"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"   Volume 22, Issue 10

This Month's Meetings

Photo Editing Workshop
Thursday, October 13 at 1:00 P.M.
At FFG Library Bldg.

General Meeting
Monday, October 17 at 3:00 P.M.
At Christ Lutheran Church FFG
Note New Start Time

Plateau Photography Club
Thursday October 20 at 1:00 P.M.
At FFG Library Bldg.,

The October Program at
FFG Christ Lutheran Church

Chromebooks:
"A Great Alternative To Conventional Computers"

For the October 17th meeting Randy Knowles will discuss the super fast and super light!

Chromebooks the popular notebooks that run Chrome OS, a Google operating system.

He will review some of the common functions and advantages on owning this type of machine, because they store data online they need less hardware and are therefore ultra thin and light.

Columbus Day
Monday, October 10, 2016

Winter Hours start at **3:00 P.M.** (October though March
Summer Hours start at 6:00 P.M. (April through September)

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged $3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group.

Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st of each year. Annual dues are $24 per single person / $30 per family starting July 1, 2014.with partial years dues as follows:

Due Date	Jul-Sep 2016 Annual Dues	Oct-Dec 2016	Jan-Mar 2017	Apr-Jun 2017
Single:	$24	$18	$12	$6
Families:	$30	$22	$15	$7

Student memberships (21 and under) are $10 annually. Corporate memberships are $30 a year for the first two memberships and $10 a year for each additional membership from the same company.

Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The Gazette is the monthly newsletter of the Plateau PC Users Group, Inc.

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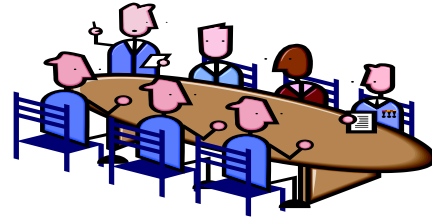
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SIG Leaders

Photo Editing Workshop	Ed Thornblade	(931) 456-6020
Plateau Photography Club	Jim Mansfield	(931) 484-6920

Up Coming Meeting for November 2016

Note: Winter Hours & Location

**The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on November 21 at 3:00 P.M.
at Christ Lutheran Church
481 Snead Drive FFG
(corner of Snead & Lakeview Drive)**

Classes
Please send ideas for new classes to Alan Baker.
(ambaker@citlink.net)

Cool Tips & Sites

Use the Microsoft Word Format Painter to copy formatting

If you are looking to copy how one set of text is formatted to another, you may do so by using the Microsoft Format Painter option, shown in the pictures below. The left image is an example of Format Painter in Word 2010, and the right picture shows this option in earlier versions of Word.
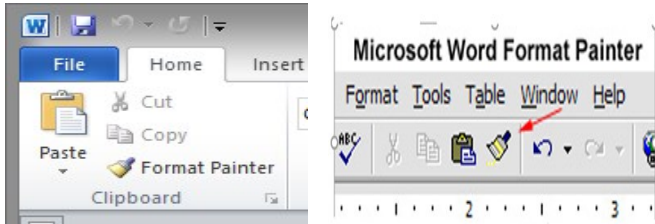
For example, if you have created a heading in Microsoft Word that uses a formatting you like, you can easily apply that formatting to another section of text.

To do this, highlight the formatted text and click the Format Painter option. You can now use the brush to "paint" another section of text, and it will be formatted the same way.

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Clubs

A photo editing workshop is held at 1:00 PM at the Fairfield Glade Library Bldg. on the second Thursday of each month. Members meet to discuss & demonstrate various editing software programs available to enhance their photographs. The SIG leader is Ed Thornblade.

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

The Photo Club/SIG website

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker
Webmaster@ppcuginc.com (931) 788-2201

PPCUG General Meeting Minutes September 19, 2016

Windows 10 Anniversary Update
Carl Nordeen: Presenter

Alan Baker opened the meeting with an introduction to the topic and schedule of the evening at 6:00PM. Alan announced that due to lack of activity and use by the membership, the Club Lending Library is being discontinued and the book inventory will be sold at tonight's meeting with any remaining inventory being donated to the Art Circle Public Library. Members were invited to look over the library during the break and to take advantage of the opportunity to buy manuals, Software How-To's and other helpful items at a fraction of normal. The majority of the books are priced at $3. with one of the latest at $10 and one Tech manual at $20.

