



# February's Program

## MICROSOFT EXCEL

presented by

**Jim Sanderson & Norb Demmel**

This month, Jim Sanderson and Norb Demmel will demonstrate Excel, Microsoft's widely used spreadsheet. They will show how it works, including how to create forms and formulas, how to label sheets and copy forms, and how to use Excel's math functions. To coincide with this presentation, the Flash Drive of the Month will include information on formulas and files used in the demo.

### LATER THIS MONTH:

Club members will have a Brunch Get-Together at the Golden Corral, on Saturday, February 11th. Come at 10:30am, and you will be able to choose from both Breakfast items, then the Lunch items that come out at 11am.

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# President's Column

by Larry Mobbs

## The Highs and Lows of Tablets

Analysts are puzzling over the news of fourth quarter 2011 sales of tablets and are still waiting for Amazon to report numbers later this week. However, Amazon does not break out individual sales numbers for the Kindle line of products. From statements made by Jeff Bezos, CEO of Amazon, the company sold millions of tablets in the quarter and the run up to the holiday season.

While waiting for the holiday tallies analysts were wondering if the new Kindle Fire, a color screen, 7" unit with web browsing capability, would harm the sales of the Apple iPad. Last week Apple announced that it sold more than 15 million iPads in the quarter, a huge gain over the previous years quarter. In fact, Apple sold more iPads than HP sold computers, and they are the leading computer manufacturer. Nonetheless, one has to assume that a few million Kindle Fires had to steal sales from the iPad.

Many analysts and pundits are seeing a different dynamic at work and don't try to present the two units as competitors. The fear in the industry is that the Kindle Fire, which runs a version of the Android operating system will hold down the sale price people will pay for Android devices. Amazon is willing to sell the unit for a loss because they expect to make money on the sales of books and other Amazon products through the device. The Fire is very much targeted as a sales portal to Amazon. It might just tell the buying public that \$200 is all you should spend on a Android tablet.

This leaves the question, is there room in between the Fire and the \$500 iPad for another product, and is Microsoft positioning itself to offer a Windows 8 tablet when it releases the next Windows desktop OS that fits that expectation? It might be a year before we can approach an answer, but Tim Cook, new CEO of Apple told investors last week that Apple expects the tablets to outsell the PCs in the future.

We'll see!



## 2011/2012 Executive Committee

President	Larry Mobbs <a href="mailto:lmobbs@comcast.net">lmobbs@comcast.net</a>
Vice President/ Program Coordinator	Jim Sanderson <a href="mailto:jim-donnas@att.net">jim-donnas@att.net</a>
Treasurer	Paul Cannon <a href="mailto:pauca@comcast.net">pauca@comcast.net</a>
Secretary/ Newsletter Editor	Judy Callender <a href="mailto:callenderj2@gmail.com">callenderj2@gmail.com</a>
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Software Librarian	Norb Demmel <a href="mailto:dasboot@comcast.net">dasboot@comcast.net</a>
Promotions/ Librarian	Sharon Kirby Agee <a href="mailto:hummingbird5555@gmail.com">hummingbird5555@gmail.com</a>
Web Page Editor	Pam Raisanen <a href="mailto:phraisanen@gmail.com">phraisanen@gmail.com</a>
Club Website	<a href="http://www.bwcomp.org">www.bwcomp.org</a>
Club Mailing Address	C.O.M.P. PO Box 595655 Fort Gratiot, MI 48059-5655



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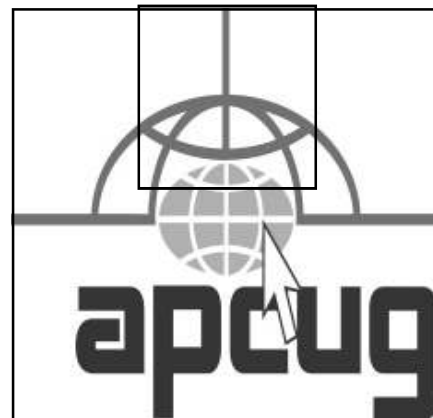
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COMP is a member of the  
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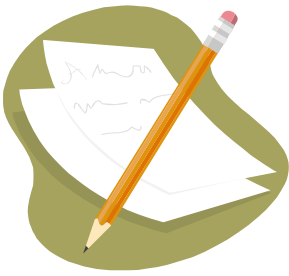
# COMP Library

Members may donate or check out items  
by contacting Sharon Kirby Agee  
[hummingbird5555@gmail.com](mailto:hummingbird5555@gmail.com)

Adobe Photoshop CS3 (one on one)  
Adobe Photoshop Elements (classroom in a book)  
Windows 2000 Professional  
Windows 2000 Professional-Bible  
Microsoft Office 2007  
Creating Hollywood style movies  
Building the perfect PC  
Windows Vista (illustrated)  
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Color Management DVD  
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Microsoft Office 2010, Visual Quickstart Guide  
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Getting Started with Camera Raw  
Adobe Photoshop Elements 9: Learn by Video  
Mastering Exposure in Digital Photography: Video  
Get Your Photography on the Web  
Understanding Adobe Photoshop CS5  
Microsoft Windows XP (for home users)



# Executive Committee Report

January's Executive Committee meeting took place 1/17/12 at Jane Wheatly's home. Present were EC members Larry Mobbs, Norb Demmel, Paul Cannon, Jane Wheatly, Jim Sanderson, Sharon Kirby-Agee, and Judy Callender.

