
EXTONPC.ORG NEWS

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February, 2012

THE EXTON PC COUNCIL www.ExtonPC.org



NEWS FROM THE EDITORS:

Stephanie Varis and Bob Linaberry



The EPCC dues for 2012 are due now by the March meeting. The dues need to be paid in order to vote at the Annual EPCC meeting.

Check out in this issue:
Computer Trivia, Trivia Questions and Free Websites for Your Creative Side:
Here are free alternatives to PowerPoint!

Also see our feature articles “How to Deal with the Stresses and Anxieties of Working in the Computer Field” and “Managing the Stresses of Making Business Decisions as A Computer Person”.

UPCOMING MEETINGS:

**EPCC Meetings are on Mondays,
6:30-9:00 in the Struble Room**

**Board Meetings are on Wed.,
6:30-9:00 in the Board Room**

Monday, February 6, 2012

Online Tax Preparation

By Nate Rosenthal

None of us likes preparing our federal and state income tax returns. For many taxpayers we can make this annual chore easier by using our computers.

Both the Internal Revenue Service and the Pennsylvania Department of Revenue offer the option of preparing and filing income tax returns online. No need to buy and install tax preparation software or struggle filling out the numerous forms manually. In addition, you may pay less tax by taking advantage of deductions and credits you may not realize are available to you.

At the EPCC February meeting I will show you how to access and use free online tax preparation software provided by IRS and PA Department of Revenue. Come learn how you can utilize these free services.



Wed., February 15, 2012 Board Meeting

Monday, March 5, 2012

Know Before You Go

By Jim McKittrick

In March EPCC will be presenting Know Before You Go, by Jim McKittrick If you like to travel there are many ways using your computer and the internet can help.

We will provide tips on how to read online travel accommodation rating sites like Trip Advisor as well as using online tools to help select ship cabins, air line seats, and theater seats, as well as how to preplan with Google maps and other useful sites.



Wed., March 14, 2012 Board Meeting

Monday, April 2, 2012

LibreOffice by George Bourrie

LibreOffice is a comprehensive, professional-quality Open Source productivity suite that you can download and install for free. It is from the developers of Open Office and has the same parts: Writer, Calc, Impress, Draw, Math, and Base.

It is available in more than 30 languages and for all major operating systems, including Microsoft Windows, Mac OS X and Linux (Debian, Ubuntu, Fedora, Mandriva, Suse, ...). it is compatible with all major competitors' file formats.

Although it defaults to saving documents as open document files (.odt, .ods, .odp), you can easily import files from Microsoft Word, Excel and PowerPoint and many other

formats, and can easily save to Microsoft Office and other formats when needed or change the defaults.



Wed., April 18, 2012 Board Meeting

Monday, May 7, 2012

Digital Imaging By Charlie Eisenfelder with Jack Stretch

Digital Imaging "Movie Making Miracles" Charlie Eisenfelder and Jack Stretch will present Charlie's "Movie Making Miracles" using video and stills Using Windows 7 and "Windows Movie Maker" a free download if you have Windows 7 or plan to...



Wed., May 9, 2012 Board Meeting

Monday, June 4, 2012

Twitter for News and Information by Izzi Bourrie

Would you like to keep abreast of things that you are interested in? Perhaps get news as it is happening or find out late breaking news about your field of interest right away? This could be general news, politics, your politicians, finance, your hobby, etc. All you need is your computer and Twitter. Yes, Twitter, and it's not to tell anyone about what you are doing or listen to someone else's silly blathering, unless of course you want to. It is used to listen to what's going on. We will tell you how to do this and will show you what to do and it's all free and safe. Come and find out how to stay up to date.

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Computer Trivia Corner:

5 Fun Computer Facts:

From 15 Fun Facts: computer trivia posted on September 1st, 2010 by agragati

1. It took the radio 38 years and the television only 13, but the internet reached 50 million users in only 4 years.
2. The computer mouse was invented by Doug Engelbart in 1963. It was made out of wood (weird, huh).
3. In 2009 the average number of Internet transactions per second was 2,000. The total number of goods sold was worth \$60 billion.
4. Early hard disks in personal computers held only 20 MB of data and cost around \$800. In 2010 you could get a 2 GB flash drive for around \$8. This implies that there is a 100-fold reduction in the price and a 100-fold increase in storage capacity.
5. Rear Admiral Grace Hopper, the first female admiral in the US Navy is also known in the computer world for creating the popular programming language COBOL. She also came up with the term 'debugging' after removing a moth from a computer.

