North Texas PC News

Prez Sez

Before I begin this month's Prez Sez, I am going to stress that two important changes begin this month.

First, in June, **_all_** of our Special Interest Groups (SIGs) meet together at King of Glory Lutheran Church (KOG). Second, the June meetings will be held on June **25th**, the **4th** Saturday. I know those facts are covered several times throughout this issue of *PC News*, but it is said that you can't over-communicate important facts.

So, on with the topic at hand.

The subject of our membership, monthly attendance and how to increase them are subjects frequently discussed at Board meetings. Should you have ideas on these subjects, please direct them to bod@ntpcug.org Suggestions for programs or speakers should be addressed to programs@ntpcug.org. These suggestions will be taken by our Program Director, Howard Harkness, to build them into real presentations.

Among our many suggestions, one is that our SIG leaders update the SIG notes on our website regularly so that casual surfers who find us might find something attractive and interesting.

Speaking of website, you may ask yourself – "which website"? Well, if you access the www.ntpcug.org site and need something like current or past SIG notes, you will be taken automatically to our Sharepoint site at sp.ntpcug.org. No need to go two places for the UG information you want – everything starts at our main web site at www.ntpcug.org.

We are looking into providing a handout on member benefits to visitors at our meetings. Perhaps if we had a readily available list of the benefits, more people would say, "Hey, I could use that and it's included in my $36 annual dues."

An excellent example of displaying our benefits is the article by Director and SIG leader Spike Smith on reasons to join the Group (see Page 15 (Why Join NTPCUG?). If you have thoughts on this subject, send them to newsletter@ntpcug.org

And finally, membership gives you the opportunity to serve as a volunteer. For persistent volunteering, you get access to TechSoup, a service where you can get popular software for a substantial (like 90%) discount. Just as (*continued Page 17*)

Special Interest Groups (SIGs) ...

Sessions with presentations, discussion, and exchanges of information

2nd Saturday

Please Note: for June 2011, the "2nd Saturday" SIGs will meet at KOG with the "3rd Saturday" SIGs on June 25th. For next month, July, watch for updates on where and when our 2nd Saturday SIGs meet. We are still negotiating some issues at Microsoft, and details are not yet finalized.

.NET Developers – 9:00 am

Tuc Goodwin
tgoodwin@ntpcug.org

Ongoing Series – Learning C# 2010

This month, our topic will be Understanding Generics, by Shawn Weisfeld.

The book we are using is Teach Yourself Visual C# 2010 in 24 hours by Scott Dorman, ISBN: 0672331012, SAMS Publishing.

Here is what we are doing the next five months:

Tuc Goodwin   7/9/2011
Understanding Query Expression

David Stark   8/13/2011
Using Files and Streams

SharePoint – 11:30 am

Ram Yadav
ram_yadav@hotmail.com

No topic has announced for this month.

3rd Saturday

All meetings at King of Glory Lutheran Church, 6411 LBJ Fwy in Dallas (between Preston & Hillcrest, north side of LBJ). **In June 2011, the 3rd Saturday SIGs will meet on June 25th.**

****Special Presentation – 9:30 am****

Internet security will be demystified in non-technical terms by Bob Gostischa, a volunteer presenter on behalf of Avast (the publisher of popular security software). The presentation will focus on normal computer users, not IT geeks, and will clearly explain security myths, things you should and should not do on the Internet, the evolution of computer threats, and Bob will also answer your questions.

This presentation will have interest to both our Windows and Linux users as 'net security affects us all.

Be there or run the risk of being open to unknown security threats.

Alphabetically

Building Web Sites — 8:00 am

Bill Parker, SIG Leader
bill.parker@ntpcug.org

presented by Alan Lummus

In June, this SIG will join with the 9 am "Making Money on the Internet" SIG. We will be registering a domain name, selecting and contracting for a host provider, online payment processing; hosting, installing a WordPress template, and installing a shopping cart to sell a product. The July and August SIGs will continue the process of refining the new site's appearance and beginning and continuing the process of testing to maximize conversion.

Digital Photography — 10:00 am

Spike Smith, NCE
harold.smith@ntpcug.org

When we look at entry level digital cameras, there is a very wide vari-

ety of styles to choose from. These low-level devices are basic and serve an immediate purpose. They are built into a cell phone, an iPod or a compact case. They should be easy to use. If we start with a fine $350 compact, we will see how close to performing all of our needs will be accomplished. If we doubled the cost for the camera and added more dollars for lenses, we can then meet 100% of our needs. Is this worth the added cost? Will we make use of a full-featured dSLR camera?

Come on over to our SIG at 10:00 am and find out.

Digital Photo Editing Software — 11:00 am

Spike Smith, NCE
harold.smith @ntpcug.org

As with our 10:00 am SIG where we economized our selections for a fine camera we will use this hour to discuss not spending lots of money on editing programs while still accomplishing all of our needs. For those of us doing professional work and having some very high standards to meet, we need to go beyond the minimum requirements for an editor.

What extra features do we require as a professional editor? The requirements are now making a profit and competing with others for clients. The editor must perform in two ways that we ignore with simple basic programs. Number one is provide methods for repeating features and functions to speed up the process as we must consider time is dollars and they must not take from our profit. Number two is have built-in short cuts to fine tuning as groups of photos must look like they were created day and group.

Internet — 11:00 am

Glynn Brooks
glynn.brooks @ntpcug.org

Internet Explorer 9 vs. Firefox 5

In this session, we will look at the new features in Internet Explorer 9 and Firefox 5, then consider and the pros and cons of each.

