Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

UPCOMING EVENTS

Mother's Day
May 10

**Google Sheets
Google Docs
June 4, 9:30, LPT08**

**5G Explained
Why Your Calendar Should Be Your
To-Do List
The Best Way to
Name Your file
July 2, 9:30, LPT08**

From the Editor:

Last month's issue of the Technology Newsletter reminded you that Microsoft support for Microsoft Office 2010 will end in October, 2020. This will leave Office and your computer open to malware attacks. If you want to continue to have access to the common applications in Office (Word, Excel, PowerPoint), you have three options:*

1. Continue to use Office 2010, accepting malware risks.
2. Purchase or subscribe to a later version of Office.
3. Download one of the many free office suites from the Internet.

If you decide to exercise option 3, I recommend that you download OpenOffice. This suite contains the three most common applications that you need: Writer (Word), Calc (Excel), and Impress (PowerPoint). It also contains several other applications that may be of use to you.

OpenOffice is a robust suite that can adequately replace Microsoft Office. To help you make a decision, future issues of the Technology Newsletter will reprint the Microsoft Office tips from previous issues along with tips that apply to comparable OpenOffice functions.

If you need help downloading and installing OpenOffice, please contact the editor after the COVID-19 restrictions are lifted and social distancing has ended.

If you will not be using a spreadsheet or PowerPoint application, I recommend that you use WordPad instead of installing any office suite. WordPad is an app that is included in the Windows operating system. It is a basic version of Word, and it will satisfy your writing needs. No downloading is required. Click on the Windows icon on the lower left of your screen and type "WordPad" (without the quotes). The application will appear in the upper left of your screen. Hit ENTER. It will open, and you can use it just as you have always used Word in the past. Please try it before making a decision about Microsoft Office or OpenOffice.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT08

Computer Club

**Bert Holmes
President**

**Howard Bennett
Treasurer**

**Joe Walton
Scheduling**

**Ray Schwegel
Scheduling**

**Jim Meyer
Scheduling**

**Mike Sultanik
Scheduling**

**Gary Frantz
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Computer problems or questions?   Maybe we can help.
Email us at annschoice815@gmail.com
or contact one of the members below.

Joe Walton 215 675 1637	Howard Bennett 215 672 6129	Gary Frantz 215 674 8781 (10 am-4 pm only)

Microsoft Office Word Tip
Changing Default Tab Stops

The standard tab stop in Word is one-half inch.
Here's how to change it: (Just as in OpenOffice Writer)

1. Use the horizontal ruler at the top of the page
     a. If the ruler isn't displayed, click View>Ruler
2. Click the ruler where you want your new tab
     a. A small L appears
3. That's it!
4. Want multiple tabs? Repeat #2 above
5. Left click the L or L's and drag down to remove the tab stop(s)

OpenOffice Writer Tip
Changing Default Tab Stops

The standard tab stop in Writer is one-half inch.
Here's how to change it: (Just as in Microsoft Word)

1. Use the horizontal ruler at the top of the page
     a. If the ruler isn't displayed, click View>Ruler
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All back issues of the Ann's Choice Technology Newsletter are available on the Ann's Choice website.

GEEK CORNER

Can't find that file ?   ???   Use the COMMAND PROMPT!

1. Right-click the Start button and click on **Command Prompt**.
2. Type *cd \ (*followed by the Enter key)
3. Now type *dir /s /a filename (*where "filename" is the full name of the file you're looking for) followed by the Enter key.
4. Can't remember the exact name? Use the wildcard (*)
5. For example, searching for "missing*" begins a search for any file whose name begins with "missing".

Can't find that file (and you're not a geek)?

CLICK ON THE WINDOWS ICON in the lower left corner of your screen, and start typing.

For example, suppose you're looking for the file named "newsletter." Click on the Windows icon, and type "newsletter." (without the quotes). You'll see several options in the left pane : Best Match, Search the web, Folders, Documents. Click on whichever seems to be the one you're looking for.

Not sure of the exact name? Type newsletter*. Notice the asterisk. It's a "wild card" and will return any document or folder with the word newsletter in its name.

Flash!!   Verizon 3G Service (Update)

This newsletter previously announced that Verizon 3G service (flip phones) would end on December 31, 2019. A later update reported that the end would be delayed until an undetermined date. A recent online post has reported that 3G service will not end until December 31, 2020.

https://stopthecap.com/2019/08/01/verizon-delays-shutdown-of-3g-cdma-network-until-the-end-of-2020/

Get this newsletter delivered to your inbox each month. Email your request to gsf314@verizon.net.

This is Not For Everyone!

YOUR COMPUTER JUST DOESN'T SEEM TO BE WORKING RIGHT. You've run your antivirus and antimalware software. You've cleared the browser cache on every browser you use (Edge, Chrome, Firefox, others). Your computer is still acting quirky. Maybe it's time to reinstall Windows!

Reinstalling Windows is serious stuff! It's your operating system. If something goes wrong, your computer may not boot and you could have an expensive repair bill. Before you start, *create an image backup!*

Windows has a built-in Reset function. It gives you two options: 1) Format your drive and reinstall Windows, losing all your apps and data; or 2) reinstall Windows and keep your data.

Either one of these two options is going to require more work when you're finished, not the least of which is downloading and installing all the updates to Windows as well as all your apps.

Let's leave those two options and look at a third from AskLeo.com. You can **Refresh** your computer *without losing either apps or data*. Yes, you read that correctly! Plus, the **Refresh** method downloads and installs the latest updated version of Windows from Microsoft's website instead of using the files from your hard drive, files that might be corrupted.

Here's what to do:

1. Sign on as administrator (if you have only one account, you're already signed on as administrator).
2. Open your browser
3. Enter *https://askleo.com/where_can_i_download_windows/* Into your search bar
4. Find and click "Download Windows 10 here".
5. This takes you to a Microsoft page.
6. Click on "Download Tool".
7. When it finishes downloading, click Run.
8. *Do not create installation media.*
9. Click "Upgrade this PC now".
10. This download and install from Microsoft keeps your personal files and apps.
11. Click Install.

Want to see the entire article from AskLeo.com? Send an email to gsf314@verizon.net.

There is also a *new* option : *Cloud download*. Coming in the June issue.