



# PLATEAU PC USERS GROUP, INC GAZETTE



## January 2017

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January 2017

“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 23, Issue 1

### This Month’s Meetings

**Photo Editing Workshop**  
Thursday, January 12 at 1:00 P.M.  
**At FFG Library Bldg.**

**General Meeting**  
Monday, January 16 at **3:00 P.M.**  
**At Christ Lutheran Church FFG**  
**Note Start Time**

**Plateau Photography Club**  
Thursday January 19 at 1:00 P.M.  
**At FFG Library Bldg.**

### **The January Program at FFG Christ Lutheran Church**

#### **Presentation by Comcast.**

Kevin Cantillon from Comcast in Knoxville will explain what Comcast internet services are offered in Fairfield Glade.

This include the availability of higher speeds for streaming video and gaming.

He will also talk about internet security and offer tips for making your computer use more secure.



*Welcome to 2017*

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

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.

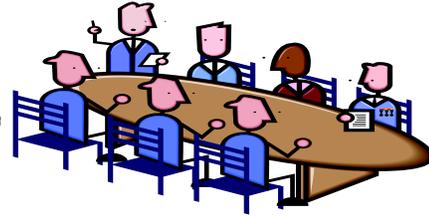
It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

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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All images used in the newsletter, website, blogs, class materials or handouts ("media") are obtained from a "free use" source, preferably images that have been released as "CCO Public Domain".

### 2016-PPCUG Mem-



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### **Director Emeritus Don Lewis**

### SIG Leaders

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

## Up Coming Meeting for February 2017

### Note: Winter Hours & Location

The next General Meeting of the  
**PLATEAU PC USERS GROUP**  
Will be on February 20 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

#### Monitor and Protect Your Hard Drive

Computer hard drives are your systems complex workhorse -- spinning rapidly non-stop, reliably and rapidly fetching and storing data, year after year. Until -- uh oh, something's wrong and where's my data?!

Wouldn't you like a window into your hard drive operation, performance, quality, stability, and reliability? A lot goes on inside these devices that is not revealed by your system's hard drive activity light!

HD Sentinel <www.harddisksentinel.com/> is a powerful tool for monitoring hard drive health and learning more about drive innards than you likely imagined possible. At the same time, it is designed for people who are not (and do not want to become) experts; you can use it at a high-level ("How's my drive doing today?" or drill deep into hard drive characteristics, history, usage patterns, and health).

While the website only discusses simple hard drives, HD Sentinel also supports other storage devices: SSDs, SSHD (hybrid drives), memory cards and thumb drives (where available), tape drives, and RAID controllers. Most of these are uniquely supported by Hard Disk Sentinel, not by any other diagnostics/monitoring tools.

## 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](http://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](mailto:Webmaster@ppcuginc.com) (931) 788-2201

## PPCUG General Meeting Minutes November 21, 2016

### Google Docs presented by Carl Nordeen

This meeting of the Plateau PC Users Group was called to order at 3PM by Carl Nordeen.

Carl began by informing those present that his program content is available at this time on the Club website at [www.ppcuginc.com](http://www.ppcuginc.com). The program can be found under the "Meeting Handouts" tab. There will be two files, one with notes and links, a second with the slide presentation used here during this meeting.

Google Docs is a word processor program which is part of a free web-based software office suite offered by Google within its Google Drive Service. Other parts of Drive provide a spreadsheet, Google Sheets and a presentation program called Google Slides. The suite allows users to create and edit files while collaborating with other users in real-time. These are the primary products within Drive along with several additional secondary products such as Google Forms (survey software), Google Drawings (diagramming software) and Google Fusion Tables (database manager).

A google account is needed to use Google Drive. If you have a Gmail address, you already have a Google account. You can simply sign in to the Drive using your Gmail information. If you do not have an account already, it is free and it only takes a minute to setup.

Google Drive and therefore Docs can be accessed from PC and Mac, Android and iOS. When using a PC or Mac, offline functionality is limited to the Google Chrome browser. Users can then enable offline sync of Docs, Sheets and Slides in Google Drive settings.

Currently Google Drive starts with 15GB of free Google online storage, so you can keep photos, videos, and almost anything else available. Drive and its' components are constantly changing and more is being added all the time. Try it, you may just find that it can save time and make your PC and other media devices much more valuable and easier to use together.