Alan introduced Carl Nordeen who has been a beta tester for the last year or more, testing the new Windows 10 Operating System giving feedback to Microsoft during its' development and rollout of the product. Carl then began his presentation with a statement of support for the positive changes that have been made to Windows 10 in the last year. It was evident from comments coming from the audience that there was still some misunderstanding about the availability of a free upgrade from earlier versions of Windows OS 7, 8 or 8.1. For the majority of users that is no longer available although there are exceptions. While the "free" rollout and upgrade to Windows 10 officially ended in July, Microsoft is still allowing free downloads of the files necessary to do the upgrade though this could end at any time. The process does require a more complicated procedure of locating the files via an internet search and a download of the Iso files to a CD, flash drive or other storage devise, then installing from that source. You do not necessarily need to have the Windows Key number of your current OS since the installation files should be able to find that on your machine, though having it may make the process easier. A search for "Free download and upgrade to Windows 10" will bring up a host of information and sites with varying opinions on the benefits and negatives of Windows 10 conversion. Windows 10 is still and will remain a work in progress but Carl reports that he finds it much better and user friendly than its' predecessor, Windows 8.

The upgrade for those who already have Windows 10, to the anniversary edition is automatic and done at the leisure of Microsoft. The upgrade does take more time than normal so that may be the clue that "this is it", here we go. If it isn't obvious and you would like to check to see if you have been upgraded, click on the Start icon, then settings, then System the About and you will see the version that you have. If you find that you have version 1607 then you have been updated. If not, then MS says it may take as long as November.

Early feedback on issues with the newest update reveal that some problems occurred with the USB camera operation on some machines and also problems with some Brother printers not working with the update. The Camera problem seems to have been fixed but they are still working on a resolution to the Brother printer driver problem.

An added feature in the anniversary upgrade is that now Edge, the Win 10 browser is beginning to accept some extensions/add-ons. More will become available as they are approved. Approved add-ons for Edge will be available only through, "The Store". To get to "The Store" select the 3 small dots in a horizontal line in the upper right-hand menu bar in Edge and go to "Extensions". Web Of Trust (WOT) extension is not yet available for Edge. WOT has been recommended by Carl in the past as a user generated rating program of web sites standards of safety and/or value. A popup message will give a warning of reported negative opinion when a problem site is selected. It will not prevent going to the site but will warn of prior negative opinion.

One member noted that when the anniversary update was downloaded on his machine all or at least most of his previously selected defaults which he had changed from the Microsoft usual defaults had been changed back to the Microsoft original default settings. It did allow him to change back to his preferred settings but he hoped that would not happen every time MS sent an update in the future.

During this part of the program discussion, one of our members asked Carl for some information.

Recently while using her computer, suddenly a warning flashed on her screen telling her that a virus had been detected and that she should immediately call the number on the screen. She did call that number and was convinced to send $200 dollars to correct the problem after she had given them further access to her machine to "fix" the problem. The payment was made via her credit card! This is a scam and she was advised to contact her credit card company ASAP and tell them what had happened.

The strong suggestion is that it is never a good idea to call a number given in a warning like this. The problem is being generated by the caller to scare and intimidate the user. If you were to get a message from what appears to be your credit card company, get the customer service number for them from your statement or credit card itself. If it is from your bank or any other business or agency you deal with initiate contact using contact information that you determine is accurate from your own sources.

ID theft is a growing and continually more sophisticated crime looking for victims everywhere. Report these attempts to the company or agency being impersonated and your local authorities.

To answer her question on what she can do to get control of her machine again when something like this happens, Carl suggests hitting Alt+F4, and this will close whatever program is open at the time.

The next step would be to open File Manager and select the browser being used and select End Task to close that. Once that is accomplished, run CCleaner to delete the temporary internet files, which were being used to infect your machine.

For further information on this program, go to the Club website home page www.ppcuginc.com.

Links to Handouts for this September 2016 Program will give additional help.

Submitted by:

Dick Del Frate
Secretary

Computer Attacks

By Dick Maybach, Member, Brookdale Computer Users' Group, NJ

June 2016 issue, BUG Bytes

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An important factor in defending your computer is to understand how it might be attacked. This topic fascinates many computer owners and has been the subject of many articles, books, advertisements, and discussions. One result of this is a jumble of terminology with words having meanings almost as slippery as the programs they are trying to describe. In this article I'll attempt to untie the terminology knot with brief definitions of the most common terms. You can learn (much) more with an Internet search for any of these terms, provided you read with skepticism. We'll start by using **attack** to describe any malicious act directed at a computer, the data it contains, or its user. We can classify attacks in three different ways:

(1) their **attack method** (how they access your PC, your data, or you),
(2) their **behavior** (how they get established and perhaps spread), and
(3) their **payload** (what they do).

