

1. Type your list, only pressing **ENTER** at the end of each item in the list. If an item runs more than one line, do not press **ENTER** at the end of each line.

2. Select all the items in the list.
3. Click on the Bullets list tool to create the bulleted list or the Numbering tool to create a numbered list. (If you are using Word 2007 or Word 2010, these tools are located on the Home tab of the ribbon, in the Paragraph group. In older versions of Word they are located on the Formatting toolbar.)

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USING THE CONCATENATE WORKSHEET FUNCTION

Excel provides a function called CONCATENATE which can be used to combine the contents of several cells, or even to combine cell contents with other text. For instance, let's say you wanted to add together the contents of cells A3 and B3, separate them by a space, and have the result appear in cell C3. All you need to do is put the following formula in cell C3:

```
=CONCATENATE(A3," ",B3)
```

Primarily, the CONCATENATE function is used for compatibility with other spreadsheet programs. You can just as easily use the ampersand (&) operator to combine text values using a formula. For instance, the following is equivalent to the example of CONCATENATE shown above:

```
=A3 & " " & B3
```

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Two great security tools get free updates

By Fred Langa



Two outstanding security apps, Microsoft Security Essentials 2.0 and Secunia Personal Software Inspector 2.0, are now available.

The original versions of these programs were great, but the new versions are even better; they're *must-have* software — and they're still free!

Beefing up Microsoft Security Essentials

In December, after a four-month beta test, Microsoft quietly released a major revision of its impressive and free Security Essentials anti-malware tool. The new version is slowly being rolled out via Windows Update, but you can — and I think you should — grab it right away.

MSE 2.0 is a nearly total rewrite of Microsoft's security tool. Although there are some visual changes in the software (more on that in a moment), the most significant enhancements are under the covers.

The most important change: MSE 2.0 now uses **heuristic malware detection** in addition to the same definitions-based malware detection methods employed by MSE 1.0. Heuristic technology has been around for years and is designed to detect new malware based on behavior, thus protecting you against threats that aren't yet in the definitions database. MSE2 calls this feature **behavior monitoring**. (See Figure 1.)

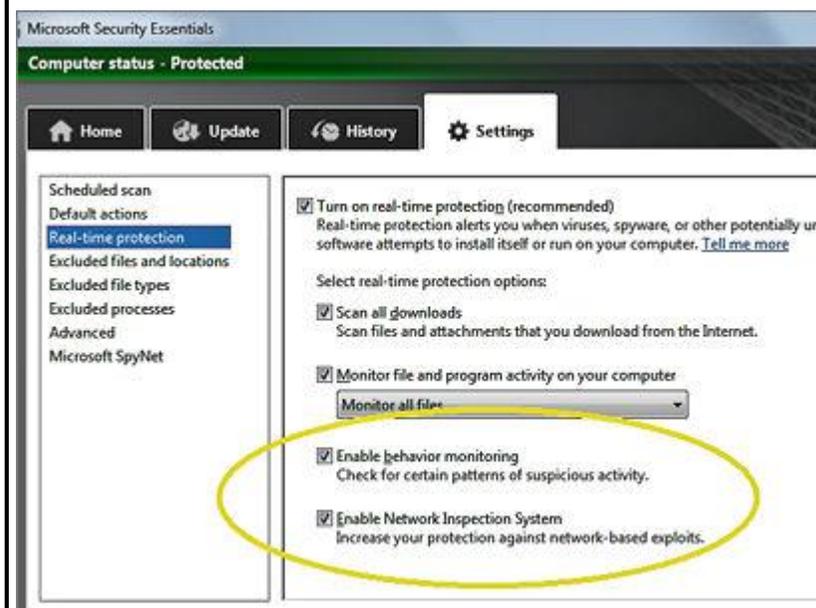


Figure 1. Microsoft Security Essentials 2.0 broadens its protections with the addition of behavior-based heuristic malware detection and network-traffic filtering.

