Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME III ISSUE 3 MARCH 2021

UPCOMING EVENTS

March 14

Can I Still Upgrade to Windows 10 For Free?

MICROSOFT ENDED ITS FREE WINDOWS 10 UPGRADE IN 2016. Nevertheless, the company has **apparently** and knowingly left a way to do it today. You will need a legally installed copy of Windows 7 or Windows 8 to do this. Here's an **abbreviated** method for upgrading to Windows 10 for free!

First, take an image backup….PLEASE!
Second, you will need a flash drive of at least 8 GB if you want to install Windows 10 on a PC other than the one you're working on.

1. Type the Windows 10 download page below into the address bar of your browser.

https://www.microsoft.com/en-us/software-download/windows10

2. Click **Download Tool now** - this downloads the Windows 10 Media Creation Tool.
3. When finished, open the download and accept the license terms.
4. Choose **Upgrade this PC now**; then click **Next.**
5. Choose **Keep personal files and apps.**
6. Click **Install** (note: this takes some time and involves multiple restarts).
7. Once installed, open **Settings > Windows Update > Activation** to activate your Windows 10 digital license.

Type the URLs below into your address bar for complete information and directions.

https://askleo.com/windows-10-free/
https://www.zdnet.com/article/heres-how-you-can-still-get-a-free-windows-10-upgrade/

Editor's note: As you read the introductory remarks on both websites you'll notice that neither guarantees that this upgrade will be successful. **Please take an image backup first.** FYI: I used the Media Creation Tool to install Windows 10 on two old computers, but they were ***not*** upgrades. They were fresh installs, and I had to reformat/wipe the hard drives first.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are suspended until further notice.

Computer Club

Bert Holmes
President

Bob Klimek
Vice President

Howard Bennett
Treasurer

Joe Walton
Program Scheduler

Jim Meyer
Program Scheduler

Ray Schwegel
Member at Large

Mike Sultanik
Member at Large

Gary Frantz
Technology

Computer problems or questions? Maybe we can help.
Email us at annschoice815@gmail.com
or contact one of the members below.
PCs and android devices only: no Apple devices

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

Tired of your Windows 10 desktop background?

Create a slide show!

1. Click **Start>Settings>Personalization**.
2. Click on the down arrow in the background block.
3. Click **Slideshow.**
4. Click **Browse**.
5. Find the folder of pictures you want to use for your slideshow.
6. Click **Choose this folder**.
7. Under **Change picture every** choose a time.
8. Click **Home.**

How to Mark Outlook Calendar Appointments as Complete

IF YOU USE OUTLOOK CALENDAR, maybe you'd prefer not to delete appointments as you complete them, instead retaining them and showing them as distinct from appointments still pending. It's not hard. Here's how:

1. Open your calendar (Ctrl-2 from Outlook email).
2. Right click any existing appointment.
3. Click **Categorize>All Categories.**
4. Click **New.**
5. Enter a name for the category (I used "Completed").
6. Select a color (I used red).
7. Select a keyboard shortcut (I used Ctrl-F12).
8. Click **OK** and **OK** again.

Now when you want to mark an appointment as complete (using the options I selected as an example), left click the appointment, hold down the **Ctrl** key and tap the **F12** key. The appointment rectangle turns red.

View back issues of the Newsletter at www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/

GEEK CORNER

What's my WiFi password?

You have a laptop. Your grandson set up your router for you and changed the WPA key (WiFi password) that was printed on the back of the router, but he didn't write it down for you. You want to give the password to a visitor. Help!

1. Right click the Windows icon on your keyboard.
2. Click **Command Prompt (Admin).**
3. (Enter admin password if prompted).
4. Command Prompt window opens.
5. Type **Netsh wlan show profile** and hit Enter.
6. A list of WLAN (SSID) profiles appear. Note the SSID name whose name appears on the back of your router.
7. Type **Netsh wlan show profile WiFi key = clear,** replacing **WiFi** with the SSID name.
8. WiFi password displays under **Security Settings** opposite **Key Content.**

Change Cursor Direction After Hitting ENTER

WHEN YOU TYPE DATA INTO EXCEL and press the Enter key, the cursor moves to the cell below. Would you instead like to move the cursor to the Right? Or Up? Or Left?