Investors - 1:30 pm

Gil Brand
gbrand @ntpcug.org

In May we will have our usual Q&A session. Drop by and tell us about your latest investing success stories.

IT Professional — 9:30 am - 11:00 am

Larry Copeland, Co-SIG leader
Lacopeland2000 @yahoo.com
Mark Phelps, Co-SIG leader
eytukan @gmail.com

No meeting in June for a special presentation at 9:30 as described above.

Linux Installation Project – 9:00 am

The Linux Install Project helps users with their Linux install or configuration problems. Bring your machine and we will help you get it running.

Making Money on the Internet — 9:00 am

Bill Parker, SIG Leader
bill.parker @ntpcug.org
presented by Alan Lummus

In June, we will join this SIG with the 8 am "Building Websites" SIG to provide sufficient time to demonstrate the entire process of registering a domain name, selecting and contracting for a hosting provider, selecting and contracting for online payment processing, procuring hosting, manually installing a WordPress template, and installing a shopping cart to sell a digitally downloadable product. The July and August SIGs will continue the process of refining the new site's appearance and beginning and continuing the process of testing to maximize conversion.

Microsoft Access SIG — 11:00 am

Larry Linson
larry.linson2 @ntpcug.org
Jim Wehe
jimwehe @gmail.com

On "Third postponed to Fourth" Saturday, June 25, 2011, SIG Co-Leader **Jim Wehe** will present an Access topic of interest, yet to be determined. (When it is decided, we'll post it here on the Access SharePoint site first!)

SIG Co-Leader **Larry Linson** was caught in a scheduling conflict by the change of meeting date, but hopes to return for Third Saturday, July 16.

In May, 2011, SIG Member **Geof Kohler** and SIG Co-Leader **Jim Wehe** showed and discussed The New Look of Access 2010. There are some significant improvements in *Microsoft Access 2010*, not necessarily related to the different user interface.

Coming attractions: We solicit your suggestions for topics.

*VBA: When, where, and how to use it

We need to know what topics you'd like to hear, see, and learn. Come to the meetings and let's discuss them. Write some suggestions, add your contact information so we can explore details if what you want isn't clear to us, and give them to Jim or Larry give them to **Jim** or **Larry**.

A continuing call for presenters: We want you to show us an *Microsoft Access* database you created and use, a tutorial on an Access-related topic, other Access- or Office-related material, or to contact a friend of yours who'd be a good guest speaker. If you need help constructing the presentation, see **Jim** or **Larry** – we're not from the government, but we're here to help.

Valuable prizes: We expect to resume drawing for valuable prizes at our meetings beginning in July.

Microsoft Certification SIG - 1:30 pm

Tom Perkins
tomperki@gmail.com

CertSIG is initiating a series of hands-on sessions to explore and develop skills in using Entity Framework as a development platform. **At KOG**.
Questions or comments?

Contact Tom Perkins (tomperki@gmail.com) or Chris Morgan (chris.morgan@ntpcug.org)

Microsoft Excel – 8:00 am

Frank Tubbs, SIG leader
ftubbs@sbcglobal.net

The June session will cover using DEFINED NAMES in a spreadsheet again because so many people missed it last month. It is like being able to program without using a macro. The concept is simple and fun to test in your own problem set. It is a very versatile and useful skill to have in your toolkit. So come learn a way to expand formulas and use data that is sometimes out of place when simply typed into a cell but always in the right place in a DEFINED NAME.

Microsoft Expression Web — 10:00 am

Chris Morgan
chris.morgan @ntpcug.org

Adding Images to Web pages
We didn't get to images at our May meeting. So, we'll cover this topic in June. It is chapters (or "Hours") 6 & 7 of the "Sams Teach Yourself..." book. We'll cover adding images, types of images, formatting the images to fit the site, resizing images with EW4, flowing text around the image, and making the image a link (including turning parts of an image into a link).

Powershell – 9:00 am

Larry Weiss
lfw@airmail.net

Gil Brand
gbrand@ntpcug.org

The PowerShell class using examples from Chapter 6 "Objects: just data by another name" from the book "Learn Windows PowerShell in a Month of Lunches" by Don Jones continues, followed by a Q&A session. https://sites.google.com/site/powershellsig.

Windows Inside Out — 12:30 pm

Glynn Brooks
glynn.brooks@ntpcug.org

Monitoring the Health of Your Windows 7 PC

There are many features in Windows 7 for finding and fixing problems. In this session we'll demonstrate the tools available and how to use them to eliminate problems and improve the performance of your PC.

Windows Tips & Tricks — 8:00 - 9:00 am

Gil Brand
gb1@ntpcug.org

Chuck Stark
chuck.stark@ntpcug.org

Open Q&A. If you have a troubled system, please contact Chuck or Gil for a possible 'live, no net' troubleshooting session.

Wireless Communications — 11:00 am

Birl Smith
birl.smith@ntpcug.org

No topic has announced for this month.

Word — 9:00 - 11:00 am

Sharon Dorsey
Sharon.Dorsey@ntpcug.org

This month's topic is Envelopes, Labels and Mail Merge.

Formatting – The Paragraph Group

In April, we started a discussion of the Paragraph Group on Word's Home tab. We covered two commands – bullets and numbering. At the May meeting, we talked about the remaining commands in the Group. Here is what we covered.