Another major change, also shown in Figure 1, is **network inspection**, which monitors network traffic, looking for suspicious activity and network-based attacks. It works by hooking into the Windows Filtering Platform (WFP) that's part of Win7 and Vista. (You can read more about Windows Filtering Platform at an MSDN [site](#).)

XP lacks the built-in WFP services, so unfortunately, MSE 2.0's network inspection is not available on that OS.

These two new features alone make MSE 2.0 a worthwhile upgrade, but 2.0 also offers some additional, less significant improvements.

Better integration with Windows components

On all versions of Windows, including XP, MSE 2.0 integrates better with the operating system and other security components. For example, the new software checks to ensure that a firewall is present and active; it offers to turn on and configure the Windows firewall if no other firewall is found.

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Also, you can now limit how much CPU time MSE consumes during a scheduled scan. The default is a maximum of 50% CPU utilization. But you can set it as low as 10% (should you want the scan to have minimal impact on other tasks) or as high as 100% (if you want the scan to complete as quickly as possible). (See Figure 2.)

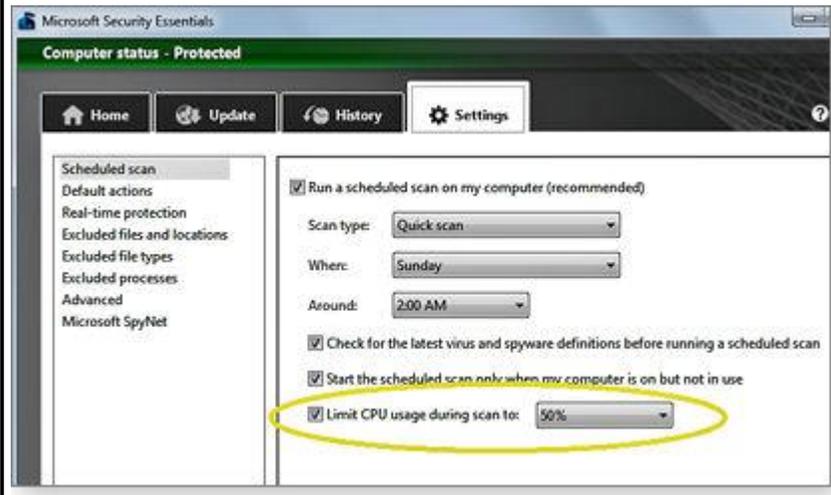


Figure 2. MSE 2.0 lets you control how much CPU time the software can consume during scheduled scans.

Using the Advanced settings, you now can force the quarantine folder to empty itself after a set amount of time, from days to months (as shown in Figure 3).

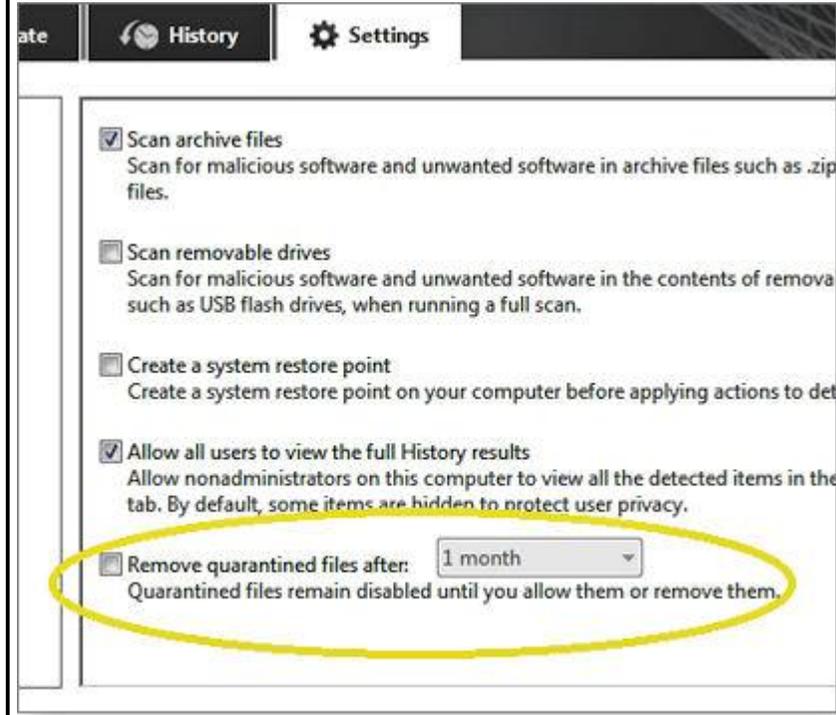


Figure 3. If you wish, you can set the quarantine folder to clean itself out periodically.

