



# PLATEAU PC USERS GROUP, INC GAZETTE



**June 2021**

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 [www.PPCUGinc.com](http://www.PPCUGinc.com) June 2021  
"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"

Volume 27, Issue 6

## **This Month's General Meeting**

**Tuesday, Jun 8, 2021**

**will start at 3:00 P.M. @**

**FFG Christ Lutheran Church**

**Note: Mask wearing & social distancing is mandatory during the meeting.**



**June 8th. Presentation @ 3:00 P.M.**

## **"How To Do What You Want To Do And Don't Know How To Do It".**

The presentation will begin at 3PM and the Q & A session with our experts is part of this special program.

This program is designed for PC users from novice to advanced. Our experts will be taking your questions and providing guidance on achieving your personal tasks.

Bring your laptop, Chromebook, tablet, phone or whatever device has you scratching your head, if you wish.

We plan to send you home a more educated tech user.



## **Happy Summer Time**

Inside This Issue	
Club information and Phone numbers	Page 2
Upcoming Events:	Page 3
Cool Tips & Sites: How to Use Formulas in Excel	Page 3
Add Extra Clocks for Different Time Zones	Page 4
Disable or Enable Your Camera on Windows 10	Page 7
Run a Diagnostic Scan on your Chromebook	Page 10
How to Add a Dotted Line in a MS Word Document	Page 13
PPCUG Officers Election for July 21 through June 22	Page 14
PPCUG Revised Application for Membership	Page 15
July 2021 Calendar	Page 16

**Please Note:** Starting with the June meeting, we will stop having summer/winter hours and meet each month at 3:00 P.M.

**Location:** Christ Lutheran Church  
481 Snead Drive, Fairfield Glade TN

## 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**

**Note:** Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1<sup>st</sup> of each fiscal year. Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 per family. Persons/families joining during the fiscal year have dues payable as follows:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>
Single	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$15	\$7

### **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.

**DISCLAIMER:** No warranty, express or implied, is made by the PPCUG, the Gazette editorial staff or its contributing editors. This extends to all losses incidental or consequential from the use or non-use of any information in any issue of the Gazette.

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".

## 2020-2021 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
Vice-President/ Compliance	Jim Buxton	(931) 456-6009
Treasurer	John Krueger	(931) 707-3677
Acting Secretary	Richard Del Frate	(931) 456-2251
Past President	Carl Nordeen	(931) 456-5597
Membership	John Krueger	(931) 707-3677
Publicity	Mary Anne Nordeen	(931) 456-5597
Gazette Editor	Gordon Botting	(931) 456-2184
APCUG Rep	Steve Rosenstein	(931) 742-0151
Equipment Custodian	Bob Willis	(931) 456-6511
Webmaster	Alan Baker	(931) 239-0877
Directors at Large		
Gordon Botting	Richard Del Frate	Barbara Duncan
Charlie Merrick	Bob Willis	



Printed by, Business Equipment Clinic  
539 West Ave. Suite 101 Crossville TN 38557



The next General Meeting of the  
PLATEAU PC USERS GROUP  
Tuesday, July 13, 2021  
**Note: New Meeting Hours 3:00 P.M.**

### **Cool Tips & Sites**



### **How To Use Formulas In Excel**

By Carol Bratt\_

Formulas are those wonderful features in Excel that do all the work for folks like me who are not all that adept dealing with numbers. Am I OK letting the program do that work for me? Heck yeah!

Follow the steps below to allow Excel to save you lots and lots of time and frustration:

- =NOW – Shows the date and time
- =TODAY0 – Shows the current date without the time
- =MONTH(TODAY0 – Shows current month in a cell
- =TODAY0+10 – Adds 10 days to the current date
- =SUM – Calculates the sum of a group of values
- =AVERAGE – calculates the mean of a group of values
- =COUNT – Counts the number of cells in a range that contain numbers
- =INT – Removes the decimal portion of a number
- =ROUND – Rounds a number to a specified number of decimal places
- =IF – Tests for a true or false condition

***Caveat:** Where it looks like a lower case 'O' at the end of a formula, here it is actually a zero*

**\*\* Visit the PPCUG Website \*\***  
**At: [www.PPCUGinc.com](http://www.PPCUGinc.com).**

Read all about our club activities and scheduled monthly meetings, also current and past issues of the Gazette Newsletter. Links also to the Meeting Handouts on past presentations.