Submitted by:

Dick Del Frate

Secretary



## **All About Streaming**

By Pam Holland, President & Instructor, TechMoxie  
November 2016 issue, MoxieBytes  
Pam (at) tech-moxie.com  
www.tech-moxie.com

Looking to detox from election news or just looking for more interesting content? Streaming is a great way to be in control of the what, where and when of what you view.

### **What is 'streaming'?**

It is easiest to start with traditional TV viewing. There are two options: Cable or a digital antenna to pick up VHF or UHF channels. Streaming, on the other hand, is done via the Internet - the same service that brings you email, google, and access to websites.

Why is it called streaming? Because it flows to our devices much like water streams through our pipes. Due to variations in the speed with which data comes over the internet, a little extra is stored ("buffered") as we watch so that we see a steady stream of video. Otherwise what we are watching would start and stop with annoying frequency. Plus, the content is not downloaded and stored on our devices - it streams through and out.

You can stream content simply by going to your computer. Go to PBS or YouTube on the web and click a video - this is streaming. But sitting in front of a computer isn't terribly cozy.

### **Streaming from a TV - what equipment do I need?**

Streaming can be done from any device that has an internet connection. Your computer, a tablet or a smartphone can easily stream video content. TVs can stream video if they are internet enabled. ("Smart TVs" are internet-ready). Older (non-smart) TVs can easily be connected to the internet by attaching a relatively inexpensive device such as a Roku, Amazon Fire Stick, Google Chromecast or Apple TV (most available for under \$50). Roku device

Newer Smart TVs connect to the internet wirelessly over Wi-Fi, which is great if your TV isn't near your internet router. Older Smart TVs might need to be plugged into your cable modem - much like computers needed to be wired before Wi-Fi. If you have an older Smart TV, you might want to consider purchasing a Roku-type device which will allow you to connect the TV to the internet to wirelessly.

As Roku-type devices all connect to the internet wirelessly, you will need Wi-Fi. Newer modems include Wi-Fi capability. If you don't have a Wi-Fi modem, you can get one from your internet provider or an electronics store.

### **How to get content?**

There are many sources for great streaming content. Some are free, but many involve a monthly subscription such as Netflix or Amazon Prime. We think it easiest to set up these accounts using a computer. Once your TV is set up for streaming, you can access your subscriptions by turning on your TV and Roku-type device or accessing the Smart TV functions. Roku, for example, will display a menu of available subscription services. Click on the service you subscribe to (e.g., Netflix) and you will be prompted to enter your user name and password. (Happily, you do not need to enter these passwords each time you watch!)

If you have cable TV, consider subscriptions that will supplement what you have on cable such as Netflix and Amazon Prime. For those who don't have cable TV (or want to eliminate it), consider a subscription to SlingTV

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which offers packages starting at \$20 that include cable news, sports channels and other cable channels such as Comedy Central. Even HBO and Showtime can now be purchased a la carte via a monthly subscription.

One of the great advantages of these subscription services is that you can access them from any internet device. I often start watching a Netflix program on my computer and then continue later that evening from my TV. Netflix automatically saves where I left off.

### **What about “cutting the cord”?**

Most of the cable companies bundle services (e.g., the Comcast's Triple Play) making your telephone and internet more expensive if you don't opt for the bundle. Cutting the cord is best for those who are willing to eliminate their telephone (landline) service as well. Doing a careful cost comparison is necessary. But, if you pay for premium content via cable, you might do better to stream that content rather than pay for expensive cable upgrade packages. One huge advantage of streaming is that subscriptions are month-to-month and therefore can be cancelled and restarted at any time.