You'll notice in Figure 4 that MSE 2.0's new visual design (top) has not strayed far from the original (bottom). This freshening is mostly decorative — and that's good, because MSE remains extremely easy to use; there's nearly nothing new to learn.

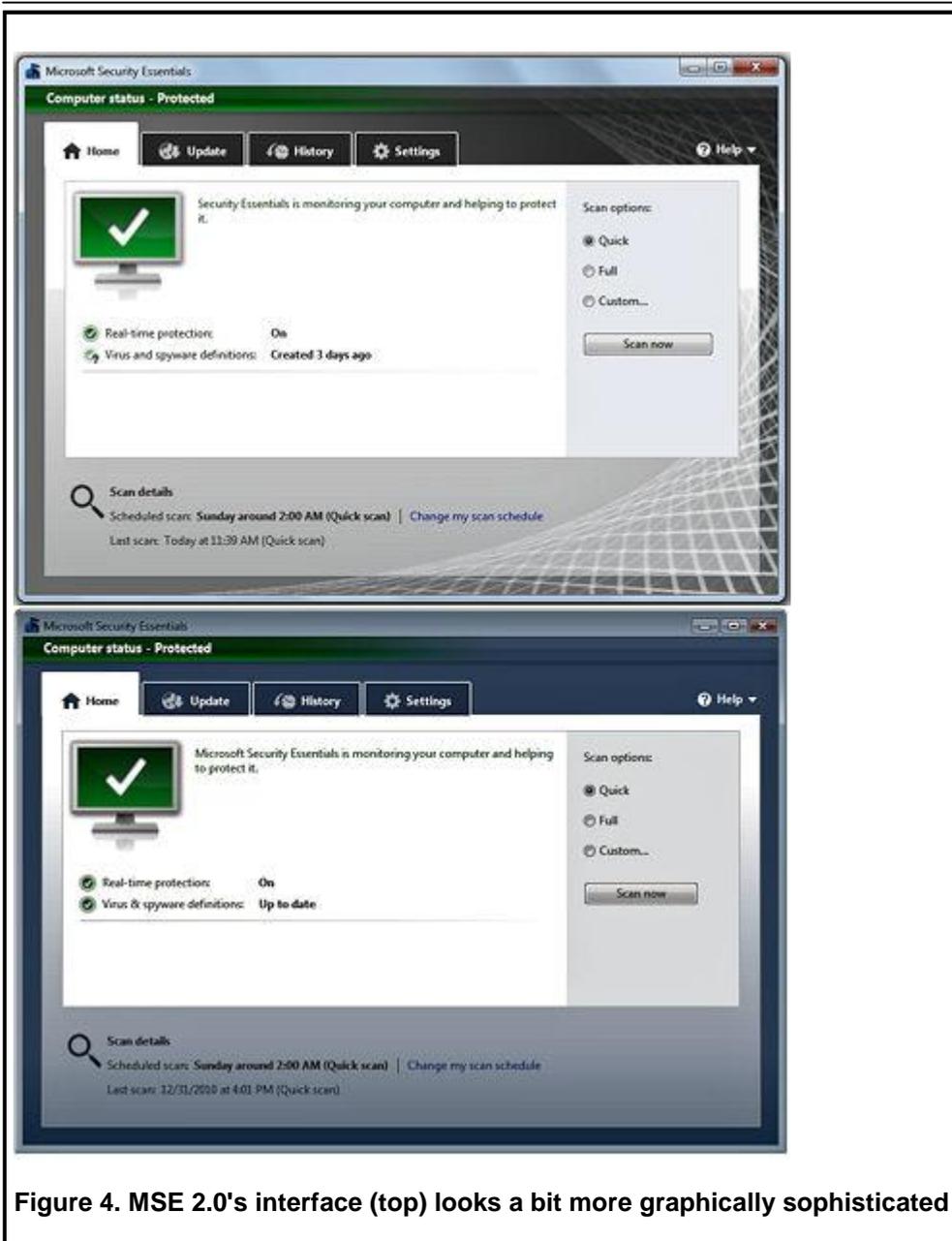


Figure 4. MSE 2.0's interface (top) looks a bit more graphically sophisticated

than 1.0's (bottom) but retains the original's functional simplicity.

Multiple paths to installing MSE 2.0

In the past, Microsoft has used both MSE's built-in update mechanism and Windows Update to roll out updates (see Microsoft Knowledge Base article [975959](#)), and it's a safe bet that this upgrade will use the same mechanisms. But as of this writing, none of my PCs had been offered version 2.0 — neither automatically nor by any other means.

Wait for MSE 2.0 to be offered if you wish, but I recommend grabbing it right away. It's available either from the MSE [home site](#) or Microsoft's [MS Download Center](#). It's the same software in either case.

MSE 2.0 will run on 32- and 64-bit versions of Vista or Win7 and on 32-bit XP. It's the same MSE 2.0 setup whether you're installing it new or upgrading from MSE version 1.0.

A nice touch: If you're already running MSE 1.0, you don't have to uninstall it first. Just download and run the 2.0 setup — it will handle the uninstallation of the earlier version for you.

Another nice touch: The 1.0 uninstall is complete. Everything, including version 1.0's original **/Program Files/Microsoft Security Essentials** folder, is deleted. In its place, MSE 2.0 installs a wholly new folder called **/Program Files/Microsoft Security Client**.

If you're running any antivirus tool other than MSE 1.0, you should uninstall it before installing MSE 2.0. (This is standard procedure; in general, you should never have two security tools trying to do the same job at the same time.)

The safest way to handle the transition between security tools is to download the MSE 2.0 setup file and then disconnect your PC from the network. You can do this by turning off or disabling the connection in software or by physically unplugging the network cable.