To a great extent, these characteristics are independent, and we can look at each in turn. Much of the confusion about malware arises because authors don't make it clear whether what they are describing is an attack method, a behavior, or a payload.

First consider network attacks, which may not affect your computer at all. The first type, **network monitoring** is passive and is a digital version of a phone tap; everything you send and receive is recorded by a third party. This is easily done at a public hot spot, and requires only a laptop and widely-available software. It also can occur at ISPs and Internet relay points, either by the facility owner or by government agencies. A second type, the **man in the middle** attack, is active and is much more specific. Here, a computer is set up to mimic, for example, your Internet bank. If you can be fooled into logging into it, the attacker can capture your password and other account details before forwarding your traffic to the bank site you think you are using. This is more difficult to set up than simple network monitoring and is thus less common.

Let's now look at computer attack methods, which include

(1) physical access,
(2) social engineering,
(3) Trojan horses, and
(4) unethical suppliers.

Someone with **physical access** to your PC can install malicious hardware or software. Although this is sometimes called the **evil maid** attack (presumably because it's done by a hotel's housekeeping staff), it more commonly occurs when someone uses your PC with your permission and inadvertently infects it during, for example, a careless Internet browse. You now have a compromised PC for such tasks as your Internet banking. **Social engineering** or **phishing** occurs when someone tries to convince you to disclose sensitive data or perform some action that compromises your computer. You might receive a phone call or an e-mail message claiming to be from your credit card company requesting your account information, or one from tech support offering to remove a virus they somehow have detected remotely. Many attacks occur as **Trojan horses**, where malevolent software hides inside something that appears useful, interesting, or at least harmless. Examples include e-mail (often appearing to be from somebody you know) with an attachment that installs software,

Web pages that run programs on your PC, and macros embedded in office files. Finally, there are **unethical suppliers** that include software you neither need nor want with their products. Although the most common culprits are Websites, it can take the form of **shovelware**, useless and sometimes intrusive programs installed on PCs, and malicious software on supposedly blank media.

Once **malware** (which malicious software is often called) infects your PC, it can behave in four different ways:

(1) reside there as a normal program file,
(2) attempt to hide by changing its form or the operating system configuration,
(3) spread through your computer by attaching a portion of itself to other files, or
(4) send copies of itself to other computers, usually via the Internet.

Type (2) programs are called **stealth software** or **rootkits**, type (3) programs are called **viruses**, and type (4) are called **worms**. An interesting form of virus resides in office document as a **macro**, for example written in Visual Basic and included in an MS Word or Excel file. These can migrate to your master template and infect every document you compose after that. When they first appeared around 2000 macro viruses were serious problems, but office suites now have effective safeguards against most; however, you may wish to check your preferences to be sure. (Although many people use the term virus for all malware, only 17 per cent of it really behaves this way and another eight per cent acts as worms.) Combinations are also possible; for example, a virus can have stealth features. Since rootkits and viruses can affect system programs, their installation often, but not always, requires that the user grant them administrator privileges. A number of vendors offer applications to detect rootkits, but removing one sometimes requires erasing the computer's hard drive and reinstalling the operating system. Many people call type (1) programs Trojan horses, but I prefer to use that term for a malicious program's attack method rather than it's behavior after it becomes active.

Note that network attacks, social engineering, and macro viruses are operating-system agnostic. OS X and Linux users are just as vulnerable to them as are Windows users.

The object of most malware is to deliver a payload that is to perform some action to harm the computer owner or benefit the malware supplier. The payload is independent of the attack method and also of the malware's behavior. Examples are:

(1) ransomware,
(2) adware,
(3) spyware,
(4) key loggers,
(5) botnets, and
(6) hijackers.

Ransomware restricts your access to your PC and displays a message on how you can purchase instructions or software to remove the limitation. In some cases it encrypts files and demands the fee in return for the password to regain access to them. Sometimes there is just a threat, such as pay a fee within 10 days or your hard disk will be formatted. **Adware** continually displays advertising messages on your screen, although this can be legitimate (if annoying) when it's associated with trial software and seeks to sell you the paid version. **Spyware** transmits sensitive information, such as account information and passwords to an Internet location without your permission. Some people lump adware and spyware together and call both spyware, but I prefer to keep them separate, since spyware is more costly. A **key logger** records your keystrokes and forwards them to an Internet location with the intent of capturing log-in information; it can be implemented by either hardware or software. Malware can make your PC a component of a **botnet** (also called a zombie army), a computer network sometimes used to distribute spam or to attack other Internet sites by trying to overwhelm

them. Other payloads, having a variety of names that often include the term **hijack**, change the configuration of your browser by changing your home page or your search engine or by adding menu bars.