What do you use to create a complex outline? You use the Multilevel List command. (No, this is not a pyramid scheme.) This command too has multiple groups, which are Current List, List Library, List Styles and Lists in Current Document. By now, you know the difference between Current List and Lists in Current Document. Right? If not, refer to our April session.

What is the difference between defining a new multilevel list and new list style you ask? The Define New Multilevel List command allows you to create and use a list style for your current document. It is available in previous Word versions. The Define New List Style command lets you define and save a multilevel list to a template so the list can be used in other documents. When you name your multilevel list, it shows in the List Styles group. This is a new function. Because it creates a style, when you change the list style every instance of that list is updated in the document.

If you want to create a style to use in multiple documents, start with selecting Define New List Style on the menu. At the top of the screen, give your style a name. Near the bottom, select whether this style pertains to just your current document or if you want to add it to the new document template. Next, click the Format button and select Numbering in the dropdown menu. The Modify Multilevel List dialog box opens, which is the same as selecting Define New Multilevel List in the Multilevel List command.

Now whether you are defining a multilevel list for one or multiple uses you are in the same dialog box. You can define up to nine levels for your list or outline. Click on a level and go to the Number Style for This Level dropdown menu. Here you can select numbers or letters, plus bullets, pictures or symbols. Above that in the Enter Formatting for Number field, you can change the appearance. For instance, you may want to add a word before the character or you may want a period and not a parenthesis after the character. In the Position section of the dialog box, you can set indents for each level separately or you can click on the Set for All Levels button to define indents just once. In the right column find Link Level to Style and make a selection in the dropdown menu. Note there are nine Heading styles to coincide with the nine list levels.

In the Paragraph Group, there are Indent commands for use on lists or text. If you quickly want to move your list or text in or out, use the decrease or increase commands. Otherwise, open the dialog box where you can specify how much space you want for indentation. Also, in the dialog box you can specify different indentation for the first line vs. hanging lines in the Special field dropdown box. Notice the preview screen at the bottom of the dialog box to

help you determine if you like your selection.

If you want to choose from a few standard line spacing options, click on the line spacing command where you have six options between one and three lines. If you want to specify your spacing, open the dialog box where you can enter how many points before and after each line and if you want single, double, one and a half, etc. line spacing. Again, notice the preview screen at the bottom of the dialog box to help you determine if you like your selection.

Line spacing default in Word 2007 is 1.15, which I know some of you do not like. Therefore, in the Paragraph dialog box in the Indents and Spacing tab enter the spacing you do like and click the Default button at the bottom. A window pops up saying you are about to change the default and asks if you want to change the setting for the NORMAL template. Select Yes, if you do want to change the defaults for your current and future documents.

The Paragraph dialog box also has a Line and Page Breaks tab. The Widow/Orphan control in Microsoft Word is a feature that prevents single lines of paragraphs from appearing on a separate page from the rest of the paragraph (a widow is the first line of a paragraph left by itself and an orphan is the last line left by itself). The Widow/Orphan control will automatically keep two lines together on a page, shifting them as necessary when you add or take text away from the document. Use Keep With Next to keep one paragraph on the same page as the next paragraph. You can prevent Word 2007 from splitting up the lines of a paragraph between two pages with Keep Lines Together. Force a page break before a specific paragraph with Page Break Before. You can make any of the line and page break options your default in future documents by clicking the Default button at the bottom of the dialog box.

Other commands in the Paragraph group handle text alignment – left, center, right and justify.

Another command shows or hides paragraph markings. If you click the command and you still see markings, check the Display section in Word Options in the Office button. If any box is checked under Always Show These Formatting Markings on the Screen, uncheck it so the markings are hidden.

The Borders command allows you to add a variety of borders to a cell/word, paragraph or table. There are multiple border options on the menu. If you want additional features within a border, such as shading, select the last option in the menu. Here you can select the style of line, for instance dashes instead of a solid line, line color and line width. In the Page Border tab, you can add shadows or 3-D effects to a box. In the Shading tab, you can select a specific color, gradation or pattern for a box.

The Paragraph Shading command adds color to text you have highlighted.

You don't have to create lists in Excel or some other program so they can be sorted. Word has a Sort command. You can sort text, numbers and dates in ascending or descending order. If you are sorting information in a table, you have up to three columns by which you can sort.

If you are interested in creating envelopes and labels or doing mail merge, join us on June 25 at 10 am.

So Who Won The Raffle?

Did you participate in the April - May PC raffle? If not, you missed out on a small-but-powerful Sony Vaio PCV-V300G All-In-One, and a chance to help both NTPCUG and the Texas Center for the Visually Challenged (TCVC). More details are on Page 2 of our May newsletter (http://sp.ntpcug.org/Newsletters/NTPCUG%20-%202011-05.pdf).

So who was the lucky winner at our May business meeting? It was member **Noble Flenniken**, who first joined in 1986. **Congratulations to Noble.**

By Teresa Hennig

News from the Northwest

By Teresa Hennig

Microsoft MVP for Access, President of the Seattle Access Group and Pacific Northwest Access Developers, INETA Community Champion, and member of the North Texas PC User Group since 2008.

Downloads, Updates and Other Good Stuff

MIX11 -- Web Technology Conference -- April 12 -14; Sessions for Download (April 2011)

Review the topic lists for over 130 sessions on web development and design at http://live.visitmix.com/mix11?qstr=CR_CC=200023757&CR_ID=P080762000 . You can also see the Channel 9 coverage with interviews, demos, and discussions at http://channel9.msdn.com/events/ch9live/mix11?qstr=CR_CC=200023757&CR_ID=P080762000.