See next month's computer trivia for the next five of fifteen facts!

Trivia Questions:

What game system, the first to come equipped with a modern, clogged up phone lines in Europe as many purchasers got online for the first time?

What computer outfit's ad 1984, run only once during Super Bowl XVIII, did TV Guide declare to be the best commercial of all time, in 1999?

What Apple media file format became the basis for MPGE-4 files?

What did critics dub the glitchy USB "plug and play" feature of Windows 98?

What file-sharing software was named for creator Shawn Fanning's frizzy hair?

Come to the February 6 Meeting for the Trivia Questions Answers

[Free Websites for Your Creative Side:](#)
[Here are free alternatives to PowerPoint!](#)

<http://animoto.com>

On this site, you can "Create stunning video slideshows" and "Turn your photos, video clips, and music into stunning video masterpieces to share with everyone. Fast, free and shockingly easy!"

<http://www.openoffice.org/>

Don't forget Open Office's "Impress" to make your presentations.

<http://prezi.com/> "Make your presentations zoom" with Prezi by utilizing the features of: Pan and Zoom, Import

Media, Full Toolset, Present Online and Offline, Work Together and Add Storyline.

<https://show.zoho.com> Create, Edit and Share Your Presentations Online

“Introducing Zoho Show 2.0: The online tool for making powerful presentations. Whether you are a professional, a teacher, a student, a businessman, a salesman or anyone looking to put together a cool presentation, you have come to the right place. Zoho Show's pre-built themes, clipart and shapes coupled with features like drag-and-drop makes it an easy application to use.”

Helpful Links

[Lifehacker, TIPS and downloads for getting things done](http://lifehacker.com/lifehacker.com/)

Lifehacker curates **tips, tricks**, and technology for living better in the digital age. ... We've shared a number of **tips** on how to make lasting resolutions .

[HELPFUL TIPS](http://huntingtondisease.tripod.com/fixittips/id2.html)

Helpful Tips ... There is space in your Attic · Emergency cure for dripping tap faucet or ceiling · Tips for removing wallpaper.

FEATURES:



HOW TO DEAL WITH THE STRESSES AND ANXIETIES OF WORKING IN THE COMPUTER FIELD

By Stanley Popovich

Stress and anxiety are very common when you work in the computer field. As a result, here is a list of techniques that a computer person can use to help manage their daily stresses and anxieties.

Sometimes, we get stressed when everything happens all at once. When this happens, a person should take a deep breath and try to find something to do for a few minutes to get their mind off of the problem. A person could take a walk, listen to some music, read the newspaper or do an activity that will give them a fresh perspective on things.

When facing a current or upcoming task at your computer job that overwhelms you with a lot of anxiety divide the task into a series of smaller steps and then complete each of the smaller tasks one at a time. Completing these smaller tasks will make the stress more manageable and increases your chances of success.

Challenge your negative thinking with positive statements and realistic thinking. When encountering thoughts that make you fearful or depressed, challenge those thoughts by asking yourself questions that will maintain objectivity and common sense. For example, you are afraid that if you do not get that job promotion then you will be stuck at your job forever. This depresses you, however your thinking in this situation is unrealistic. The fact of the matter is that there all are kinds of jobs available and just because you don't get this job promotion doesn't mean that you will never get one.

Remember that no one can predict the future with one hundred percent certainty. Even if the thing that you feared does happen there are circumstances and factors that you can't predict which can be used to your advantage. For instance, you are at your place of work and you miss the deadline for a project you have been working on for the last few months. Everything you feared is coming true. Suddenly, your boss comes to your office and tells you that the deadline is extended and that he forgot to tell you the day before. This unknown factor changes everything.

In dealing with your anxieties at your engineering job, learn to take it one day at a time. While the consequences of a particular fear may seem real, there are usually other factors that cannot be anticipated and can affect the results of any situation. Get all of the facts of the situation and use them to your advantage. The more control you have over your stresses and anxieties, the better off you will be in the end.

Take advantage of the help that is available around you. If possible, talk to a professional who can help you manage your fears and anxieties. They will be able to provide you with additional advice and insights on how to deal with your current problem. By talking to a professional, a person will be helping himself or herself in the end because they will become better able to deal with their problems in the future. Managing your fears and anxieties takes practice. The more you practice, the better you will become.