Send your comments and suggestions to the PPCUG Webmaster, Alan Baker  
**[jackal33980@gmail.com](mailto:jackal33980@gmail.com)** (931) 239-0877



## How to Add Extra Clocks for Different Time Zones in Windows 10



By Brian Burgess



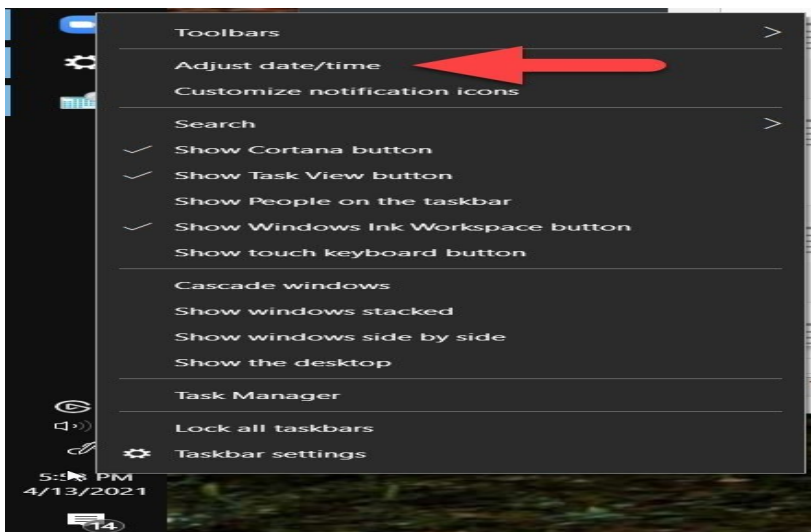
If you work with teams that are located in different time zones all over the world, it's nice to know what the time is in their region. If you're a long-time Windows user, you probably already familiar with adding additional clocks for different time zones.

However, if you're new to Windows or haven't set this up before, here's how to add the extra time zone clocks to the system tray. The process is **basically the same as it has been in Windows 7 & 8**, but we wanted to give you an update for Windows 10.

Windows 10 has different graphics for the clocks (and calendar) that you might be interested in checking out, too.

### **Add Extra Clocks for Different Time Zones in Windows 10**

To start, click the clock on the taskbar in the lower-right corner of the screen. Right away you'll see the new UI Microsoft has included that shows the time and a calendar. The round clocks are gone and replaced with a modern digital design. From here select **Adjust Date/Time** near the top of the menu.

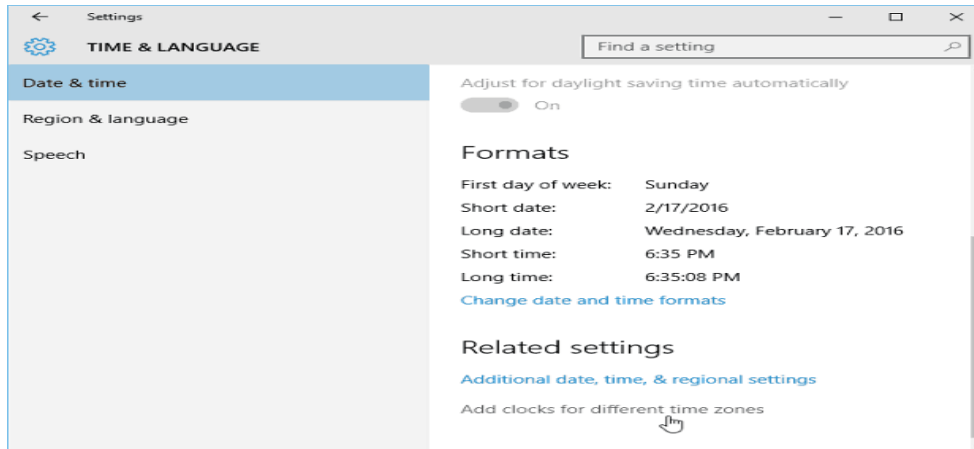


*(Continued on page 5)*

(Continued from page 4)