Clonezilla - Image Your Drives for Free -- (Tech Republic article and instructions for using Clonezilla) (April 2011)

Disc imaging is a valuable resource for disaster recovery, but it can also be used for maintaining and upgrading systems. Clonezilla is a free download that allows you to clone the image of a machine and use it to restore the image to a single machine or multiple machines. In this Tech Republic article, Jack Wallen provides the background and walks you through the process. www.techrepublic.com/blog/doityourself-it-guy/diy-image-your-drives-for-free-with-clonezilla/179?tag=nl.e056

Ready for IE 9?   (April 2011)

Streamlined for better user control and customization and for high speed performance. An excellent fit with Windows 7. Learn more and get the download at http://windows.microsoft.com/en-US/internet-explorer/products/ie/home

Choosing between Windows Azure Table Storage and Windows SQL Azure - Intertech paper   (Jan 2011)

If you are looking at options for moving data to the cloud, you may benefit from Jim White's (Intertech) article that discusses some of the basic features and differences of the two platforms. http://www.intertech.com/Blog/post/Windows-Azure-Table-Storage-vs-Windows-SQL-Azure.aspx

Data Conversion in SQL Server Article by Simple-Talk, Robert Sheldon (Jan 2011)

We've often had discussions about compatibility and consistency between Access and SQL Server and associated with data, data types, syntax and queries. Robert's paper covers issues related to data conversions, truncated data, performance impacts and more. http://www.datadynamicsnw.com/seattleaccess/www.simple-talk.com/sql/t-sql-programming/data-conversion-in-sql-server/?utm_source=simpletalk&utm_medium=email-main&utm_content=DataConversion-20110110&utm_campaign=SQL

Optimizing Hyper-V Performance - Three Part Webcast by Tech Republic (Jan 2011)

Session 1 - Top Considerations for Optimizing Hyper-V Performance; crash course on virtualization; top consideration for optimizing performance; architecture basics; managing

storage. http://webcasts.techrepublic.com.com/abstract.aspx?kw=Top+Considerations+for+Optimizing+Hyper-V+Performance&docid=2324535&tag=tr-left

Session 2 - Efficient Hyper-V Management and Performance

http://webcasts.techrepublic.com.com/abstract.aspx?kw=Efficient+Hyper-V+Management+and+Performance&docid=2324573&tag=tr-left

Session 3 - Improving Hyper-V Performance and Scalability

http://webcasts.techrepublic.com.com/abstract.aspx?kw=Improving+Hyper-V+Performance+and+Scalability&docid=2324605&tag=tr-left

Office 2010 Compatibility Guidance -- Microsoft TechNet (Dec 2010)

Find guidance and information about requirements, product and compatibility issues. http://technet.microsoft.com/office/ff460851.aspx

Basic Windows 7 Deployment Help from TechNet (Dec 2010)

Ramp up the learning curve and take the easy route by following some of the tips from TechNet. http://technet.microsoft.com/en-us/edge/basic-windows-7-deployment.aspx

Learn Access by Crystal -- (Nov 2010)

Access MVP, Crystal shares tips, videos and helpful links in her the other will take you to Crystal's "Official Play List." http://www.youtube.com/user/LearnAccessByCrystal

Removing Crapware - from TechRepublic (Nov 2010)

One of the annoyances of a new computer is the amount of crapware that comes prein-stalled. TechRepublic has a free report with suggestions and tools for identifying and remov-ing unwanted programs and files. It also mentions why you don't want to defrag Solid-state drives (SSD), such as those in some high-end laptops. http://blogs.techrepublic.com.com/five-tips/?p=345&tag=nl.e101

Microsoft Access Small Business Solutions, by Teresa Hennig and an MVP team. - Free Chapter Download (May 2011)

A team of 11 Access MVPs share their expertise and experiences to help you design table structures that will support your current and anticipated needs. It start with the fundamentals of good table structure, and then delves into specific issues and options of different business functions, from contact management, to manufacturing and accounting. You'll see a variety of techniques for determining requirements, interviewing users, and storing data. For a limited time, you can download Chapter 4, People, Organizations, Addresses from www.SeattleAc-cess.org

Access 2010 Programmer's Reference, by Teresa Hennig, et al. - Free Chapter Download (May 2011)

This chapter will help you to VBA to expand and leverage the features that Access provides. You'll learn about events, procedures, expressions, and recordsets You'll also see how to use VBA behind forms and reports as well as working with variables and error handling. The book contains 25 chapters and 9 appendixes. Visit www.SeattleAccess.org to download *Chapter 7, Using VBA in Access*. Then ... let me know what you think!

Rick Fisher's Find and Replace (May 2011)

Rick's tool will search through the design elements, such as the table and field names and modules (not the data). It can change the names of objects throughout the entire database. Version 9.0 works with Access versions from 2000 through 2010. For more details and the download, visit http://rickworld.com

DYNAMIC LINK LIBRARY ARTICLE by Mark Liron, MVP

Learning more about DLL's is in ongoing theme, so you might want to bookmark or down-

load this page. http://www.updatexp.com/dynamic-link-library.html

Microsoft Office 365 Beta - sign up today (May 2011)

Join the Office 365 Beta and start getting familiar with the next-generation of communication and collaboration that leverages email, calendar, Office Web Apps, online collaboration, IM and online meetings.

