

# Ann's Choice Technology Newsletter

## A Publication of the Ann's Choice Computer Club

VOLUME IV ISSUE 4

APRIL 2023

### UPCOMING EVENTS

*A Trip Through The  
Dark Web*  
Vince Pisacane  
9:30 April 6  
LPT-08

## You **Can** Recover Unsaved Documents

You typed a letter, but you then decided to discard it. TWO WEEKS LATER, YOU CHANGE YOUR MIND. You might be able to recover it if it hasn't been overwritten. Here's how:

1. Open **Word**.
2. Click **File>Info>Manage Document**.\*
3. Click the **Recover Unsaved Documents** icon.
4. A list of your unsaved documents will appear.
5. Some may have names, and some may say only **Doc1**. You might have to click on several documents to find your document.

\*The same steps apply to **Excel (Manage Workbook)** and **PowerPoint (Manage Presentation)**.

## Google Forms

Do you need to create a form such as a survey, a quiz, or some other object? Maybe Google Forms, a free app, is what you need. For a helpful guide, go to

[www.online-tech-tips.com/google-softwaretips/how-to-make-a-google-form-a-complete-guide/](http://www.online-tech-tips.com/google-softwaretips/how-to-make-a-google-form-a-complete-guide/)

## Excel Quick Filter

You have a column of numbers or text, many of them repeated. You want to filter on the contents of one cell. Here's how:

1. Right click the selected cell.
2. Click Filter in the context menu.
3. Click Filter by Selected Cell's Value.
4. That's it! All the cells that contain the selected cell's contents are displayed in a column.

The Computer Club meets the first Thursday of each month at 9:30 AM  
All meetings are held in Liberty Commons, LPT-08

**Computer Club**

**Bert Holmes**  
Co-Chair

**Bob Klimek**  
Co-Chair

**Mike Sultanic**  
Treasurer

**Gary Frantz**  
Technology

**Ray Schwegel**  
Member at Large

**Elaine Craft**  
Member at Large

**Ellen Newman**  
Member at Large

**Sherry Resnick**  
Member at Large

**Vince Pisacane**  
Member at Large



Computer problems or questions? Maybe we can help.  
Email us at [accompclub314@gmail.com](mailto:accompclub314@gmail.com)  
or contact one of the members below.

**PCs and android devices only; no Apple devices**

Bob Klimek (215) 675 1963	Vince Pisacane (215) 323 4628 (10 am-4 pm only)	Gary Frantz (215) 674-8781 (10 am-4 pm only)
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**Check Your Drive's S.M.A.R.T.\* Status**



EVERY DRIVE FAILS! BOTH HARD DRIVES AND SSDs. You'll usually, *but not always*, see the signs: strange noises, corrupted files, crashing during boot, and extremely slow transfer speeds.

However, most modern drives have a feature called S.M.A.R.T. IT ATTEMPTS TO DETECT A FAILING DISK. Here's how to check your disk:

**On a PC**

1. Hold down the Windows key and tap the **R** key.
2. Type **CMD** in the box next to **Open**.
3. Hit **Enter**.
4. Type **wmic diskdrive get model, status** in the terminal window.
5. It will return **Pred Fail** if your drive is ready to fail or **OK** if it thinks the drive is doing fine.
6. (If you have a flash drive or external hard drive connected, it will report its health also.)

**On a Mac**

1. Click the Apple icon at the top of the screen.
2. Choose **About This Mac**.
3. Click **System Report**.
4. Select **Storage** from the list (Macintosh HD by default).
5. The status will display in the window: **Verified** – OK; **Failing**—there's a problem.

\*Self-Monitoring, Analysis, and Reporting Technology

# GEEK CORNER



## Desktop Shortcut to Lock Computer

YOU KNOW HOW TO LOCK YOUR COMPUTER WITH A KEYBOARD SHORTCUT (WINDOWS KEY + L). But if you have your hand on your mouse, you might prefer to use a desktop shortcut instead.

Here's how to create and use a desktop shortcut to lock your computer.

1. Right click a blank space on your desktop.
2. Click **New**.
3. Click **Shortcut**.
4. In the box under **Type the location of the item**, type the following text: `rundll32.exe user32.dll,LockWorkStation`
5. Click **Next**.
6. Type a name for the shortcut: Lock, for example.
7. Click **Finish**.
8. Next time you want to lock your computer, click (or double click) the new shortcut.

### What Android Version Do I Have?

1. Tap **Settings**.
2. Scroll down and tap **About phone**.
3. Tap **Android version**; or
4. Tap **Software information** on **Samsung**.

### What is My Version's Code Name?

<i>Version</i>	<i>Code Name</i>
13	Tiramisu
12L	Snow Cone V2
12	Snow Cone
11	Red Velvet Cake
10	Quince Tart
9	Pie
8 and 8.1	Oreo
7 and 7.1	Nougat

For earlier versions, go to [www.computerworld.com/article/3235946](http://www.computerworld.com/article/3235946)

Get this newsletter delivered to your inbox each month. Email your request to [gsf314@verizon.net](mailto:gsf314@verizon.net).

## Curved Text in PowerPoint

Last month's newsletter contained a set of directions for curving your text and using Word Art in a PowerPoint slide. Here's another way to do that:

1. Click **Insert**.
2. Click **Text Box**.
3. Draw text box.
4. Type text and adjust size.
5. Click **Shape Format**.
6. Click **Text Effects**.
7. Click **Transform**.
8. Select **Curve**.
9. Adjust the box as desired.



Squeezed by High Gasoline Prices?

Saving photos received in **Messages** is quick and easy!

1. Open the Messages app on your iPhone and find the conversation that contains the images or videos you want to save.
2. Tap on the conversation to open it, then scroll until you find the relevant image.
3. Press and hold on the image until you see a pop up of options including Copy and Save.
4. Tap on Save.

Trying to remember that Edge website that contained the information you wanted? Check your Edge History.\*

1. Open Edge.
2. Hold down the Ctrl key and tap the H key.
3. Your last 90 days' history appears in the right pane.

\*Also see January 2021 newsletter.