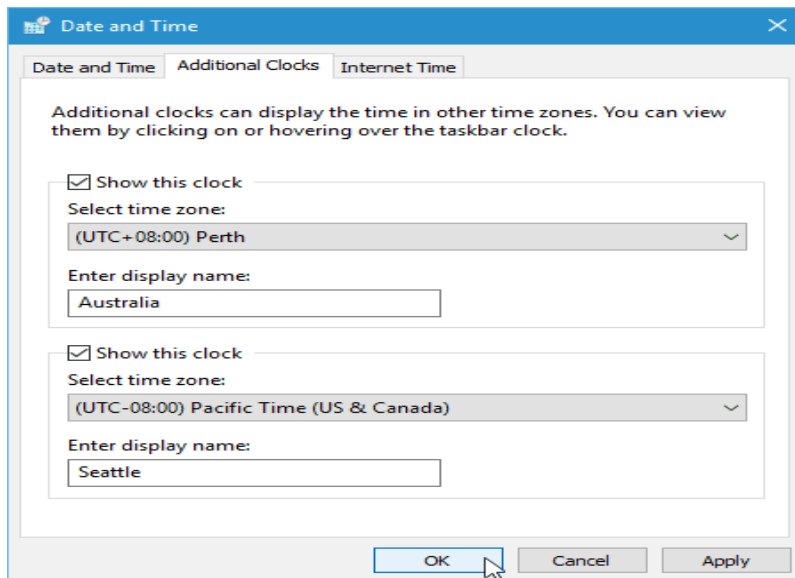
You can also navigate to **Settings > Time & Language > Date & Time**, but this way saves you a couple of clicks.

Then scroll down and select **Add clocks for different time zones**.



Now in the Date and Time dialog, under the Additional Clocks tab, check the **Show this clock** box.

Then choose the time zone you want and give it a name and click **OK**. Note that you can add two additional clocks.



After you're done, click the clock in the system tray, and you'll see the one or two other clock(s) you

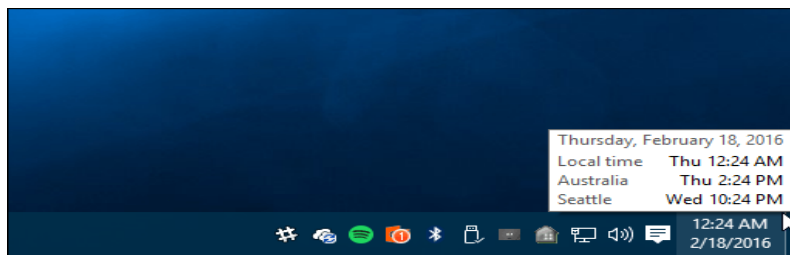
(Continued on page 6)

(Continued from page 5)

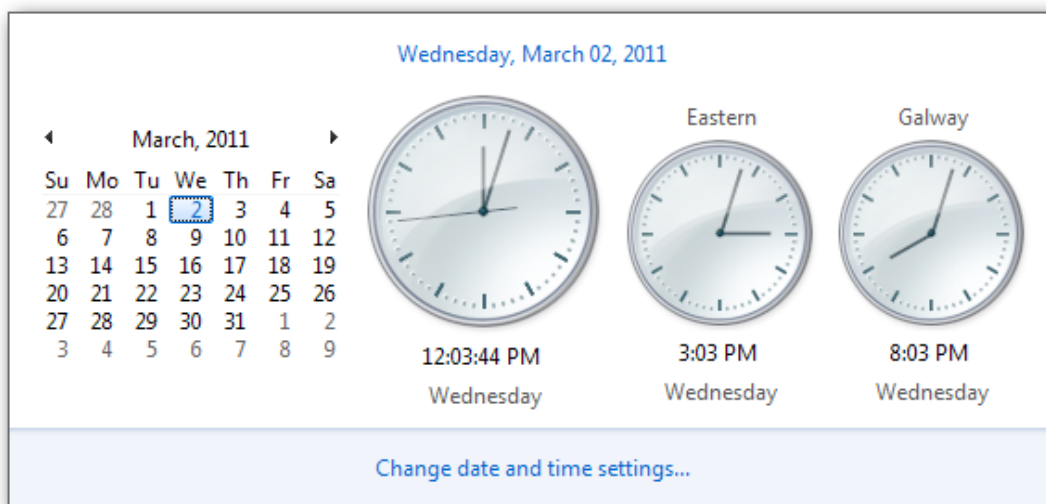
added including the one for your local time.



When you hover over the clock in the system tray, each of the time zones and clock names you added will pop up.



If you want to remove or change the time zones and clocks you can. Just go back and make the adjustments you need.





## How to Disable or Enable Your Camera on Windows 10



By Brian Burgess



When it comes to your laptop (or other Windows 10 device) and privacy, you might not be fond of the camera staring at you all the time. This is especially true if you don't use it very often. Sure, you could put a piece of tape over it, but that might not make sense cosmetically.