By far the best time to defend your computer is in the attack phase, where healthy suspicion is your friend. Be careful reading e-mail, surfing the Internet, and using your laptop in public places. Note that some form of social engineering is a component of most attacks. After the attack, an anti-virus program may be able to recognize the malware's behavior and prevent it from delivering its payload. Here, you depend on the malware spreading relatively slowly, so that anti-virus vendors have had time to develop a defense before you encounter it, and fortunately this is most often the case. Once the payload has been delivered, the damage has been done, and you will have to stop using the computer until it can be cleaned, change your passwords, and work with your bank, credit card vendors, and others to repair the damage.

We usually think of malware defense only for PCs, but it also infects all computer-driven devices, such as smart phones and network routers. It's important that you include these in your safe computing plan.

Your ultimate defense against all malware is a backup made before your PC became infected. Wiping and restoring your hard disk will almost always restore your system, except in the rare cases where the malware resides in your PC's BIOS firmware, in which case you probably need expert help. Unfortunately, the Unified Extensible Firmware Interface (UEFI) adds a new vulnerability as it includes a writable boot partition on your hard disk. Since the code residing here executes before your operating system; any malware installed there becomes active before any anti-virus program. Re-installing the operating system will probably leave the infected partition unchanged. So far, this is only a theoretical threat. I mention it only to make the point that threats evolve continuously, which requires that you keep all your software, not just your anti-virus programs updated, and conscientiously practice an effective back up discipline.

To summarize, we can classify computer threats according to their attach method, their behavior, and their payload. Attack methods include physical access to a computer, social engineering, Trojan horse software, and unethical suppliers. Once established, malware can behave as normal software, a rootkit, a virus, a worm, or a combination of these. Typical payloads are ransomware, spyware, key-logger, botnet, and hijacking. Network attacks are special in that they occur outside your computer.

Back to Basics
<u>Changing to another Email Service</u>

By Jim Cerny, Chairman, Forums Committee, Sarasota Technology UG, Florida
June 2016 issue, Sarasota Technology Monitor
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Almost all computer users use email – and you are one of them, right? Have you ever had to change your email address or change to another email provider? Recently here in Florida (and I hear in Texas and California as well) our internet provider Verizon has been taken over by Frontier. As a result of this, EVERYONE had to change from Verizon to AOL for their email. Fortunately, their Verizon email address will continue to be accepted by AOL (for now). The purpose of this article is to help you understand what steps are needed to change to another email. I do recommend Gmail because it comes with several other tools provided by Google and you most likely will never have to change to another email address.

Your first task is to go to the website and establish a new email account -- that is get your new email address and password. Please write it down and do not lose it! Once you have your new email ID your major concerns are forwarding your old emails to your new email address, getting your address book (or contact list) to your new email and to notify everyone of your new address. Some emails (such as Gmail) may ask you what your other email address is and automatically bring your contact list and forward any emails from your old address to your new address. They want your email business. But if your address book is not copied over for you then you will have to do it yourself. By all means "ask Google" how to do it. For example, ask Google "How do I get my AOL address book to my Gmail contacts?" What you will most likely have to do is to create a file of your address book by "exporting" it and giving it a file name, then copying that file by "importing" it into your new email. After you do this you need to examine your entire address book, name by name, to see that all the data was copied correctly. You will probably have some editing to do to straighten things out. For example, some phone numbers may not have been copied over or a nickname may have been placed as the last name, etc.

Next it is helpful to have all your old email "forwarded" to your new email address. This way you do not have to hurry to notify everyone on your list that you have a new email. If this is not possible, you may have to go into your old email and actually forward those important emails to your new email. From now on, only use your new email address.

Finally, send a nice email to everyone telling them your new email address. It also is essential that you read the "help" or "options" for your new email so that you are aware of how to create new email folders, sort your emails, find emails, etc. Although every email can do these basic functions, how it is done may be different on different emails. And if you are converting to Gmail, be sure to check out the many apps that are available to you with your Gmail account ID. Now you are ready to enjoy using your new email.

One word of caution -- what if you have used your email address to establish accounts with various on-line businesses or services? Movie channels, banking, club memberships, etc. may be using your OLD email address as your account ID. Unfortunately, all of these accounts must be changed to your new email ID. This may entail you having to enter all new passwords for all these accounts as well. This can be a real pain if you have many accounts, but there is really no other way around this, sorry. Be sure to write down ALL your IDs and passwords for EVERY service or app which requires an account.

