

Happy New Year!

CCMV Newsletter Objectives

Since the new year is already here, it is a good time for me to evaluate on how well I've done to make this newsletter during the past year and to decide on the best course of action I should pursue for future newsletters.

Frankly, it is not a clear cut matter as to what kind of articles to write each month. Feedback from readers help me with such statements as:

- "This was interesting."
- "This was useless to me."
- "This really helped me."
- "This stunk!"

Well, if an article really stunk I don't think anyone would be that blunt about it. An article can be useful, and practical or merely informative.

Toward the later part of 2008 I sort of converged on the instructional type of articles that show readers how to use the computer to do some practical things. That is when I got the hugs. I sensed I was on the right track.

I also based that course of action on what I experience personally when I help people directly. Of course, that leaves the experienced user looking at another newsletter with nothing 'to chew on.' It becomes "Ho Hum." But the experienced user can go to the national magazines to get their kicks.

So until further notice I am going to try to show you what you can do with your computer to help you.



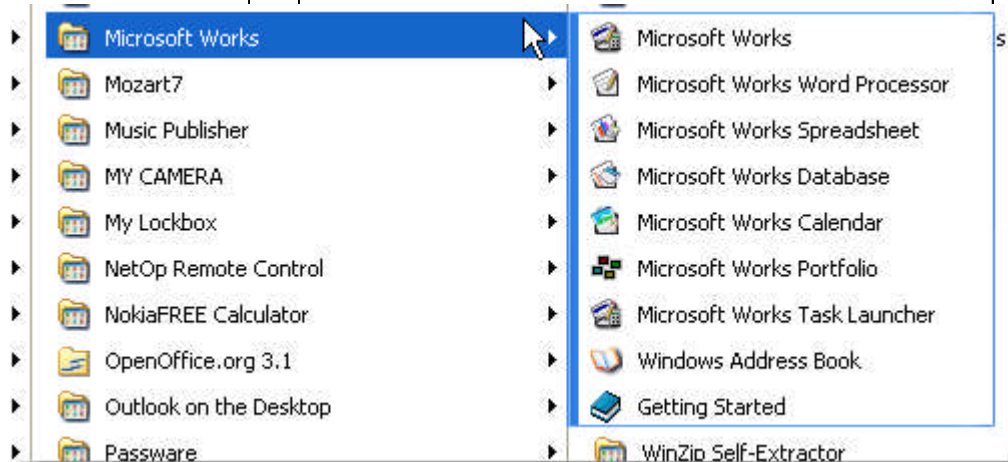
Everybody's got it!

It really galls me when I read about a 'wonderful' software that will do everything (but scratch your back) (I use my mistresses to do that) and then each year there is a new version that you have to pay for. Just about everybody who buys a Windows based computer gets Microsoft Works (MS Works or Works) a very effective and useful tool. I'm surprised how many people don't use it.

Well, we are going to dwell on it now. To open it, hit Start then Programs and then look for Microsoft Works. You'll get an extended menu of all the good stuff that is available in Works. See the extended menu below.

You may have a short cut on your desktop for Works or any of the functions in the extended menu but I have noticed that many people simply don't. As a result they don't use Works at all. Some don't even know about it! So we'll start with either one or more shortcuts.

In the course of talking about Works I will inject topics such as File Management, Saving, Naming Conventions, etc. which will be useful to you apart from Works. These are topics which must be repeated often so that they become second nature. (See next page.)





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Club Meetings:

2nd and 4th Tuesdays
9:00 a.m. to 11:00 a.m.
Seventh-day Adventist Church
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Many free items and loaners.

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**Teachers & Assistants
are CCMV members and
volunteers..**

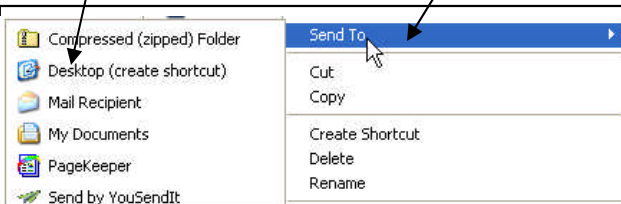
Shortcuts on the Desktop

You will most likely use the Word Processor so it makes sense to put a short cut to the MS Works Word Processor on the Desktop. Here's how"

1. Click on **Start, Microsoft Works**
2. In the Extended menu *right* click on **Word Processor**.
3. *Left* click on **Send To**.
4. In the next menu that pops up click on **Desktop (Create Shortcut)**. See the picture below.