Another option you have is to disable the camera through Windows 10 settings. Here's how to disable the camera on Windows 10. And how to enable it for the occasional **Zoom**, **Skype**, or **Microsoft Teams** meeting.

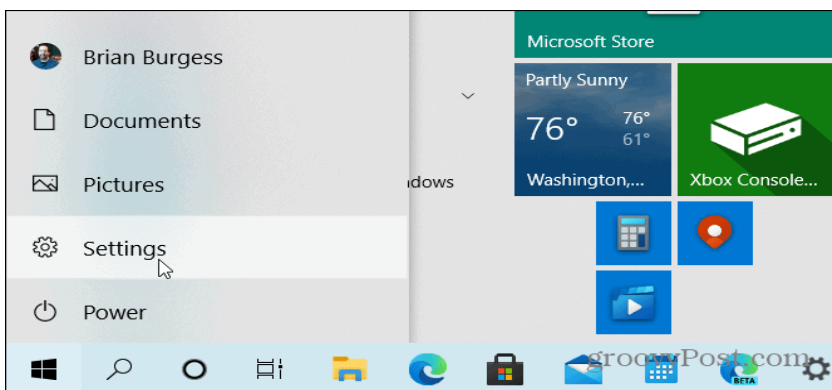
### **Disable or Enable the Camera on Windows 10**

There are a couple of ways you can do it. You can use **Device Manager** to disable the camera. Or, starting with build 21354 and higher, you can use the new Camera Settings page.

We'll take a look using both options.

### **Use the Windows Settings App**

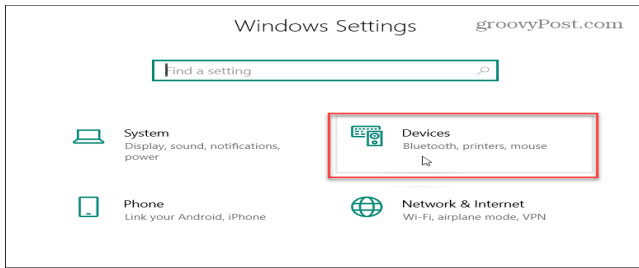
If you're running Windows 10 **build 21354** or above, start by launching the Settings app. Open the Start menu and click **Settings** or use the **keyboard shortcut Windows Key + I**.



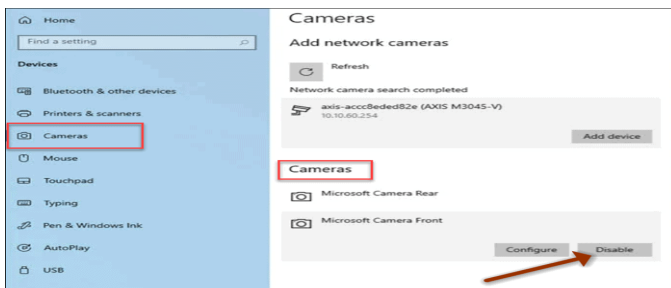
*(Continued on page 8)*

(Continued from page 7)

From the Settings home page click on **Devices**.



Next, click on the **Cameras** tab in the left-hand column. There you will see a list of the cameras connected to your PC. To disable the camera simply click the **Disable** button.

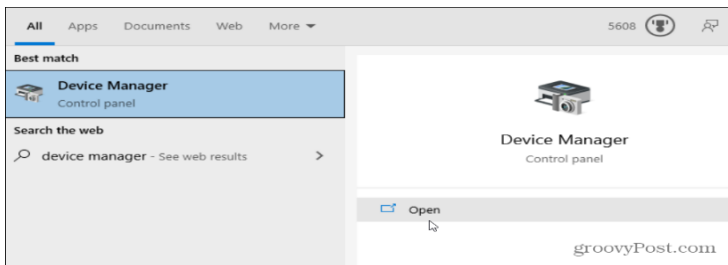


If you want to re-enable it later just go to **Settings > Devices > Cameras** and click the Enable button.

## Use Device Manager

We've shown you how to **completely disable the camera on macOS or Windows 10**. And using Device Manager is still an option to disable the camera. Device Manager is one of those **classic Windows tools like Control Panel** that is still available. Even as more tools and utilities are removed, deprecated, or moved into the Settings app. Device Manager is still part of Windows 10 (for the time being at least).