Good luck and please don't forget to Ask Google anything about your email. You will find very helpful instructions and videos to guide you. Now here's hoping that you will never have to change your email address again!

Review: Traffic Light by BitDefender

By Joe Durham, Editor, Quad-Cities Computer Society, IA
May 2016 issue, Qbits
www.qcs.org
joseph85_us (at) yahoo.com

I recently added an extension to Google Chrome called Traffic Light by BitDefender. This is a cross-browser extension available from the Google Play store. It purports to analyze, and notify you of tracking activities as you browse the web. Traffic Light places a green colored icon in the upper right hand corner of the screen if it determines that the site you are currently viewing is safe.

If there are tracking activities present at this site, a small yellow or gold icon is superimposed on the green light. No tracking activities are indicated if this golden symbol is not displayed.

While at your website location, click on the green symbol and a menu appears that shows whether the site is safe, and below that the number of tracking activities it detects.

A **settings** option in white text gives you the ability to configure Traffic Light to monitor those areas you wish. I choose to turn on the Facebook and Twitter protection and now Traffic Light indicates on the Facebook news-feed itself with its icon whether the feed is deemed safe.

As you look at the tracking activity, if any is seen, you can click on the **feedback** button in the menu to notify Bitdefender of your concern. goo.gl/BEQ6Id

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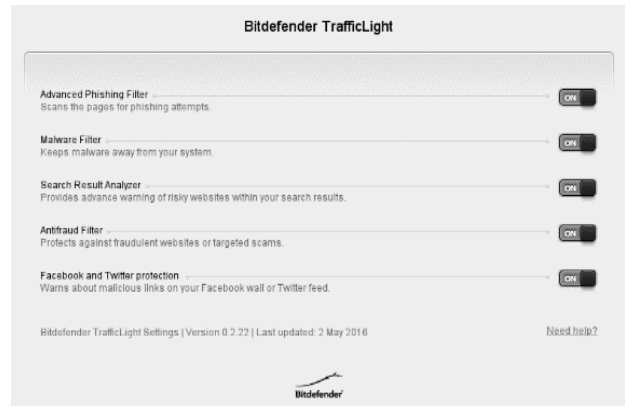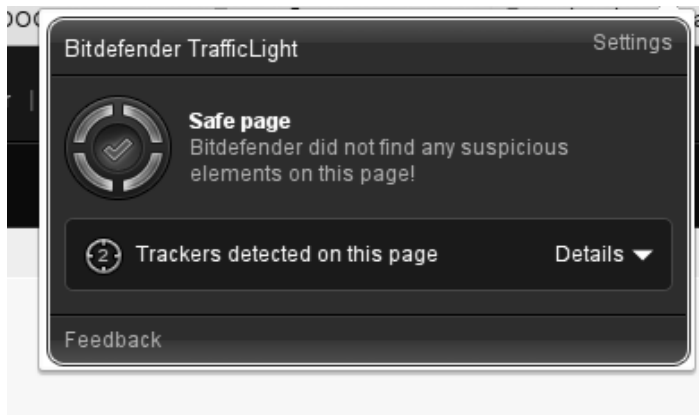
Open Source Lab
LibreOffice 5.1

By Cal Esneault, former President of CCCC
and leader of many Open Source Workshops & SIGs
Cajun Clickers Computer Club News, March 2016
www.clickers.org
tsa70785 (at) gmail.com

LibreOffice, open-source office productivity software from The Document Foundation, is available for download at no cost for Windows, Mac OS, or Linux. It is an alternative to Microsoft Office (can read/write MS Office files) that started as a fork of OpenOffice.org in 2011. LibreOffice has a major "point release" every 6 months. I have previously reviewed versions 4.2 (June 2014) and 4.4 (April 2015) in the newsletter. Version 5.1 was released on 2/10/16, and I installed it on a PC running Windows 7.