Exit all nonessential software; ideally, you want nothing but the operating system and your current antivirus tool to be active. Then, with your PC safely isolated from the network, uninstall your old antivirus tool. Reboot when you're done.

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After the reboot, start the MSE 2.0 setup program and let it run to completion. When it's up and running, you then can reconnect to the network and resume using your PC normally.

Once installed, MSE 2.0 immediately updates itself with the latest definitions and offers to do an initial scan of your PC. Let it do its thing; once it's set up, MSE is one of the least obtrusive security tools you can use.

MSE 1.0 was a winner, but I personally think Version 2 is the best free AV tool, period. Highly recommended!

The best way to manage multiple app updates

Secunia's free-for-personal-use Secunia Personal Software Inspector (PSI) Version 1 was already in my **must-have** security software collection. Version 2 is even better, with a new look (see Figure 5) and enhanced updating tools.

Like the original, PSI 2.0 scans your installed software and builds a database of application version numbers. It then compares what it found on your system to Secunia's central database of latest-available version numbers. (The central database contains version information on a huge range of software.)



Figure 5. Secunia Personal Software Inspector 2.0 sports an entirely new look and feel. But more important, it now can completely automate the process of keeping almost all your software up-to-date.

When PSI detects that you're running an out-of-date version, it alerts you: it tells you the risk of using the older version and gives you a ready-made link to download the latest software patch, upgrade, or update from the software's publisher (as shown in Figure 6).



Figure 6. PSI 2.0 gives you a detailed assessment of whether your software is current.

But PSI version 2 adds a new wrinkle: If you allow it (see Figure 7), PSI automatically downloads and installs the latest versions of your apps for you — fully automatically or by first giving you a chance to review what's going to be updated.