Right-click the **Start** button and click on **Device Manager** for the menu. Alternately, you can hit the Windows key and **type: device manager** or type it in the search field on the taskbar and hit **Enter**.

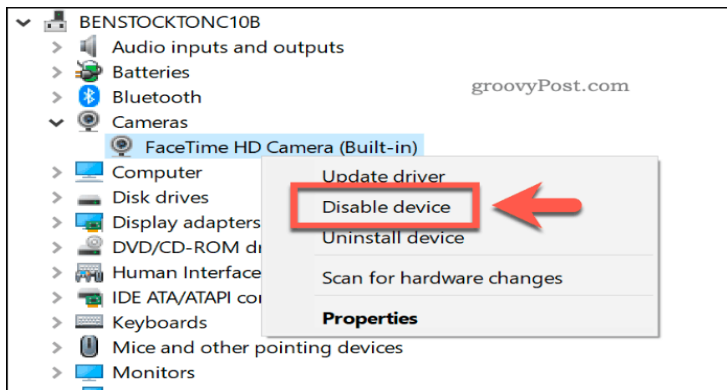


(Continued on page 9)

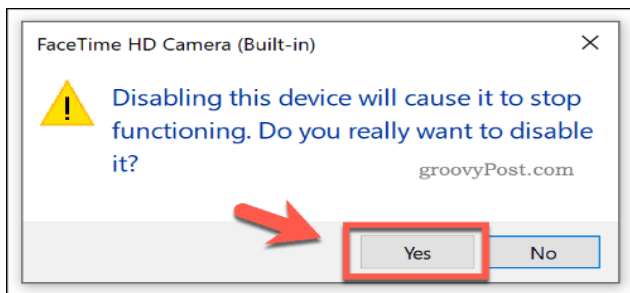


(Continued from page 8)

Now expand the **Cameras** menu and right-click your camera device and click **Disable device** from the menu.



Windows will ask you to confirm you want to disable it. Click **Yes**.



That's all there is to it! Your camera will be disabled and won't work until you go back into Device Manager and re-enable it.

Keeping your Windows 10 computer secure is always a best practice.

For more, check out the steps to take to **keep your computer secure** while you're away. And to keep your data on the device as secure as possible, read how to enable the **Controlled Folder Access** feature on Windows 10.



## How to Run a Diagnostic Scan on your Chromebook



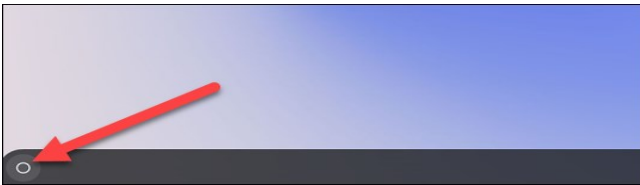
**JOE FEDEWA** @TALLSHMO

People tend to use their computers longer than other gadgets in their life, which means it's important to keep an eye on the device's health. Chromebooks have a handy "Diagnostics" app that makes this super easy to do.

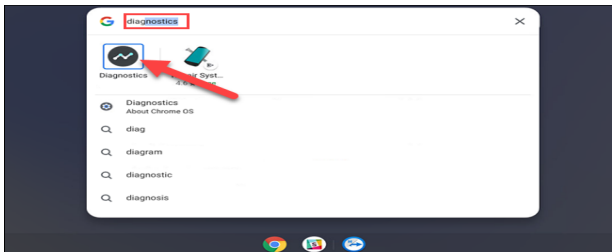
The Diagnostics app was introduced in Chrome OS 90 in April 2020. It's a big upgrade over the previous method that required viewing an internal system page. There are also some useful tests you can use to make sure everything is running smoothly

### **How to Open the Diagnostics Apps**

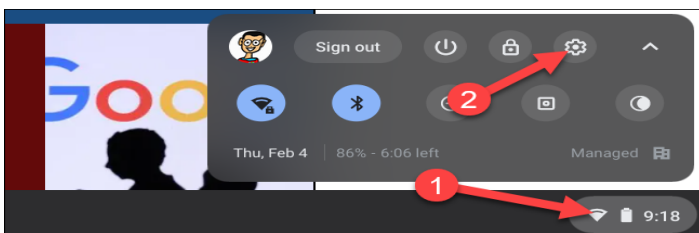
You won't find the Diagnostics app in the launcher app drawer, but there are two other ways to launch it. First, select the circle launcher icon in the taskbar.