For additional information go to:

<http://www.managingfear.com>

Managing the Stresses Of Making Business Decisions As A Computer Person

by: Stanley Popovich



It can be stressful when you have to make important business decisions regarding your job. We all want to make the right decisions and this can create a lot of anxiety. As a result, here are some suggestions on how to manage the stresses of making the right business decisions.

First, get all of the facts and necessary information to make the right decision. Find out the necessary facts of the situation and study all relevant information. This is important because you do not want to miss critical information that could make a difference in your decision.

Think about what you want and consider the possible outcomes of your decision. Each decision will lead to new opportunities. Consider the possible opportunities and go from there. Spend some time just thinking about what is it that you want.

Get advice from your employees. It is important to consider other viewpoints other than your own. Ask your workers on what they think that you should do. These people know you and they can give you additional insights that you may be overlooking.

Take a deep breath to help relax in making your decisions. If you still feel stressed, then get some fresh air or do something fun to help relax. You will feel better and gain a fresh perspective on your current situation. This will make it easier to make the right decision.

Remember that you make decisions all the time. You can always re-evaluate your situation and do something different. Do not put a lot of pressure on just one decision. You will have other opportunities to correct the situation.

Remember that making a business decision is not a life or death situation. If you make the wrong decision then the next step is to learn from your mistakes and go from there. Learn what you did right and learn what you did wrong. The key is not get so worked up that you do not know what to do. Be patient and eventually you will be able to make the right business decision. Do not let your fears get the best of you.

The decision making process does not have to be stressful. Consider all of the facts and your interest when making a business decision. This should help reduce your anxieties in making those important choices.

BIOGRAPHY: Stan Popovich is the author of "A Layman's Guide to Managing Fear Using Psychology, Christianity and Non Resistant Methods" - an easy to read book that presents a general overview of techniques that are effective in managing persistent fears and anxieties. For additional information: www.managingfear.com

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Happy Computing! ❖



Visit our Help Desk & Discussion Group [EPCC Yahoo Group](http://www.epcc.org)

Chester County Library Workshops

To register online and to view workshops, go to the Chester County Library website:

www.ccls.org>Find an Event>Chester County Library>Computer Adult>

If you have any questions, visit the Jacobs Technology Center (JTC) or call (610) 280-2666 or e-mail ccljtc@ccls.org

Seeking New Technology Groups! If you want to start a new interest group in computer technology, web, photography, film-making, etc., please contact us!



Become a Guest Speaker! We are greatly interested in bringing in new guest speakers! Please contact us and share! We appreciate your participation

Contribute a Newsletter Article



All members are encouraged to submit articles or other items of interest for possible Newsletter publication. The deadline for articles to appear in the next issue is the 1st Monday of the month. All articles are gladly accepted at anytime for our future publications. When you send your contribution as an e-mail attachment, please save your text file in text (*.txt) or MS Word Format (*.doc); Images are to be saved in Jpeg Format. ❖

Please send articles to the EPCC Newsletter Committee:

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MEMBERSHIP 2012

Thank you to those who have renewed. We welcome New Members who joined us! Please encourage family & friends to join...

See the Exton PC Council membership form on the following page... ❖



Computer Services: Web Edits, Research, Information Gathering, Content Creation and inserting on your website, Computer issues, Office Work, for you and your friends, "best rates in town" just call me (Bob Linaberry) @ 610 873 0204.

Exton PC Council
310 North High Street
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<http://www.extonpc.org>

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Your Membership Is Welcome!

Non-members and former members are encouraged to join.
Please fill in the Membership Application below and mail it with your check now!

EXTON PC COUNCIL (EPCC) 2012 MEMBERSHIP APPLICATION / RENEWAL

(valid January 2012 December 31st 2012) Membership includes email notices, privilege to post on EPCC's Yahoo Groups, privilege to participate in special prize give away raffles at various meetings and affords additional benefits of special offers through the national APCUG (Association of Personal Computer User Groups).

New Member: \$20.00 _____ Renewal: \$20.00 _____ Date _____

Notice of downloadable ExtonPC.Org News will be emailed monthly – Add \$5.00 to above fees to receive copy by postal mail and mark here. _____ (To cover cost of postage and mailing)

Last Name: _____ First Name _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ (Optional)

EMAIL (please print clearly): _____

Please pay at the next main meeting, or mail this form with your check made payable to **EPCC**.

EPCC 310 N. High Street West Chester PA 19380

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