(Continued on page 20)



Figure 7. Secunia Personal Software Inspector (PSI) 2.0 automatic-update option.

I heartily recommend PSI 2.0 because it eliminates the need to have lots of small, separate, auto-update programs running — you know, the Apple updater, the Adobe updater, the Java updater, and so on. Instead, this one tool makes keeping your key software up-to-date a nearly effortless task.

You'll find the download link for PSI 2.0 on its [info page](#). Installation is easy; just follow the prompts. If you have the original PSI version installed, the 2.0's setup will automatically uninstall it for you.

Start the new year right, and get all your software updated today

WORLD SURVEY BY PHONE

Last month a world-wide survey was conducted by the UN.

The only question asked was:

"Could you please give your honest opinion about solutions to the food Shortage in the rest of the world?"

The survey was a massive failure because of the following:

1. In Eastern Europe they didn't know what "honest" meant.
2. In Western Europe they didn't know what "shortage" meant.
3. In Africa they didn't know what "food" meant.
4. In China they didn't know what "opinion" meant.
5. In the Middle East they didn't know what "solution" meant.
6. In Israel they didn't know what "please" meant.
7. In the USA they didn't know what "the rest of the world" meant.
8. In the UK, Canada and Australia they hung up as soon as they heard the Indian accent.

CALCULATING WEEK-ENDING DATES

Do you keep track of information based on week-ending dates? Many businesses do, and therefore need a quick way to calculate the week-ending dates for the complete year. The dates could be easily calculated with a macro, but you can do it just as easily with formulas.

There are two formulas you can use in order to calculate your week-ending dates. Let's assume, for the sake of this example, that your year is stored in cell A1. You could then figure out the first Saturday of the year by using this formula in cell A3:

```
=DATE(A1,1,1)+7-WEEKDAY(DATE(A1,1,1))
```

This works because the WEEKDAY function returns a value of 1 (Sunday) through 7 (Saturday) for any date. If you subtract that value from 7, then you have a value of 6 (Sunday) through 0 (Saturday). When you add that value to the DATE value for January 1 of the year, you end up with the first Saturday of the year.

If you prefer to have your weeks end on Fridays, then the formula needs to change a bit:

```
=DATE(A1,1,1)+7-(WEEKDAY(DATE(A1,1,1))+1)
```

Finally, if you prefer to have your weeks end on Sundays, then the formula needs to be like this one:

```
=DATE(A1,1,1)+7-WEEKDAY(DATE(A1,1,1),2)
```

This formula uses a parameter for the WEEKDAY function that calculates weekdays that range from 1 (Monday) through 7 (Sunday).

Once you have the first week-ending date for the year (in A3, remember?), then you can calculate the rest of the week-ending dates for the year. Place the following formula in cell A4:

```
=IF(YEAR(A3+7)=$A$1,A3+7,"")
```

This checks to see if one week past the previous date is still in the year. If it is, then the new date is returned. If it isn't, then an empty string is returned. If you copy this formula from A4 down through A55, then you will have all the desired week-ending dates for the year. With the formulas in place, simply change the year in cell A1 to see how the dates change.

The range A3:A55 provides room for 53 week-ending dates, which is possible for any given year. Because you used the IF statement in the formula in cells A4:A55, then the very last value (A55) will be blank if there were only 52 week-ending dates for the year.

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Daddy's Poem

Her hair was up in a pony tail, Her favourite dress tied with a bow.

Today was Daddy's Day at school, And she couldn't wait to go.

But her mommy tried to tell her, That she probably should stay home.

Why the kids might not understand, If she went to school alone.

But she was not afraid; She knew just what to say.
What to tell her classmates Of why he wasn't there today.

But still her mother worried, For her to face this day alone.
And that was why once again, She tried to keep her daughter home.

But the little girl went to school Eager to tell them all.
About a dad she never sees A dad who never calls.
There were daddies along the wall in back, For everyone to meet.
Children squirming impatiently, Anxious in their seats One by one
the teacher called A student from the class.
To introduce their daddy, As seconds slowly passed.

At last the teacher called her name, Every child turned to stare.