Enter the search box or simply start typing "Diagnostics." Select the "Diagnostics" app when it appears in the results.



For the second method, we'll open the app from the Chrome OS Settings. Click the clock icon in the taskbar to bring up the Quick Settings panel. Then, select the gear icon to open the Settings menu.



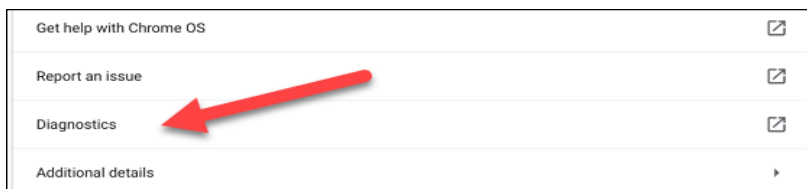
*(Continued on page 11)*

(Continued from page 10)

Next, select “About Chrome OS” in the Settings sidebar.



Now choose “Diagnostics” to launch the app.



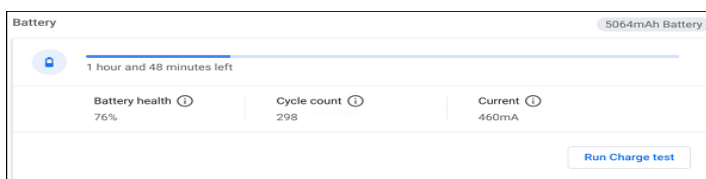
That’s all there is to launching the Diagnostics app. Let’s dive into what it can actually show you and do.

### What Does the Diagnostics App Do?

The Diagnostics app is broken up into three sections: Battery, CPU, and Memory. Each one provides an overview of information and can run a health test.

The “Battery” section shows the size of your device’s battery and tells you how long you have left at the current battery level. Underneath that are three different metrics:

- **Battery Health:** The capacity of batteries can decline over time, meaning they won’t stay charged as long. This number tells you how “healthy” the battery is. You want to see a high number here.
- **Cycle Count:** The number of times your Chromebook has gone through a full charging cycle—from 0 -100%.
- **Current:** The rate at which the Chromebook is currently being charged or discharged.

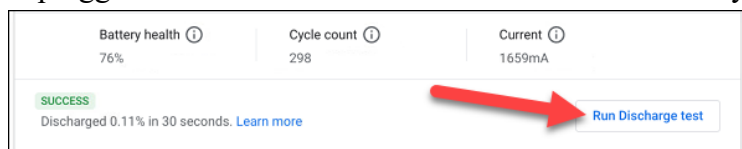


You’ll see the option to “Run Discharge Test” or “Run Charge Test,” depending on if your Chromebook

(Continued on page 12)

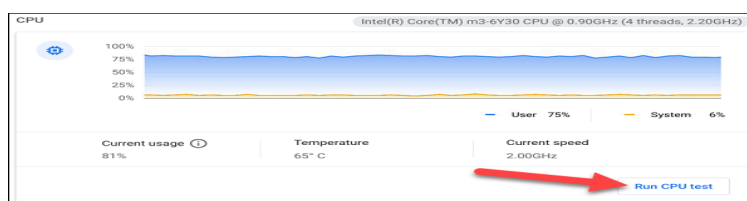
(Continued from page 11)

is plugged in. These tests will measure the rate at which your device charges or discharges.

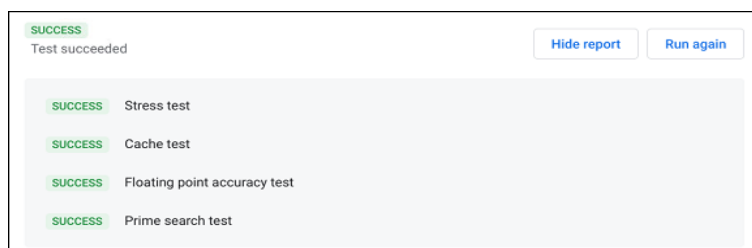


Next up is the “CPU” section. It shows information about your device’s processor at the top and you can see a real-time graph of CPU usage underneath. There are three metrics here as well:

- **Current Usage:** An aggregate percentage of how much CPU is currently being used.
- **Temperature:** Current temperature of the CPU.
- **Current Speed:** How fast the CPU is currently running.



To get more information, click “Run CPU Test.” This will run a number of tests to make sure the CPU is running fine. You want to see green “Success” messages here.