### **Your eyes can so easily be deceived!**

By Babette Bloch, Contributing Editor, Golden Gate Computer Society  
August 2016 issue, Golden Gate Computer Society Newsletter  
[www.ggcs.org](http://www.ggcs.org)  
editor (at) ggcs.org

WE'VE ALL HEARD OVER AND OVER not to click attachments and links in e-mail messages that are suspect. There is less talk about another way to get sucked into trouble either by incurring a big fee or worse, an invasion of your computer. I call it “The Technical UNSupport,” or “The Program Support That Isn't” It's the second time I've run into this scam, or worse, and it's well worth avoiding. Case 1: A Quicken SIG member who had a problem thought he was contacting Quicken's Tech Support. He'd googled the very words “Quicken Support” and found this: Quicken® Help 1-800-656-6115, Get 24x7 unlimited quicken support and phone help from quicken tech experts. Quicken Mac Tech Support includes quicken diagnose, install, upgrade and fix <http://quicken-help.com/>

He thought he was talking to the real Quicken Support, and they led him through a long discussion of the problem, plus getting permission to actually look at his program on his computer. And then they came up with a diagnosis that the whole program was corrupted and would cost \$300 to fix. At that point he hung up and called me. Case 2: When I was wrestling the Windows 10 upgrade and everyone in GGCS I called was not available; my husband tried to call the Quicken Store in Corte Madera. After 20 minutes on hold, he gave up and turned to Google, looking for “Windows 10 Support Phone Number.” He found: Call - +44-800-086-8333(UK) for Microsoft Windows 10 Technical Support. Get Certified Technician for Windows 10 Update Failed, Windows 10 Activation Error Call +61-1800-502-681(Australia), Windows 10 Update from 8, 8.1, 7 Call to Toll Free Number – 1- 855-883-1117(USA)

Call 1-855-883-1117 Microsoft Windows 10 Technical Support  
[www.microsoftwindows10technicalsupport.com/](http://www.microsoftwindows10technicalsupport.com/) He called the number and then handed me the phone to explain the problem I was having. A man with a slight Indian accent told me they could take care of the whole thing and

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download Windows 10 from their end to my computer; just give them access! At which point I hung up. And they called back! And I hung up again.

What was going on? The huge, main clue was that neither of these links had a site URL that was any of the following: quicken.com, intuit.com, or Microsoft.com. In addition, when I clicked the link with my computer today, running the MalwareBytes program, it would not let me open either site and said each was a "malicious site." So if you're looking for any help by searching the Internet, regardless of what search engine you use, watch those links before you click! The description before the link's notation can be very misleading. Make sure the link is for the company whose product you are searching. If in doubt, use a search for the phone number or name of the suspect in the description. In addition, one has to wonder why Google doesn't vet such links and puts them so high in the list.

## **What is PayPal and how does it work?**

<https://techboomers.com/t/what-is-paypal>

At Techboomers, one of the most common security questions that we get from our users is with respect to websites that require you to pay for something: "is it safe to put my credit card details into this website?" Often, the answer is "yes," but some people are still a little uncomfortable with entering their credit card details into every single website that requires payment, either for a subscription to a service or an item that they want to buy from someone. And with all of the horror stories about how permanent information on the Internet is, and how often others try to steal it (and sometimes succeed), we totally understand that.

That's where a website like PayPal.com is useful. Just enter a few of your personal and financial details into PayPal, and you can use it as a payment method on millions of websites across the Internet, including eBay.com and OverStock.com! And here's the kicker: you don't have to reveal your credit card or bank account details to any of those websites. That's right; authorization of your PayPal account is all that you need to seal the deal!

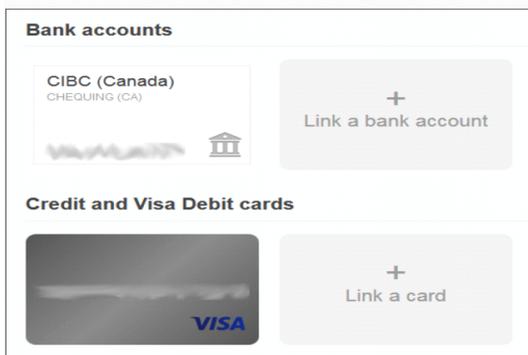
### **So what exactly is PayPal?**

PayPal is a financial tool that lets you conduct transactions online without entering your financial details into every website you deal with. Link your credit card and/or bank account to PayPal, and then add to (or withdraw from) a secure money pool, shop at retailers who accept PayPal, or send money to other PayPal users.

### **How does PayPal work? 5 key ways to use PayPal**

#### **1. Pay from your credit card or bank account**

When you sign up for PayPal, you can link your credit card account, your bank account, or both to your PayPal account. That way, when you pay for something using PayPal, you get to choose where the money comes from!