1. Click **File** on the ribbon.
2. Click **Options.**
3. Click **Advanced.**
4. See **After pressing Enter, move cursor** at the top of the page.
5. Click the down arrow in **Directions** and select **Right.**
6. Hit **OK** in the lower right, and back out of the Options page.

All future Excel spreadsheets will obey the new option.

Want to change back? Follow steps 1—6 above, making your new selection in #5.

People ask: "I use Gmail. How do I block a sender?" Here's how:

1. Open the email from that sender.
2. Click on the three vertical dots to the upper right of the email.
3. Click **Block "(name of sender)."**
4. Click **Block** in the blue box in the graphic that appears.
5. Another graphic appears that says **You have blocked (name you just entered)**.
6. You can do nothing or you can click **Move to spam.**

Want to unblock a sender?
1. Open your spam folder.
2. Click **Unblock sender.**

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

Headers: Word and Excel

INSERTING A HEADER IN WORD IS EASY. Just put your cursor in the top margin and double click. You'll see the word **Header** under a dashed line (*Figure 1*, below). All your text will appear **below** the dashed line, **greyed out,** and your cursor will appear **above** the dashed line. Type your header and hit Esc.

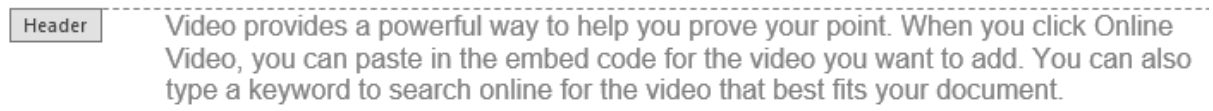

Figure 1

TYPING A HEADER IN EXCEL ISN'T QUITE SO EASY, but it's not rocket science either.

1. Click **Page Layout** on the ribbon.
2. Click the angled arrow in the bottom right corner of the **Page Setup** group.
3. Click the **Header/Footer** tab (*Figure 2*, below).
4. Enter a custom header, or
5. Click the down arrow on the far right for suggestions.
6. When finished, hit **OK**.
7. You won't see the header, but it will appear on the printed copy.

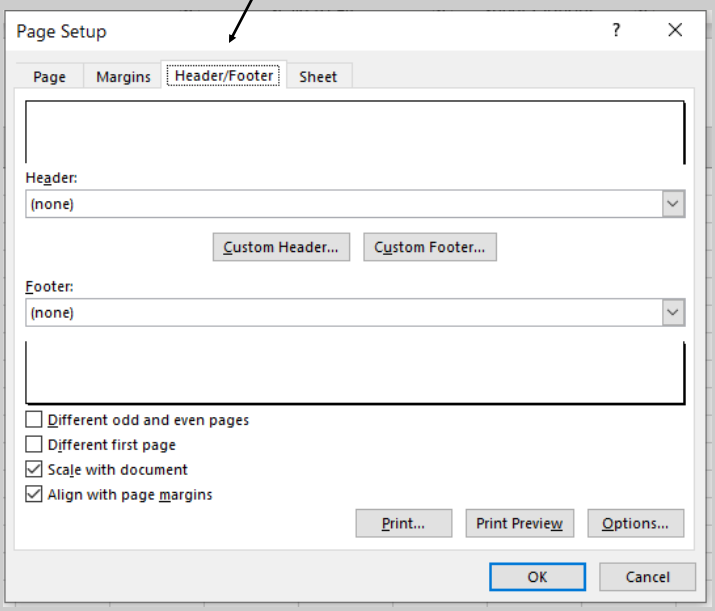

Figure 2

Modify these directions to insert **footers** in both Word and Excel

The Ann's Choice Technology Newsletter is published monthly by the AC Computer Club. **Questions, comments, or suggestions?** Contact the Editor, Gary Frantz (gsf314@verizon.net)