Note:

It may not be easy to follow these sequences from this instruction so I put the whole thing on the next page with additional arrows and notes for you to follow. This is a valuable but simple tool.



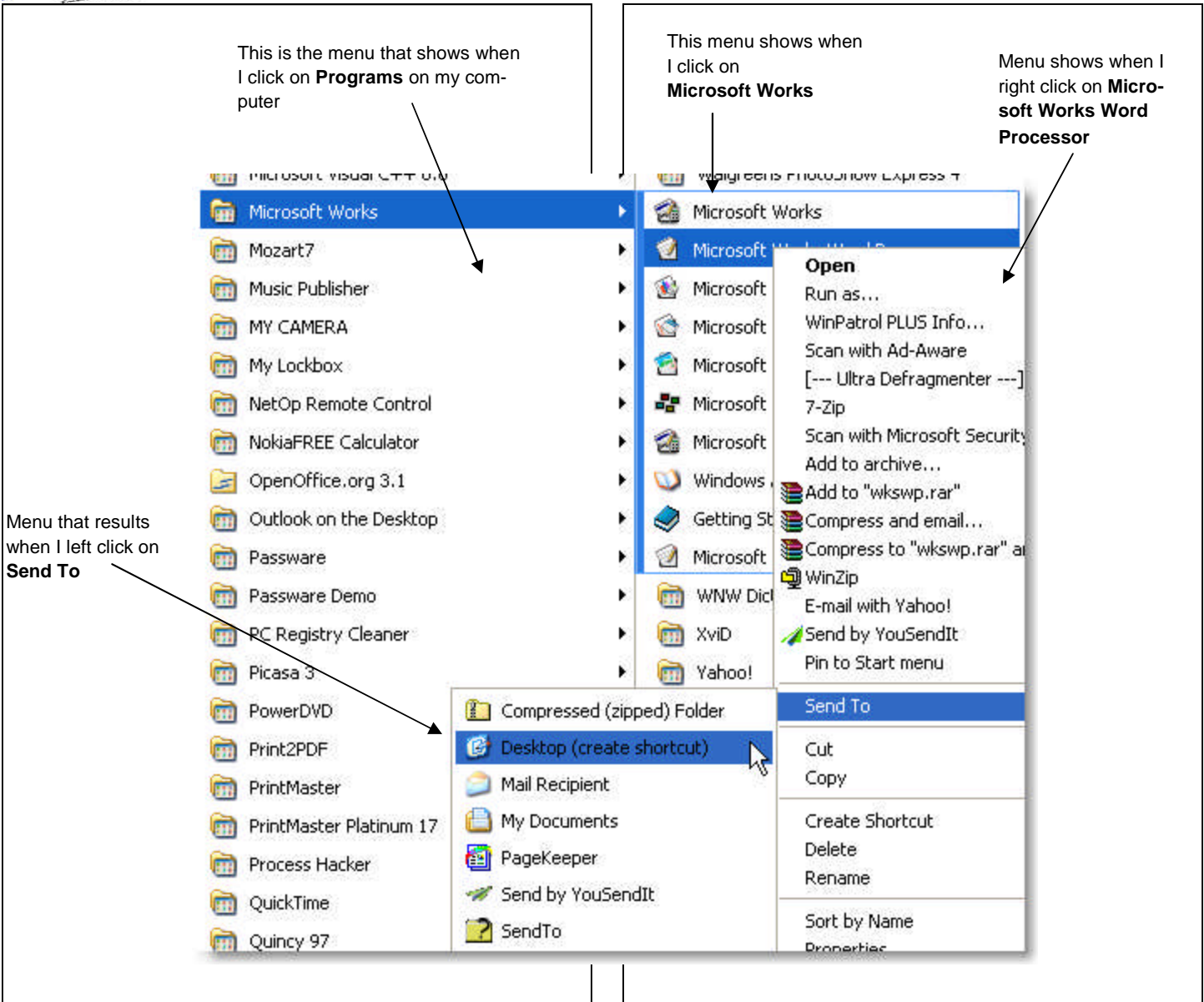
Shortcut Note

You can freely delete any shortcut. You can identify a short cut by the little arrow on the icon. When you delete a shortcut, you are only deleting (sort of) a link to open the executable file that does the real work.

