
EXTONPC.ORG NEWS

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March 2010

THE EXTON PC COUNCIL www.ExtonPC.org

All meetings are free and open to the public == Bring a friend



Meetings Notice



We are limited to one meeting a month for 2010 by the library. There were no dates available in July and November.

Therefore EPCC will have 10 main meetings in 2010.

All meetings will be held on the first Monday of the month except September which will be the second Monday because of the holiday. ❖ **Need Computer Help?**

Visit our Help Desk and Discussion Group at <http://tech.groups.yahoo.com/group/epcc/>

< - - Next Meeting - - >

March 1

Bring your memories to life

With Charlie Eisenfelder

Using a scanner, convert old photos, negatives and slides to digital and create CD's for showing and sharing. The procedure is straight forward requiring a scanner, computer and free programs available on the net. Imagine boxes and boxes of pictures and slides condensed into just a few slim CD's.

In addition to the program that accompanies a scanner, Picasa by Google, DVD Maker and Movie Maker by Microsoft will be used to finalize the result.

Charlie will be discussing the capturing, storing and making a story out of your old photos. Learn how to turn your photos into a DVD presentation. ❖

< - - Future Meetings - - >

March 10

Board meeting

April 5

Getting the most out of your GPS

With Jim McKittrick

Jim will demo how to update your GPS software and how to use the features of your GPS unit. ❖

April 21

Board meeting

May 3

Windows 7 & Internet Radio

With Nate Rosenthal

Are you curious about Windows 7? Come to our May meeting where Nate Rosenthal, a long-time EPPC member will report on his experiences with the latest version of the Windows operating system. He has used it on two different systems from the time it was released in October, 2009.

May 12

Board meeting

June 7

Internet TV

Watch this newsletter for more information ❖

June 9
Board meeting

July
No Monday Meeting
and
No Board meeting

August 2
Free Software

Watch this newsletter for more information❖

August 11
Board meeting

September 8
Board meeting

September 13

Watch this newsletter for more information❖

October 4

Watch this newsletter for more information❖

October 13
Board meeting

November
No Monday Meeting

November 10
Board meeting

December 6

Watch this newsletter for more information❖

December
No Board meeting

HOW TO USE THE RIBBON IN OFFICE 2007

Microsoft Office 2007 has replaced menus and toolbars with the Ribbon in Office Access 2007, Office Excel 2007, Office PowerPoint 2007, Office Word 2007 and Office Outlook 2007 (in open items as Mail, Contacts and Appointments). The purpose of the Ribbon is to help you quickly find the commands you need to complete your task(s). The commands are organized into groups under tabs, related to various activities.

The Home tab includes what you use most often: Font, Font Size, Bold, Italic, etc. There is also Audio Text, which for some groups have a small diagonal arrow in the lower-right corner called a Dialog Box Launcher. If you click the arrow, more options show for the group.

The Ribbon has three parts: tabs, groups and commands. Six Tabs across the top represent an activity area. Groups of each of these tabs show related items. The Commands range from buttons, drop-down lists and boxes to enter information.

The Quick Access Toolbar is a small area to the upper left of the Ribbon that contains everyday commands Save, Undo and Repeat. You can also add Favorites.

The File menu has been replaced with the Microsoft Office Button. When you click this button, in the upper-left corner of window, you open, save and print.

If you click the Word Options command at the bottom of the menu, you can find the program settings which used to be found in the Tools menu, under Options.

There is a new file format to make your documents safer by separating them, makes sizes smaller and less susceptible to damage. There is .docx (Word document with no macros or code), .dotx (Word template with no macros or code), .docm (Word document that could contain macros or code and .dotm (Word template that could contain macros or code).

Finally, if you work in Word 2007 you can open previous files that were created from Word 95 to Word 2007. If your file was created in a previous version, the automatic option in the Save As dialog box is to save it as a .doc. Then, the Compatibility Mode is automatically turned on and the Compatibility Checker will let you know if any newer features will not work!

Reference: <http://office.microsoft.com>

Contributed by Stephanie Varis

MEMBERSHIP 2010

Thank you to those who have renewed and **Welcome** to new members who have recently joined. ❖

<p>Presentation meetings - Struble Room Board meetings - Board Room All meetings start at 6:30 pm</p>

Contribute a Newsletter Article

All members are encouraged to submit articles or other items of interest for possible Newsletter publication.

Deadline for articles to appear in the next issue is the 1st Monday of the month. All articles gladly accepted at anytime for future publication.

When sending as an attachment in E-mail please save your text file in text (*.txt), or MS Word Format (*.doc) and pictures in Jpeg Format. ❖

Send to: Stephanie Varis
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Who's Who at EPCC

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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) 2010 MEMBERSHIP APPLICATION / RENEWAL

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: \$25.00 _____ 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 _____

If you are a current member and renewing, fill in all changes only below. Otherwise fill in all information.

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ (Optional)

EMAIL (please update and print clearly): _____

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

Mail To: EPCC, 310 North High Street, West Chester, PA. 19380