Learn more and sign up at www.microsoft.com/en-us/office365/small-business/beta.aspx

Designing and Deploying SQL Server on VMWare - on demand seminar by Windows ITPro   (May 2011)

Learn about the design considerations for vitalizing SQL Server. The discussion will cover workloads, performance, scalability, high-availability and support. The seminar is provided as a free download so that you can watch the seminar when it fits with your schedule.

www.windowsitpro.com/utility/virtualization2/apps-quickstart-series-part-2-designing-and-deploying-sql-server-on-vmware-vsphere-135755?code=EPDedVMwareAppsMar11WS05051211

The Essential Guide to Virtualizing Desktops and Applications by Windows ITPro (May 2011)

With the features and mobility expectations for today's programs, it can be beneficial to have a basic understanding of the key factors and options associated with virtual desktops and applications. For those of you wanting to learn more, Windows IT pro has offered a guide for download.

www.windowsitpro.com/guide/virtualization2/the-essential-guide-to-virtualizing-desktops-and-applications-135780?code=EPDedQuestApr11EG01051311

Hosted or On-Premises Archiving - OnDemand Presentation by Windows ITPro (May 2011)

With the convenience and affordability of external drives, it might seem that local backups are the easy answer. This presentation will cover several key factors that you should consider when determining what back-up option might be better for a given situation.

https://www.vconferenceonline.com/event/regeventweb.aspx?id=185&CID=EPDedIronMountainMar11WS01050311

Virtual Environments - 7 Essential Backup Capabilities OnDemand Presentation by Windows ITPro (May 2011)

Going virtual is just part of the process; just like the real world, you still need to manage backups. This seminar discusses considerations and approaches so that you can fast and efficient backups for your virtual systems.

https://www.vconferenceonline.com/event/regeventweb.aspx?id=134&CID=AppAssureDec10WS01_P2M2

RESOURCE TIPS:

Access Tip - Streamline Reporting on Recurring Data Imports (May 2011)

Leading the way with scenario based articles, Mike Stowe walks you through creating an Access database to import and analyze data from a text file, complete with sample database. Visit the Microsoft Access Blog for this new article on how to make data easier

Link to article on the Microsoft Office Blog - http://blogs.office.com/b/microsoft-access/archive/2011/04/26/streamline-reporting-on-recurring-data-imports.aspx

Link to the article: http://office.microsoft.com/en-us/access-help/streamline-reporting-on-shared-business-data-by-using-queries-and-macros-HA102571244.aspx

 PLEASE - use the blog post to share thoughts about the article and your preferences about

scenario based articles -- as compared to feature based. --- For those who are hesitant to make public comments, you may send your feedback in an email to accesshelp@microsoft.com

Optimize Access when using ODBC data source (May 2011)

Article referred to in George Hepworth's presentation April 2011 on DNS-Less data connections. Read KB286222 at http://support.microsoft.com/kb/286222

Access Blog – by the Access Team --- one of the top blogs on MSDN!!!

Stay tuned to the community … The team shares insights into their schedule, their favorite features, new features and how to use them. This is also an ideal avenue for the team to talk about issues that are of interest to the Access community. You'll learn about the people and some of the factors that are helping to shape the future of Access. Whether you're a seasoned developer or just learning about Access, you'll find invaluable information and techniques. From creating a database template to getting help when you need it, The Access Blog covers the gamut. http://blogs.msdn.com/access/default.aspx

Access 2003 Solution Center

Find the materials and answers that you need for Access 2003. Downloads, articles, tutorials and other reference materials are conveniently listed in an easy to search fashion. Check out http://support.microsoft.com/?scid=ph;en-us;2509

A couple of good sites to search for information and programming assistance are the Access Web at http://www.mvps.org/access and the Office Developer Center on MSDN at http://msdn.microsoft.com/en-us/office.

And, we've been mentioning the newsgroups. You can search and drill through thousands of threads. Check out http://www.microsoft.com/office/community/en-us/FlyoutOverview.mspx for a comprehensive display topics. You may also find what you are looking for by using http://groups.google.com or try http://www.google.com/microsoft.html for Microsoft related pages or by setting multiple search criteria at http://www.google.com/advanced_search?hl=en.

Utter Access Discussion Forum

Touted as the number one Access community forum! This may be a great place to get answers to your questions. And, you'll see several familiar names as some of our members are prolific posters. Hey, there are even photos from the MVP Summit, so check it out! http://www.utteraccess.com/forums/index.php

A compilation of links to Access Resources

This site provides an impressive array of links to a variety of resources for Access developers and users. http://www.cbel.com/ms_access/

Doug Steele's Web Site (May 2011)

Access MVP and author of "Access Solutions" shares tips and links to other resources at www.accessmvp.com/djsteele/AccessIndex.html

Access Developer Portal MSDN

Database samples and tutorials provided by Access MVP and other experts.
http://msdn2.microsoft.com/en-us/office/aa905400.aspx

Database Issue Checker

Access MVP, Allen Browne offer tips and utilities for casual users through expert developers. The Issue Checker can be used during development or to trouble shoot legacy files. Allen's site provides a host of other tips and resources, including a compilation of reserved words. http://allenbrowne.com/ or http://allenbrowne.com/AppIssueChecker.html.

This Month in Our History

by Chuck Fiedler
chuck.fiedler@ntpcug.org

Well, there certainly was enough devastation around the country due to spring storms and tornadoes. Fortunately for us, the Metroplex was spared the kind of destruction that occurred elsewhere. And we observed Memorial Day signaling that we are now into summer.