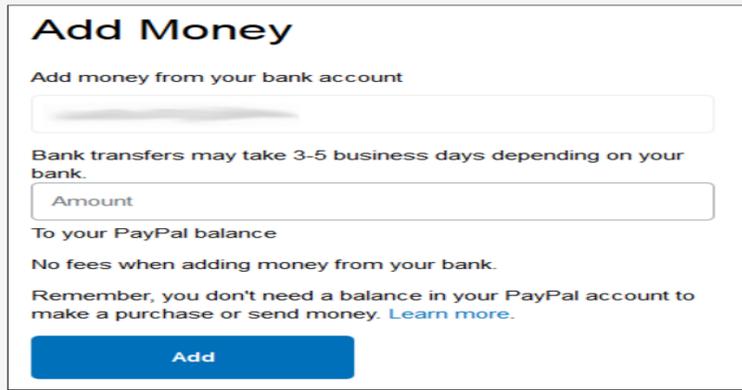


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## 2. Create a secure pool of money

You can transfer money from your bank account to your PayPal account. That way, when you want to send money or pay for something with PayPal, you can just use the money in your PayPal account. You don't have to involve your credit card or bank account details at all in the transaction!



**Add Money**

Add money from your bank account

Bank transfers may take 3-5 business days depending on your bank.

Amount

To your PayPal balance

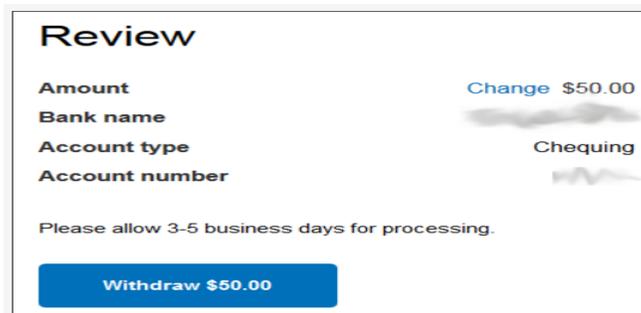
No fees when adding money from your bank.

Remember, you don't need a balance in your PayPal account to make a purchase or send money. [Learn more.](#)

Add

## 3. Draw money from your PayPal account when you need it

If you need to make a purchase that can't be completed with PayPal, don't sweat it! PayPal allows you to easily transfer money back into your bank account from your semi-anonymous pool on PayPal if liquid cash would be more useful to you in a certain situation.



**Review**

Amount Change \$50.00

Bank name

Account type Chequing

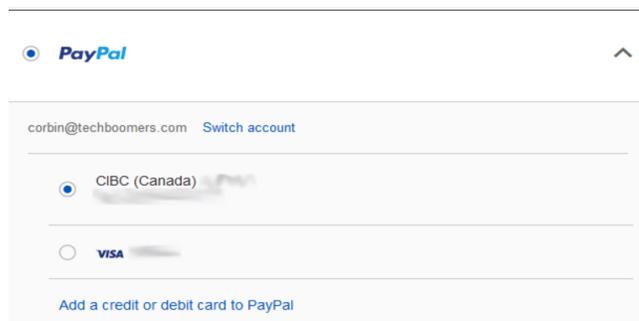
Account number

Please allow 3-5 business days for processing.

Withdraw \$50.00

## 4. Seamless online shopping through PayPal

Millions of websites accept PayPal as payment, and shopping with PayPal is a snap on sites like eBay.com, OverStock.com, and HomeDepot.com! When you go to check out, simply select PayPal as your payment type, log into your PayPal account, and select where you want the money to come from: your bank account, your credit card, or your balance on PayPal. No credit card details required!