Many changes from versions 4.0 to 5.0 have focused on modernizing the user interface including: thumbnails of recently used documents on the start screen, addition of a "sidebar" as a redesigned command feature, improved icon grouping, addition of new icon and theme sets, etc. While users get a choice among menus, icons, and panels to activate features, this leaves the editing space crowded. In this new version, a new main menu item has been added that seems to collect more common actions into a simpler group. Below is the new "styles" menu for the Writer word processor.
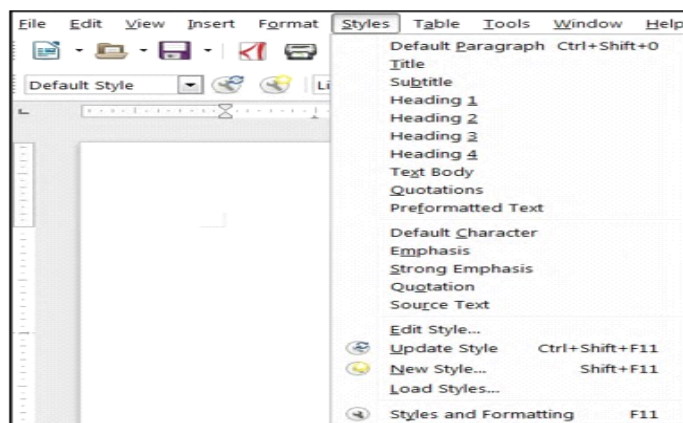
This selection is much simpler from the previous long lists shown when "styles" were selected. Similarly, a new "Sheet" menu has been added for the Calc spreadsheet programs and a new "Slide" menu has been added for the Impress presentation program (see examples of these menus below).
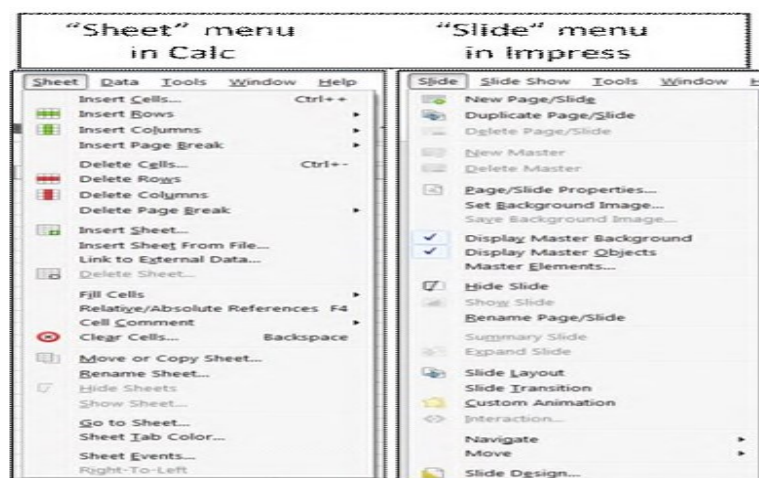
As a person who uses menus and sidebars much more than icons, I find these additional menu groupings to be a big improvement.

Go to the release notes to see the many minor changes. For example, LibreOffice can now open Gnumeric, Write, and Keynote 6 documents. As always, there is better compatibility with Microsoft Office files. If you have not updated for a while, I think this is worth the effort. You can check out the new LibreOffice at www.libreoffice.org to get a free download. Linux users may have to wait until the new version is in their repository.

What's New in Microsoft Office 2016

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL
May 2016 issue, Sarasota Technology Monitor
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Last September, Microsoft kept to its usual three-year schedule of issuing a new edition of Office when it released Office 2016. The questions always are, What is different in this edition? Is it worth upgrading? Here are a few of the features you will find in this new Office. Maybe they will answer these questions for you.
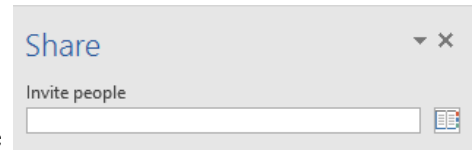
The basic commands and toolbars (ribbons) have not changed much from the last few versions. But Microsoft does often streamline and refine processes, and 2016 is no exception. The new version makes more use of One Drive, the Microsoft cloud, in order to make sharing Office files easier. Click the **Share** button on the top right of the ribbon to open the Share sidebar. If your file is not saved to OneDrive, you will be instructed to save it there. Then type an email address or choose one from your address book in the "Invite people" box and choose either "Send as attachment" or "Get a sharing link."
This process is generally the same as in Office 2010 and 2013 except it is much easier to access.