This month, we will glance through the June '86 and '91 issues of *PC News* which can be found on our website.

In the June '86 issue, **Dick Gall** wrote a software review of IBM's Writing Assistant. He noted it to be a no-frills, not overly zippy, user friendly application. Writing Assistant was a basic word processing program that was reported to be well integrated with the other PC offerings by IBM at the time and it was WYSIWYG (What You See Is What You Get.). This was a major leap forward for DOS programs of this era.

In an article titled *The Elusive "Producer"*, **C. J. Handlogen** wrote of the early failure of micro computers to live up to their potential in being adopted by producers – Handlogen postulates a dichotomy of two groups; producers and gamers. The gamers he said were in thorough adoption of PCs while businesses were slow to adopt this new technology. While we arguably still have two basic groups of PC users, as identified, it can hardly be said that business has yet to adopt the desktop PC. By Handlogen's definition, gamers are those who relish the challenge of hardware setup, software setup and subsequent troubleshooting. Sounds like a regular propeller head to me.

Seventeen SIGs were reported on, the vast majority have long ago faded into history.

Tom Mack reported in the HAL PC Newsletter that NEC had developed a new 8088 chip that outran the Intel version by some 50%-70%. It seems Intel at the time was building chips using NMOS (N-channel Metal Oxide Semiconductor) technology while NEC made a leap forward to CMOS (Complementary Metal Oxide Semiconductor) technology. CMOS chips use approximately 15% of the power consumed by NMOS chips. Of course, all chip manufacturers later moved to CMOS and then the battle came over the nanometers of the chip's striping.

Fred Williams had a second article titled *Introduction to RS-232*, in which he detailed the steps and procedure necessary to build your own RS-232 communication cable. Detailed connector layouts were provided.

In the June '91 issue, **Jim Hoisington** wrote installment #52 in his series *On Complexity*. In this installment he noted how early computer programming consisted of hard wiring tabulator machine boards to determine how punch card entries would transfer to machine registers.

In *Variety Store*, **Reagan Andrews** wrote that IBM was responding to market pressure to reduce the retail cost of its OS/2 product from $350 to $99.99. At the same time, Compaq was under pressure to reduce prices of its products to something closer to the prevailing market. Prior to then, Compaq had enjoyed a reputation for very high prices for quality hardware. And finally, more than a few software producers were offering attractive price discounts to users of competitors' packages. Truly was a time of overall market demand for lower prices.

Fred Williams wrote an article titled *We Ain't There Yet* in which he noted that applications were getting progressively more complex, yet documentation was getting progressively less exhaustive. Pretty good rant, Fred.

Fully 36 SIGs were scheduled each month, nearly double what we have today but many of those SIGs covered hardware or software that is no longer available.

Thanks for reading. If you wish to see the full historic newsletter issues, log on to our website, http://www.ntpcug.org and look for News.

Ages in Years and Months (Excel)

by Lee Wyatt

Many times in early childhood education, a child's age in Years.Months format is needed for reporting, admitting, and evaluation. Basically, this format shows the number of elapsed years and months since birth, separated by a period.

There are several ways you can go about getting the desired age. The formula you choose to do the work depends, quite literally, on your preference in formulas.

Assuming that you have the birth date in cell A1, you might think you could use some math on the date to determine the proper information. For instance, you might think that you could use this formula:

=NOW() - A1

This produces a value that is the difference between the two dates, but if you then apply a custom format ("yy.mm") to the result, you'll find out that it doesn't give the sought-after Years. Months. You get something close; the years are right, but the months vary from 1 to 12 when they should vary from 0 to 11. (Somebody can be 12 years and 0 months old, but it is not proper to say 12 years and 12 months old.)

This means that you need to start casting about for a formulaic approach. A simple formula would be the following:

=YEAR(NOW())-YEAR(A1) & "." & MONTH(NOW())-MONTH(A1)

There are many variations on the above, but the problem is that they all only look at the month of today compared to the month of the birthdate; they don't take the day of the month into account. What is that important? Because the number of elapsed months since birth is dependent on how the day of the birth month compares to the day of the present month, and the formula doesn't allow for that distinction.

So, you might consider a more complex formula that actually tries to calculate elapsed years and months, such as the following one:

=TEXT(INT((NOW() – A1)/365.25),"##0")&"."&TEXT(INT(MOD(NOW – A1,365.25)/31),"00")

This comes much closer to what is needed, but it is still possible to be off by a day or two right around the time of the month when the birth day is approached. Closer still is a formula which uses the YEARFRAC function:

=ROUNDDOWN(YEARFRAC(A1,TODAY()),0)&"."&ROUNDDOWN((YEARFRAC(A1,TODAY())-ROUNDDOWN(YEARFRAC(A1,TODAY()),0))*12,0)

The best (and simplest) formulaic approach, however, is this one:

=DATEDIF(A1,NOW(),"y") & "." & DATEDIF(A1,NOW(),"ym")

The formula relies on the DATEDIF function, which determines the difference between two dates. The value returned by the function depends on the third parameter passed to the function. In this case, the first invocation of DATEDIF returns the number of elapsed years and the second returns the number of elapsed months. It provides the most accurate results of any of the formulas discussed so far.

Thanks to QWERTYUIOP
(and a snoozing proofreader)

I'm a rabid typist.

Spike Smith, NCE
harold.smith@ntpcug.org

Responsibilities included ruining entire operation overseas.