PayPal

corbin@techboomers.com [Switch account](#)

CIBC (Canada)

VISA

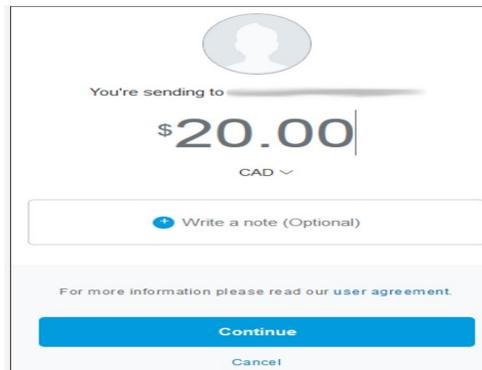
[Add a credit or debit card to PayPal](#)

## 5. Transfer money quickly and easily to other PayPal users

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If your friends or family members use PayPal, too, then you can send them money when they need it with just a few quick clicks! Just type in their email address or phone number, choose how much money you want to give them (and in what currency), write them a note if you want, select where the money's going to come from -- your credit card, your bank account, or your PayPal balance -- and send your gift off!



That's an introduction to what PayPal is and what it does! Throughout our PayPal course, we'll teach you everything you need to know to make PayPal your best friend when it comes to transferring money online. We'll show you how to sign up for a PayPal account, transfer money to your PayPal account, use your PayPal account for online purchases, and do all this and more as safely as possible. Let us be your guide for using PayPal to move money online safely and quickly! TechBoomers' PayPal course: <https://techboomers.com/p/paypal>

## **Lessons in Rental Car Privacy**

By Geof Goodrum, Potomac Area Technology and Computer Society  
November 2016 Issue, PATACS Posts  
[www.patacs.org](http://www.patacs.org)  
Director1 (at) patacs.org

Have you used a GPS navigation unit or a hands-free phone Bluetooth connection in a rental vehicle? If so, did you remember to clear your information from the vehicle before you returned the car? It's not terribly surprising that many people don't.

Below are a couple of photos that I took of the video panel from a relatively new (6,500 miles) Toyota Corolla rental. The first shows a list of phones that previous drivers paired with the car's built-in Bluetooth feature. The second photo shows an example from one of the listed phones, giving the owner's phone number and the unique device address of the phone (partially blurred to protect the guilty). The car's system also keeps the call history, and I have seen complete contact lists stored on some vehicles.

GPS navigation units, built-in and portable, also keep a history of locations searched for and visited. Very convenient, but probably not information you want to share with the next renter of the vehicle.

Wouldn't it be entertaining to give a previous renter a call and have a chat with them about places they went and people they know? How would you like to get that call from a complete stranger?

If you use these features, take some time to clear the system memory when you return the vehicle. The rental company is not going to do this for you. In the case of the Toyota Corolla that I rented, I removed individual

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phones from the phone list, but also found and used a system reset option to remove all private data from the system (which also removed the preset radio settings).

Don't forget that this also applies to any other vehicle that you use, such as a personal vehicle you borrow, lend, trade-in or sell.



## **7 Everyday Technology Skills Every Boomer (and up) Should Have**

By Pam Holland, President and Instructor, TechMoxie  
January 30, 2016 Blog Article  
[www.tech-moxie.com](http://www.tech-moxie.com)  
pam (at) tech.moxie.com

Technology is both magical and daunting. It gives us the ability to do so many wonderful things – apps that measure your heart rate, show the constellations in your night sky, and stream radio from anywhere in the world. But with that comes the challenge of keeping up with our devices, new features, apps and websites – not to mention when things go wrong. For those eager to move beyond the basics of email and Google, we believe these 7 tech skills are key to getting the most out of technology – both today and going forward.

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### 1. Use Your Voice

Who would have thought that dictation would be a contemporary tech skill? Every device, from computer to smartphone now has the capability to turn your speech into text. Speech recognition, also known as voice-to-text, has improved dramatically, providing a wonderful alternative to the awkwardness of using an onscreen keyboard. Even commands can be spoken (“open email”...”send a text”).

At first, speaking text or commands into a smartphone or tablet takes a bit of practice and may feel like patting your head and rubbing your stomach (think what you want to say...tap microphone icon...speak...tap ‘done’...repeat). But with a little practice it quickly becomes natural.

Going Forward: More and more devices have voice features, including virtual personal assistants such as Apple’s Siri, Windows’ Cortana, and Google Now. These programs recognize natural speech patterns making it easy to get driving directions, find a restaurant or play music. The Amazon Echo, for example, is exclusively voice activated. Request it to play music or news, or current weather. It can be paired with devices to control your home environment. And importantly, voice commands are empowering for users with vision impairment or physical limitations such as a tremor.