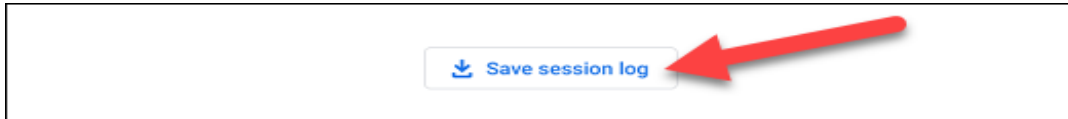
The last section is “Memory.” A blue progress bar shows how much of the total available memory is being used. Click “Run Memory Test” for some additional details. Be warned that this test takes 15 minutes. Again, you want to see green “Success.”



(Continued on page 13)

(Continued from page 12)

At the very bottom of the page, you can click the “Save Session Log” button to get a readout of all the diagnostic data at this point in time.



That’s all there is to it! This is a handy little feature in Chrome OS to help you keep an eye on your device’s health and troubleshoot issues if they should arise.

## **How to Add a Dotted Line in a Microsoft Word Document**



**MAHESH MAKVANA** @MAHESHHARI

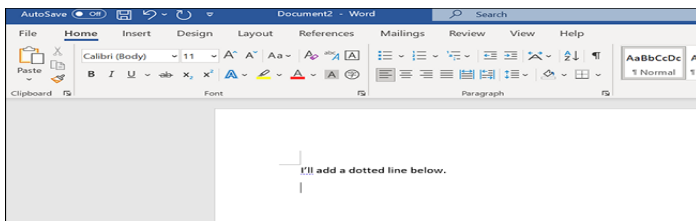


Microsoft Word makes it easy to add a dotted line as a separator in your documents, and there are multiple ways to do it. We’ll show you how in this guide

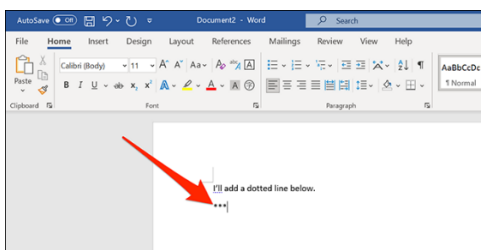
### **How to Create a Dotted Line with a Shortcut**

An easy way to create a dotted line in a Word document is to use a shortcut that you can type into your document, which Word will then automatically convert into various types of dotted lines.

To use a line shortcut, first, open your document with Microsoft Word. Next, place your cursor where you want to add a dotted line in your document.



Type the asterisk sign (“\*”) three times in your document.



Now, press Enter, and Word will convert your asterisks into a dotted line automatically.



Besides asterisks, you can also use the following characters for other dotted-line styles:

- three dashes (“—“)
- three equal signs (“===“)
- three underscores (“\_\_\_“)
- three hashes (“###“)
- three tildes (“~~~“)

Feel free to experiment with these and see which one you like best. You can also undo each line that you make by pressing Ctrl+Z on Windows or Command+Z on Mac.



### **Vote for PPCUG Officers Election in June 2021**

(For the period July 2021 through June 2022)

#### **Suggested candidates slated for PPCUG Board include:**

President:	Steve Rosenstein
Vice President:	Charlie Merrick
Treasurer:	John Krueger
Secretary:	Richard Del Frate
Past President:	Carl Nordeen

#### **Directors at Large:**

Gordon Botting  
Jim Buxton  
Barbara Duncan  
Richard Del Frate  
Bob Willis

**Tuesday, June 8th Starting at  
3:00 P.M.**







## Plateau PC Users Group, Inc.

### Revised 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"

**Note:** Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1<sup>st</sup>. of each fiscal year.

Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 per family. Persons/families joining during the fiscal year have dues payable as follows:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>
Single	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$15	\$7

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ by Cash \_\_\_\_\_, or Check (# \_\_\_\_\_)

-----  
*Last Name*

-----  
*First Name*

-----  
*Family Member (if family membership)*

-----  
*Address:*

-----  
*City*

-----  
*State*

-----  
*Zip Code*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone Number*

E-Mail address: \_\_\_\_\_

Please Print

I have belonged to a Computer Club before: Yes \_\_\_\_\_ No \_\_\_\_\_

I have used PC's since (year): \_\_\_\_\_

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

---



---




---

September 2020



# July 2021



<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 2:00 P.M. PPCUG Board Mtg.	8	9	10
11	12	13 3:00 P.M. General Mtg. Presentation. Followed by Q&A Session	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31