Remember in prayer the many who are sick of our community. Smile at someone who is hard to love. Say 'Hell' to someone who doesn't care much about you.

This evening at 7 PM there will be a hymn singing in the park across from the Church. Bring a blanket and come prepared to sin.

Congratulations to our Splelling Bee winners.

This group in faily competent

NTPCUG Member Websites

Are you an NTPCUG member? Do you have a website that you would like to share with other members? Here is your opportunity to publicize your hobby, personal interests or perhaps a business.

NTPCUG now permits each member to post their name along with <u>one</u> website at www.NTPCUG.org and in our newsletter.   Member links to be posted are subject to Board approval, and cannot contain inappropriate content or promote illegal activities – all the usual conditions that responsible persons expect. Send us your links now!

Here are our current member sites:

Member
      Website

Howard Lee Harkness
    www.choicetraveltx.com

Bill Parker
    www.Partec.net

Bob Hawkins
    www.fairviewmicrowave.com
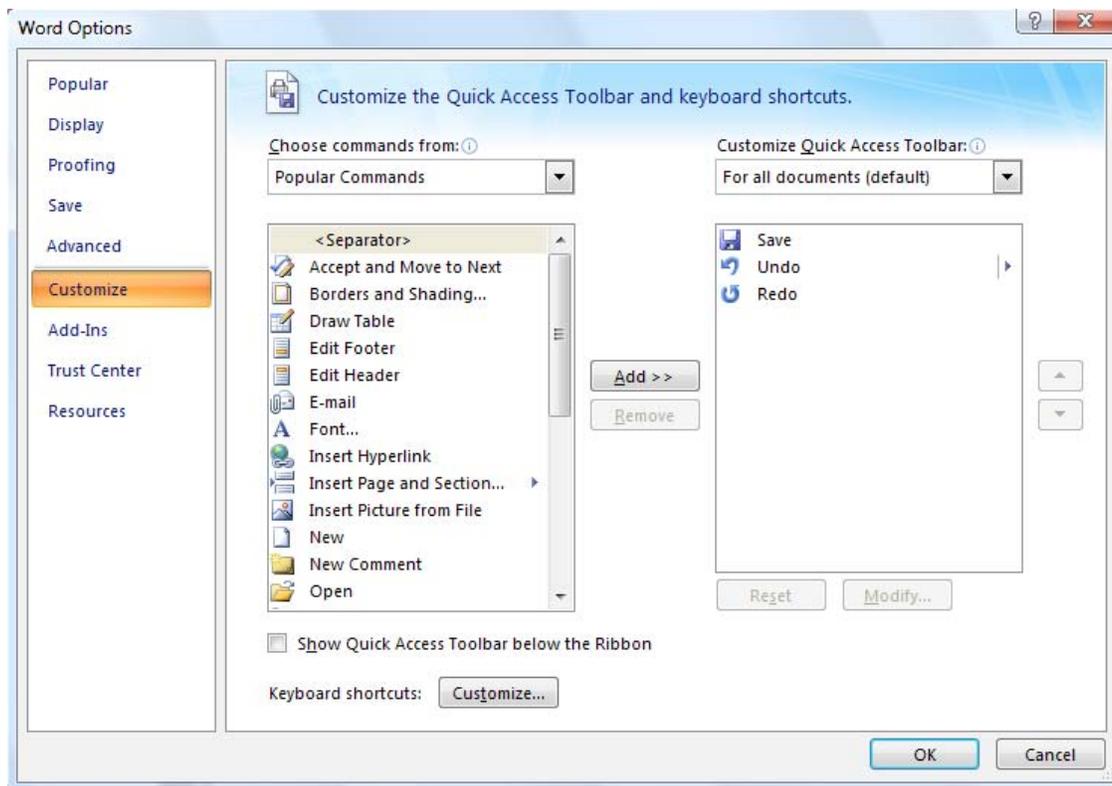
Doug Gorrie
    www.JanetGorrieInteriors.com

If you wish to post as shown above, just e-mail *webmaster@ntpcug.org* with your name, member number and the URL of your desired website. We'll post your name and URL on our website and in the newsletter for as long as your membership remains current.

Customizing the Quick Access Toolbar (MS Word)

by Lee Wyatt

The Quick Access Toolbar is the area just above the ribbon, at the top of the screen, and just to the right of the Office button. The Quick Access Toolbar includes three tools that allow you to save your document, undo an action, and redo an action. You can, however, change the tools that appear on the Quick Access Toolbar. To customize this toolbar, follow these steps:

1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 click the File tab of the ribbon and then click Options.)

2. At the left side of the dialog box click Customize (Word 2007) or Quick Access Toolbar (Word 2010).

The Customize area of the Word Options dialog box.

3. Using the Choose Commands From drop-down list, specify what group of commands you want listed in the dialog box.

4. In the list of commands at the left side of the dialog box, select the one you want to appear on the Quick Access Toolbar.

5. Click the Add button. The selected command is copied to the list at the right side of the dialog box.

6. Repeat steps 3 through 5 for any other commands you want on the toolbar.

7. If you want to remove any commands from the Quick Access Toolbar, select the command at the right side of the dialog box and click Remove.

8. When you are satisfied with the list of commands, click OK.

Your newly customized Quick Access Toolbar should be visible and usable at the top-left of your screen.

Why Join NTPCUG?
(First in a Series)

by Spike Smith

We have explored this question several times. It is a good reminder why we and our friends joined, stayed, and contribute to our users group. If our membership were to send these views for our friends and guests to use – this may help convince others of more reasons to join our organization.