### 2. Conduct a Search



Basic internet searching is pretty simple – just plugging in a few words will usually get you what you need. But having good search skills is like having a super power. Find an old email with a favorite recipe, locate a ‘missing’ App on your smartphone, or locate a specific phrase in a document or website.

Going Forward: Using search is more than the internet. Rather than trying remember where Microsoft, Apple or Google hid a particular setting, use the search feature on your device (e.g., printer setup). Apple has even added a search feature on iPad and iPhone for settings alone – an nod to the frustration that many of us have experienced trying to locate a feature.



### 3. Send Text Messages

We are often asked about the advantage of texting versus email. The appeal of texting is in the immediacy – like a non-verbal phone call. There are far fewer steps to sending (and receiving) a text message, and much greater likelihood that the recipient will see the text right away (assuming, of course that their cell phone is at hand...). Texting is a great way to communicate on the fly.

Going Forward: You can use text messages to access and manage online accounts, send a photo, receive emergency alerts, schedule airport pickups, and more. If you’re running late, need to send a phone number, or don’t have time for email to load, texting lets you get in touch quickly. And you can also send a voice recording text – one more way to avoid typing on that small screen.

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#### 4. Get to Know Your Accessibility Settings

All devices have “accessibility features” that help you make your computer, tablet, or smartphone easier to touch, see, and hear. You can make icons bigger/bolder on smartphones, increase the font size on email, and increase the size of the mouse “pointer” on your computer screen (something TechMoxie recommends to all our clients).

Importance Going Forward: These features help us accommodate for what may be poor tech design, but also help as we age and need a little “extra” to see and hear better.

#### 5. Order an Uber



Access to transportation is freedom. With Uber, reasonably priced transportation is available with a few taps on the app. Your credit card information is stored when your account is set up and all payment is done through the app. And Uber’s no tipping policy means that at the end of the ride, cash nor credit card need be presented. The Uber app shows available cars in your area, giving you immediate information on the wait time for a car (which in even suburban neighborhoods may be only a few minutes).

Importance Going Forward: Using Uber is increasingly essential to older adults who may not wish to drive at night, or may want to not keep a car at all. It is also a great emergency back up transportation mode in the event of a car breakdown or bad weather. Tip: try using an Uber when you don’t need to so you will be ready when you really need to get somewhere.



#### 6. Download an App

Mobile devices come loaded with a great assortment of apps, but there the fun really begins when you find apps that leverage your interests. Downloading an app is not particularly difficult, but entails recalling the (correct) password and knowing how to occasionally update credit card information.

Getting comfortable with apps is a key skill, particularly as entertainment, health and the latest innovations are available via apps on smartphones and tablets. Beyond pure fun, there are many practical apps such as for paying parking meters, making dinner reservations and ordering an Uber.

#### 7. Be Curious



Curiosity...we think this is why technology comes so easily to children. They are naturally programmed to explore through touch, to ask questions, and to practice. If you want to stay up-to-date, let your curiosity loose. Try tapping unfamiliar icons and let yourself play (really...it won’t break!). As you master the first six skills, you’ll find that new innovations will be easier as they build on your existing skills.

## How to Create a Chart in a Word Document

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL  
October 2016 issue, Sarasota Technology Monitor  
www.thestug.org  
ndemarte (at) verizon.net

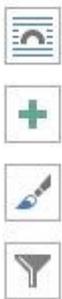
Word is full of features and tools, but most of us use this popular application strictly for typing letters or other simple documents. There are many things besides text that can be created in a Word document. A lesser known one is a chart or graph. This feature is an excellent way to display budgets, trends, or other concepts that a collection of data can reveal. Here are the simple steps for adding a chart to Word:



**Choose a Chart type and enter your Data:** Open Word and click the Insert tab on the ribbon, then Chart in the Illustrations group. You will see numerous types of charts in the left pane, such as pie, column, bar, and other innovative types. Moving your mouse over each chart type shows a preview of it in the right pane. When you find the one you want, click OK. (You can always change the chart type later.) At this point two items appear in your document: the chart you chose and a small data worksheet which contains sample data.