Between the shortcut and the executable file is a 'link' that 'ties' the shortcut to the executable file. By deleting the shortcut you may not be deleting the actual link. Sometimes these links are left behind. Third party cleanup programs are often used to remove these left over links among other files that are left over when the computer is doing it's thing. (Next page.)

Income and Expenses 11/01/2009 – 11/30/2009 Chet Hartley, Treasurer

Income (\$)	
Contributions	43.90
Interest	3.95
Shareware/Freeware	10.00
Textbook Sales	20.00
Tuition & Books	0.00
Total Income	77.85
Expenses (\$)	
Meeting Expenses Usage	125.00
Legal Expenses	20.00
Insurance	0.00
Text Book Purchase	0.00
Total Expenses	145.00
Income Less Exp.	67.15



Note:

All these menus will appear together as shown. But clicking on **Desktop (create shortcut)** will make them all disappear and the shortcut will appear on the desktop.

MS Works Word Processor (MSWP)

We didn't have to go through all of that just to open it. But I did tell you at the beginning that I would give you other things too. With the MS Works Word Processor short cut now on the Desktop, let's see what we can do with the Word Processor. To start, *right* click on the shortcut then left click on **Open**. You may also merely double click on the shortcut. (continued on right.)

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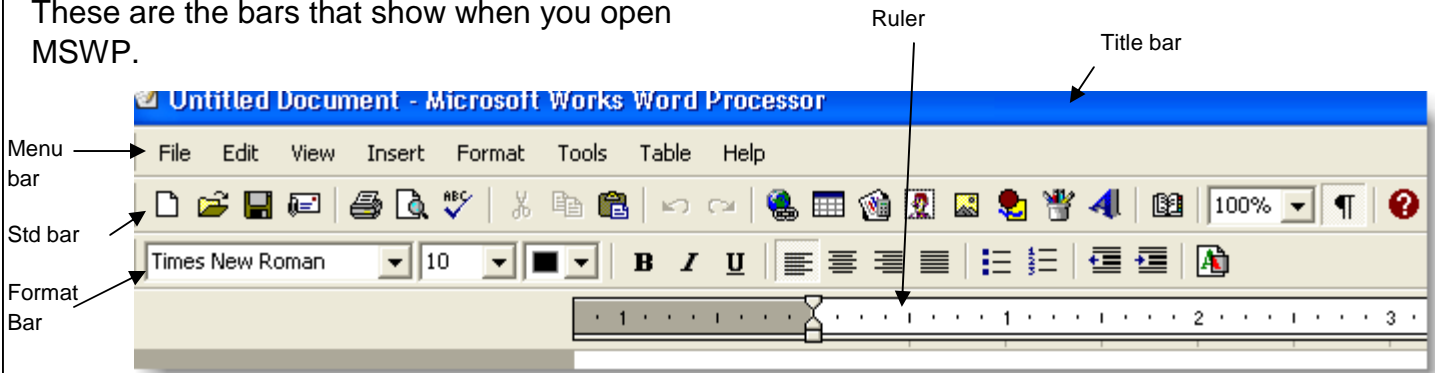
When you open MSWP you will see a menu bar and two tool bars. The **Menu Bar** has **File, Edit, View, Insert, Format, Tools, Table,** and **Help**. At the top of the next page is what you should expect to see.

About MS Works

Don't underestimate the value of all of the MS Works functions. For most of us, the Word Processor, the Spreadsheet, Database, Calendar, Portfolio and Address Book functions are good enough to the point where you could easily bypass the Office Suites. During this year I will talk more about the Processor and the other functions.



These are the bars that show when you open MSWP.



Default

You'll hear the word *default* often in Programming and in using computer programs. It simply means that all you have to do is to use it because everything is already setup with *default* settings just for you. Programmers, in their infinite wisdom know what is good for you and you really don't have to change anything. Just start typing and shut up!

Well, not so fast! Supposing I don't like the font or the font size or the font color or the margins. Suppose I want to put in a picture (of my mistress) or a table or whatever? Well, again in the programmers infinite wisdom he provided for extra things that you can tinker with.

The more things available for you to tinker with, the more costly the program is, hence MS Works instead of MS Office which is probably the most complicated of Office Suites. OK Let's take it from there and pretend that you know how to write a letter.