Warping back into history in our faithful time machine we continually say, "Back then, there were no other places to learn." Returning to our present day, this is still close to being true. Our choices now for learning personal computing are widespread and for individuals, earning CEUs from your convenient community college is wonderful. If you and your friends are doing it now, that is great.

What do we get from our community colleges besides a basic entrance? There are beginning courses for: operating systems, various degrees of photography, reading, writing, bookkeeping, and acting. All of these basic courses take time and real money too!

So what can NTPCUG do for those persons that were willing to get started and now they want more? Students typically pay $50 to $85 each for their single getting started subjects. This is where NTPCUG takes on where they have just ended. We have a cadre of SIG Leaders that leads a wide range of subjects from basic to advanced, genealogy, publishing on the Web, basic and advanced digital photography, getting started with photo editing, and a lot more.

Our monthly program looks like this:

The Internet	Investors SIG
Windows Tips & Tricks	LINUX Meetings
Building Web Sites	LINUX Workshop Access
Making Money on the Internet	Digital Photography
Microsoft Expression Web	Digital Photo Editing
Microsoft Word	Microsoft Excel
Certification SIG Workshop	Microsoft Access
PowerShell	SharePoint

We typically have 20 operational SIGs each month -- more when we have membership interest.

On any third Saturday of the month we have various SIGs scattered from 8:00 am through 2:30 pm. All of this is included in the modest $36.00 annual fee. This is a bargain price for year-long entertainment, business, learning, and sharing with a social group of like persons.

Let our friends know of all of our bargains and come join us as a learner or even as a leader.

I'll explain what brought me here years ago and why I have stayed in a future issue.

Mainframe
Holds up the barn roof

Port
Fancy schmantcie flatlander wine

Enter
Duh! How ya git in the house

.

NTPCUG NEWSLETTER AD RATES AND DESCRIPTION

Paid advertising is available within the North Texas PC News at reasonable rates. The online Newsletter is published monthly and is distributed in PDF format to approximately 200 registered members.

SIZE	Price / One Issue	Price Each - Six Issues
Full Page	$120	$ 85
Half Page (vertical)	$ 75	$ 65
Half Page (horizontal)	$ 75	$ 65
Quarter Page	$ 50	$ 40
Business Card	$ 35	$ 25
NTPCUG Members	Half Price	

Policies & Mechanicals
- Commercial ads –
  - o   repro form, final size, ready for printing
  - o   JPEG or approved format
  - o   300 DPI minimum
- Text ads should follow most commonly used font styles
- No ads on front page
- Related only; suitable at discretion of NTPCUG
- Payment in advance
- Send requests for information, contacts, or orders to: **Advertising@ntpcug.org**

Monthly NTPCUG Meeting Flyer – Can You Help Distribute?

Each month, we send members a flyer listing the upcoming second and third Saturday SIG meeting information. We work to fit it all on one page so it can be easily printed and posted in offices and public areas. It can also be sent by email to family members, friends, colleagues, etc.

With your help we hope to generate increased interest in User Group activities, thereby helping us grow. We rely on members, SIG leaders, Board members and volunteers to share this information with others. We also need you to consider new options beyond the obvious – bulletin boards, etc.

We ask you, our members, to think of places where you can post the monthly flyer and to e-mail it to anyone you know who may be interested.

We try mightily to get this out before the weekend preceding the second Saturday of each month so you have time to "do your thing".

With your help we can grow our Group and reach others who can "Share what you know, learn what you don't."

> ***Where have you sent the June flyer?***

Volunteering

Every board member, officer, chairman, and SIG leader is a volunteer. No one in this organization receives any payment for their work. Without our volunteers, NTPCUG would not exist.

Please consider volunteering for one of these important jobs:

Information Desk — Charles Rem
crem@ntpcug.org

Assist with check-in process at 3rd Saturday. One or more hours will make a difference.

This is an ongoing need. YOU can help, and it's not difficult. Training provided, so you really have No excuse not to assist - right?

Mentoring — Tom Sweet
tom.sweet@ntpcug.org

Communicate with new members to ensure they are aware of the benefits, SIG opportunities and help them in numerous ways to feel welcome and to know that we care about them.

Newsletter — Doug Gorrie, Chuck Fiedler, David Franke
doug.gorrie@ntpcug.org
chuck.fiedler@ntpcug.org
davef81@gmail.com

Prepare, contribute to and distribute the monthly newsletter. Edit articles for better wording, formatting.

Prez Sez (Con't'd)

"Membership has its benefits," volunteering has *substantial* benefits. Now, volunteering is not just to get discounted goodies, it carries its own reward of returning to other members.

Remember, we are the place to "Share what you know, learn what you don't."

Calendar

June

25 8:00 am—Noon   **2nd Saturday** at King of Glory

25 8:00 am—2:30 pm   **3rd Saturday** at King of Glory

NOTE: *This is actually the 4th Saturday in June.*

July

9 *Date & Location Subject to Change*
9:00 am—Noon   **2nd Saturday** at Microsoft; watch for updates

16 8:00 am—2:30 pm   **3rd Saturday** at King of Glory

August

13 9:00 am—Noon   **2nd Saturday** at Microsoft

20 8:00 am—2:30 pm   **3rd Saturday** at King of Glory

North Texas PC Users Group, Inc.
P.O. Box 700055
Dallas, TX 75370-0055