Searching is easier in Office 2016, too, with the new "Tell me what you want to do" box above the ribbon in all the Office programs. When you click in the box, you get suggestions for things you might want to do, based on the program you are using and what you're doing with it, or you can type in a new search topic. I think this feature needs a bit more work, but once improved, can be very useful.
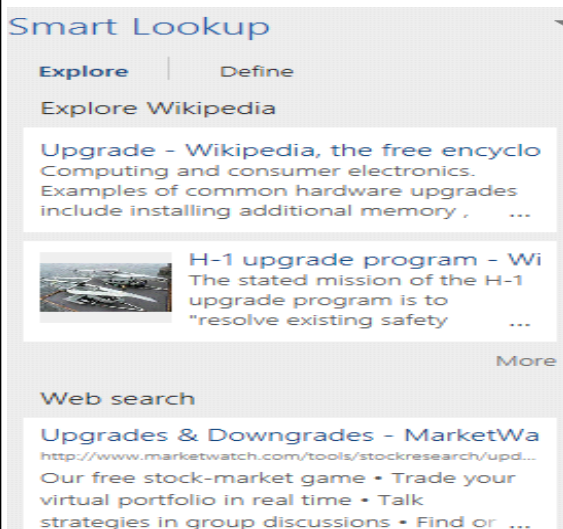
Another feature that has been improved in Office 2016 is called **Insights**, an expanded version of Smart Lookup. Right click a word or phrase in your document or presentation and choose Smart Lookup from the dropdown menu to open a sidebar which includes the definition, pronunciation (written and audio), explanations and examples from Wikipedia, and relevant results of a Bing web search. This feature is much more extensive than the earlier Smart Lookup. In the example, I right-clicked the word *Upgrade* and got these results. (This is only part of the list.) This feature is found in Word, PowerPoint, Outlook, and Excel 2016.

Individual Office programs also got a few upgrades, too. Excel got several **new chart types**, with intriguing names like Waterfall and Sunburst. The new Forecasting feature predicts trends based on the current data and displays them in a Trend chart.


Office 2016 also offers a few brand new features. Anyone who uses a touch-enabled laptop or device with Office 2016 or Office mobile apps installed can use the new **Ink Notation** feature in Word, Excel, and PowerPoint. Click or touch the new Draw tab in the ribbon; choose a color and pen size and draw on the screen. Make a mistake? Use the eraser. You can highlight words using the Ink toolbar, too. PowerPoint also allows you to convert your ink drawings into shapes.

PowerPoint and Word 2016 have a fascinating new feature, introduced in Office 2013, that allows you to remove the background of a photo. (See example.)

To remove the background, insert a photo into Word or PowerPoint, select it, and click the Picture Tools Format tab. On the left end of the Format ribbon, click **Remove Background**. If needed, you can adjust the size of the area inside the picture or mark areas to keep or discard. Then click "Keep Changes" to view a copy of the photo with the background removed, leaving the original safe in your Pictures folder.

Another new feature in 2016 is the **Black theme**: a black background with white text, which is considered easier to read by some people with vision difficulties. Office 2013 featured the Colored theme, where each Office app had its own background color: green for Excel, blue for Word, orange for PowerPoint, and so on. This is still the default color theme. The other choices are Dark Gray and White. To change the background color, open any Office 2016 program, click File – Account, click the arrow next to Office theme and make your choice. This will change the background for all Office programs.
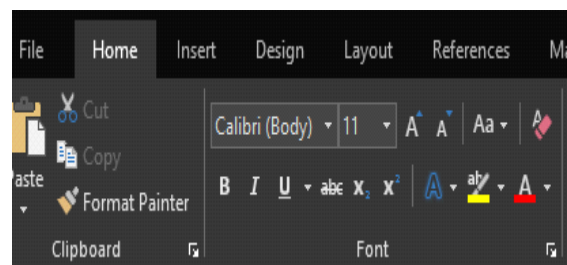
Every year, it seems Microsoft offers new temptations for Office users to move to one of the subscription versions of Office, called Office 365. Office 2016 contains some new features which are only available to

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Office 365 subscription users. For example, PowerPoint has two of these features: **Morph** and **Designer**. Morph is a special kind of transition, where a shape or group of text can be set to move across the screen. Designer offers design ideas for photos which appear in slides, such as arrangement on the page or coloration. It can be found on the right end of the Design tab in PowerPoint. It does not work yet with all photos; a photo must be 200x200 or higher resolution.

Only Office 365 users of Word or PowerPoint 2016 can collaborate on projects in real time. Multiple editors can edit a file and watch each other's editing changes as they happen through the new **Collaborative Editing** feature. This is a popular feature with the Business version.