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MS Works deals with what you are typing. 3. Autocorrect. (Tools, Autocorrect) Auto correct shows how text is replaced by other characters or letters or words as you type. This function can be turned on or off. You can even add your own items. For example, every time I enter mistress, the computer automatically enters Sally. Isn't that neat? But I know that you don't have mistresses.

There are other functions that are preset by *default* but which you can change at will. Most of what I want to write about in this newsletter and subsequent ones is to show what you can do with MS Works.

What are the Default Settings?

What you see on the Format bar are your font settings (size, type and color). There are many other default settings which can be viewed. Here are some that use the Menu Bar.

1. Page setup. (File, Page Setup) Here you can set the margins, orientation, headers and footers.

2, Options. (Tools, Options). Here you can specify the dimensions you use on the ruler, see how proofing tools work and learn how >

Font Changes

The most likely change you'll make in the Works Word Processor is that involving the font.. I don't want to dwell on that too much since it is pretty simple to change the font, the size and the color.

What I do want to dwell on here, however is how to select parts of the text that you have already written, on which you want to change text characteristic. You must first select text (formerly, *highlight*) either by a letter or a word or line or a paragraph, or multiple paragraphs, or the whole page.

I will use the keyboard to make the selection for the rest of these instructions. Here are some simple rules to follow when you are using the keyboard. *Continued on Page 5)*



(Continued from page 4)

Using The Keyboard

Note where the *insertion point* is in the text. It is a flashing vertical line. Whenever you type anything it will appear where the insertion point is located.

When you move the mouse it is the cursor that moves on the screen. If you left click the mouse the *insertion point* moves to where the cursor is located Here are the keyboard navigating keys you must learn to use..

1. Press the right arrow key once to move the *insertion point* to the right one character..
2. Press the left arrow key once to move the *insertion point* to the left one character.
3. Press the up arrow key once to move the *insertion point* up into the previous line.
4. Press the down arrow key once to move *the insertion point* down into the next line.
5. Press the End key to move *the insertion point* to the end of the line.
6. Press the Home key to move the *insertion point* to the beginning of the line.
7. Press the Ctrl+Home keys to move the *insertion point* to the beginning of the page of text.
8. Press the Ctrl+End keys to move the *insertion point* to the end of the page of text.
9. Press Ctrl+Right arrow key to move the *Insertion point* to the right one word only.
10. Press Ctrl+Left arrow key to move the *insertion point* to the left one word only.
11. Press Ctrl+Down arrow to move the *insertion point* down one paragraph.
12. Press Ctrl+Up arrow to move the *insertion point* up one paragraph.

Select One Character

1. Hold the Shift key down and press the right pointing arrow key to select the character to the right of the *insertion point*.
3. Hold the Shift key down and press the left pointing arrow to selected the character to the left of the *insertion point*. (Next Col.)

(Continued from left column)

Select One word

1. Use the arrow keys to move the *Insertion point* to the left of the word to be selected.
2. Press Shift+Ctrl+Left arrow keys to select the word to the left of the insertion point.
3. Press Shift+Ctrl+Right arrow keys to select the word to the *right* of the *Insertion point*.

Select One Line

1. Move the *Insertion point* to the *beginning* of the line. (Press the Home key to get there.).
 2. Press Shift+Right arrow keys to select only that line.
- OR
3. Move the *Insertion point* to the *end* of the line. (Press End key to get there.)
 4. Press Shift+Left arrow keys to select the line.

Select One Paragraph

1. Put the *insertion point* at the beginning of the paragraph. (Use the arrow keys and the Home key to get there.)
2. Hold down the Shift key and use the arrow keys to select the paragraph line by line.

Whole Page

There are about 5 ways to select the whole page that involve the mouse and keyboard. Let's select only 1 using the keyboard. Hold down the **Ctrl** key then press **A**.

Part of a Page

1. Put the *insertion point* at the beginning of the page. (Press Ctrl+Home key to get there.)
2. Hold the Shift key down and use the arrow keys to select as many lines of the page as you wish.

Note:

There are still more ways to select lines in MS Works Word Processor using the keyboard. And there are a host of ways to do all these selections using the mouse which in some cases require quite a bit of practice. The keyboard has the advantage that your hands are on the keys anyhow. Why not keep them there instead of flipping back and forth between the keyboard and the mouse?