Each of them was searching, A man who wasn't there.

'Where's her daddy at?' She heard a boy call out.
'She probably doesn't have one,' Another student dared to shout.

And from somewhere near the back, She heard a daddy say,
'Looks like another deadbeat dad, Too busy to waste his day.'
The words did not offend her, As she smiled up at her Mom.
And looked back at her teacher, Who told her to go on.

And with hands behind her back, Slowly she began to speak.
And out from the mouth of a child, Came words incredibly unique.

'My Daddy couldn't be here, Because he lives so far away.
But I know he wishes he could be, Since this is such a special day.

And though you cannot meet him, I wanted you to know.
All about my daddy, And how much he loves me so.

(Continued on page 24)

He loved to tell me stories He taught me to ride my bike.
He surprised me with pink roses, And taught me to fly a kite.

We used to share fudge sundaes, And ice cream in a cone.
And though you cannot see him.
I'm not standing here alone.

'Cause my daddy's always with me, Even though we are apart
I know because he told me, He'll forever be in my heart' With
that, her little hand reached up, And lay across her chest.
Feeling her own heartbeat, Beneath her favourite dress.
And from somewhere here in the crowd of dads, Her mother
stood in tears.
Proudly watching her daughter, Who was wise beyond her
years.

For she stood up for the love Of a man not in her life.
Doing what was best for her, Doing what was right.

And when she dropped her hand back down, Staring straight
into the crowd.
She finished with a voice so soft, But its message clear and
loud.

'I love my daddy very much, he's my shining star.

And if he could, he'd be here, But heaven's just too far.

You see he is an Aussie soldier And died just this past year
When a roadside bomb hit his convoy And taught Australians
to fear.

But sometimes when I close my eyes, it's like he never went
away.' And then she closed her eyes, And saw him there that
day.

And to her mothers amazement, She witnessed with surprise.
A room full of daddies and children, All starting to close their
eyes.

Who knows what they saw before them, Who knows what they
felt inside.

Perhaps for merely a second, They saw him at her side.

'I know you're with me Daddy,' To the silence she called out.
And what happened next made believers, Of those once filled
with doubt.

Not one in that room could explain it, For each of their eyes
had been closed.

But there on the desk beside her, Was a fragrant long-

(Continued on page 25)

stemmed rose.

And a child was blessed, if only for a moment, By the love of
her shining star.

And given the gift of believing, That heaven is never too far.

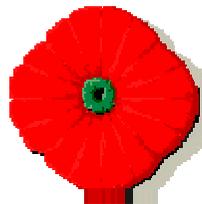
Send this to the people you'll never forget and Remember to
send it also to the person that sent It to you.

It's a short message to let them know that you'll never forget
them.

If you don't send it to anyone, it means you're in a hurry and
that you've forgotten your friends.

Take the time...to live and love.

Until eternity. God bless!



Lest We Forget

The Trial

In a criminal justice system based on 12 individuals not smart enough to get out of jury duty, here is a jury to be proud of.

A defendant was on trial for murder. There was strong evidence indicating guilt, but there was no corpse.

In the defence's closing statement, the lawyer, knowing that his client would probably be convicted, resorted to a trick.

"Ladies and gentlemen of the jury, I have a surprise for you all," the lawyer said as he looked at his watch.

"Within one minute, the person presumed dead in this case will walk into this courtroom." He looked toward the courtroom door.

The jurors, somewhat stunned, all looked on eagerly. A minute passed. Nothing happened.

Finally the lawyer said, "Actually, I made up the previous statement.

But you all looked on with anticipation.

I, therefore, put it to you that you have a reasonable doubt in this case as to whether anyone was killed, and I insist that you return a verdict of not guilty."

The jury retired to deliberate. A few minutes later, the jury returned and pronounced a verdict of guilty.

"But how?" inquired the lawyer. "You must have had some doubt; I saw all of you stare at the door."

(WHAT DO YOU THINK THE ANSWER WAS?)

The jury foreman replied: "Yes, we did look, but your client didn't."