A recent trend in Office improvements is that they often occur periodically through regular monthly updates if you have a subscription version. I noticed that my Office 365 Home subscription introduced some of the features of Office 2016 before my applications began being labeled Office 2016.
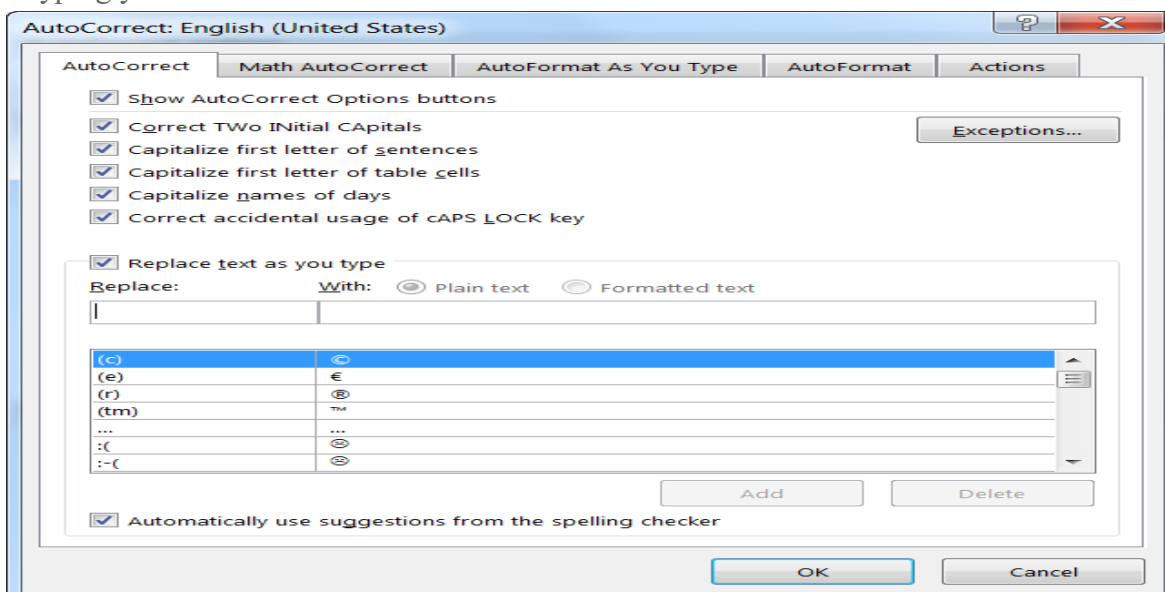
If you are thinking of trying Office 2016, you might wonder if it will open all those documents and spreadsheets you created in earlier Office versions. If you have files created with Office 2007, 2010, or 2013, you will find them completely compatible with 2016. If you have files created with earlier versions, you can get a free Compatibility Pack at the Microsoft website, which will make older Word, Excel, and PowerPoint files compatible with Office 2016. Searching for "Compatibility Pack for MS Office 2016" will lead you to the download page in a hurry.

Why Text Automatically Changes in Word

Does it seem like Word randomly changes the capitalization or spelling of text in a document? **AutoCorrect** is to blame. As the name indicates, AutoCorrect automatically corrects the spelling of common misspelled words but also makes other changes including capitalizing the first letter in a sentence, table cell, or line of text.
To review your choices:

1. Pick **File > Options**.

2. Select **AutoCorrect Options** from the **Proofing** category.

3. Choose the **AutoCorrect** tab (Word 2013 screen shown) and uncheck any option that gets in the way of

 typing your text.

PLATEAU PC USERS GROUP, Inc.

APPLICATION FOR MEMBERSHIP

___ **New Member** ____ **Renewing Member**

Return this application, with check for annual dues payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer. P.O. Box 3787, Crossville, TN 38557. Our annual dues are now payable on July 1st of each year. Annual dues are $24 per single person / $30 per family starting 7/1/2014 with partial years' dues as follows:

Due Date	Jul-Sep 2016	Oct-Dec 2016	Jan-Mar 2017	Apr-Jun 2017
Single:	**$24**	**$18**	**$12**	$6
Families:	**$30**	**$22**	**$15**	$7

Date: _____   Amount Paid: $ ____ :.00, by Cash ___ , or   Check (#_____)

_____   _____   _____
        Last Name   First Name   Family Members (if family membership)

_____
      Address:

_____   _____   _____   _____
   City   State   Zip Code   Phone Number

I have belonged to a Computer Club before. Yes _____   No _____

 E-Mail address: _____

l have used PCs since (year): _____

I have knowledge in the following areas that I would be willing to share with club members:

_____

_____

July 2016

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	**2**	**3**	**4**	**5**
6	**7**	**8**	**9**	**10** 1:00 P.M. Photo Editing Workshop Mtg.	**11**	**12**
13	**14**	**15**	**16**	**17** 1:00 P.M. Plateau Photography Club Mtg.	**18**	**19**
20	**21** 3:00 P.M. General Mtg. Presentation Followed by Q & A Session	**22**	**23**	**24**	**25**	**26**
27	**28**	**29**	**30**			

Note: Please see page #15 for the Plateau PC Users Group, Inc. **Application for Membership form.**