Let's say you want to determine the proportion of your monthly budget that is spent for certain categories. In the first row of the data sheet, type over the sample header to add 'Item' and 'Amount'. List some items and the average amount spent on them. You can use the keyboard arrows to move around within the sheet. The worksheet in Word displays only 20 rows and 10 columns, but clicking or holding down the arrow at the end of a row or bottom of a column gives you many more of each. So you can create a fairly large data worksheet, which is displayed above the sheet in your chosen chart. If your chart choice is not suitable for your data, click the chart and, in the ribbon, click the Chart Tools Design tab, click "Change chart type", and make another choice.

**Format the Chart:** When you select the chart in the document, two important things become visible: four small tool icons to the right of the chart and the Charts Tools contextual tab, which appears on the ribbon and has two sections, Design and Format.



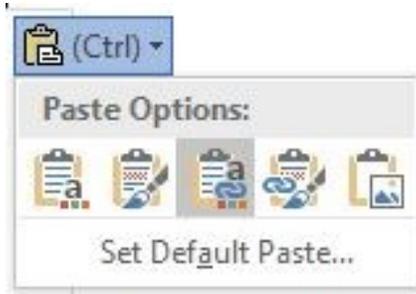
**Formatting icons:** The top icon, Layout Options, is a big help if you want to fit your chart within or next to a paragraph. Click the icon and choose the Square or Tight option to allow text to wrap around the chart. The Plus icon lets you hide or display items on the chart, such as the title or data labels. The Chart Styles paintbrush icon allows you to change the style or color of your chart. I find the Styles tab within this icon gives me some interesting variations on the way the chart can look. The Color tab lets you choose a new six-color scheme by clicking one of those shown. The last icon, Chart Filters, lets you select specific data from your worksheet to be included in the chart.

*(Continued on page 14)*

(Continued from page 13)



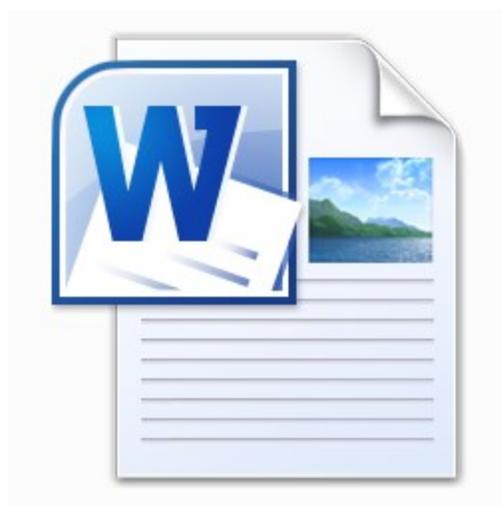
Chart Tools Design and Format tabs, which appear on the ribbon when a chart is selected, have much the same tools as the four icons to customize your chart. One good feature of chart creation in recent versions of Word is you can make a clean, professional chart without doing much customization. If you do want to experiment, the Design tab has some new changes you can make to a chart that you might want to try.



**For Excel users:** There is another way to add a chart to a Word document. If you use the Excel program in Office, you can set up your data worksheet and create your chart in Excel (Insert tab – Chart), copy it (Ctrl+C), and paste the chart into Word (Ctrl+V). The key skill here is choosing your desired **paste option** from the five choices that appear when you click the Paste Option icon. **Options 1 and 2** will “embed” the chart in the document, which means it will become part of the document, but can be edited manually in Word. **Option 1** will adapt the chart to the theme of the Word document, such as font and color scheme; **Option 2** will keep the formatting that was present in Excel. **Options 3 and 4** will “link” the chart to its data in Excel, so that when you change the data sheet in Excel, it will also change in the Word chart

**Option 3** uses the destination (Word) theme; **Option 4** keeps the Excel formatting. **Option 5** pastes the chart into Word as a picture, which means the chart can’t be edited. Moving your mouse pointer over each paste option will give you its definition. If you want to use the same paste option in all future charts, click “Set Default Paste.”

Charts add a visual dimension that many of us find useful in understanding data. Although a Word chart lacks some of the more sophisticated features of Excel, it can work well for many kinds of charts a home user might want. Adding a chart to Word is not as complicated as it used to be.







# February 2017



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

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