## **Programs**

It was suggested that Best Buy might be willing to do a presentation, or two, on Tablets. The Club might see if they will do a presentation within a few months, then if it goes well, perhaps request another one for a few months later.

Norb Demmel might present the History of Computers.

The St. Clair County library will be contacted to see if they would be willing to make a presentation on the eBook lending system that they plan to start later this year.

## **Special Interest Groups (SIGs)**

Ron Walters will present the January SIG Thursday 1/19/12 on the Kindle Fire, at his business place (Croswell Computers 'N' Vacuums). There are no SIGs scheduled for February.

## **Possible future Programs or SIG topics**

EC members discussed potential topics that could be used for Club presentations or future SIGs. Suggested topics were Cloud Storage, Microsoft SkyDrive, Evernote, Dropbox.

## **Facebook**

The EC discussed whether the Club should have a Facebook site. While a few of the EC members are on Facebook, they were not sure how to set up a site for a Club. One of the EC members has a book on Facebook, so this will probably be brought up again later.

## **Pig SIG**

Since Tony's Paradise Restaurant is closed by the time the Club gets together for the Pig SIG before the monthly meeting, a new meeting place for the Pig SIG was discussed. Possibilities included the Atrium Café, Fuel Restaurant, Quay Street Brewery, the Zebra Bar, Nick's Four Roses restaurant on 24th Street. The EC discussed location, price, and the ability to meet as a large group on the main floor at the various locations. The Zebra Bar met all of these requirements the best, so we discussed the possible reasons for the long delay at the Zebra Bar before the January Club meeting. It was decided to give the Zebra Bar another chance before the February Club meeting.

Update: Wednesday nights are Hamburger Night at the Zebra Bar. So the Zebra Bar suggests that people come early (at 4 or 4:30pm) if possible.

## **Calendar for February**

2/1—COMP Club Meeting

2/11—Brunch at Golden Corral about 10:30 am

2/21—EC meeting at Jane Wheatly's

# Excel 2007 Tips

By Constance Brown, President, Canton/Alliance/Massillon User Group, Ohio

March 2011 issue, The Memory Map

[www.camug.com](http://www.camug.com)

president (at) camug.org



One of the first frustrations of moving to Excel 2007 or 2010 from an earlier version is caused by the new xlsx extension that has replaced the xls extension that Excel spreadsheets used for many years. This change does not allow users of earlier versions of Excel to open the spreadsheets created in the new versions unless they have downloaded a compatibility viewer. If you are using a new version of Excel and need to share a spreadsheet with someone in an office that has not yet updated their version of Excel, you can choose to save the new spreadsheet in an earlier format.

To do this, it is best to save the spreadsheet first of all in the new format. Click on the Office button (2007) or File > Save (2010) and Save as an Excel Workbook. Then save the spreadsheet once again, using the drop-down menu to select Save as Excel 97-2003 Workbook. At this point you have other choices as well. Perhaps you wish to save it to be opened in the free Open Office suite.

If so, select Open Document Spreadsheet. You can also choose to have the file saved as a pdf which can be viewed, though not manipulated, in Adobe Acrobat Reader or any number of other free pdf readers.

Have you ever wanted to copy a spreadsheet to another worksheet in the same or a new workbook?

The slickest way to do so is to R click on the tab at the bottom of the worksheet and select Move or Copy. A window opens asking where you wish to move or copy the selected sheets. If you wish to Copy, be sure to click on the box in front of the words Create a Copy. All your information PLUS formatting and formulas will be preserved.

By the way, you can rename tabs and assign colors to tabs by right clicking on them. And you can drag tabs to change the order. You can also delete tabs by R Clicking and you can also insert worksheets from other workbooks through choices offered through R clicking. To insert additional worksheets in the existing workbook, click on the icon with a starburst to the right of your existing group of tabs.

Suppose you are looking at a spreadsheet that shows all the companies that have purchased products from you and how much you have profited from the sales. You wish to know what the average profit is, as well as the least and greatest amount of profit. And certainly you want to know how much you total profit is. Did you know you can find out all these answers and more without writing any formulas? First we will R click on the Status Bar, an open area to the left of the zoom slider bar, and make sure that all the items we want are checked. Next we will click on the column header above the column title of Profits to highlight the entire Profits column. Voila! The Status Bar displays all the information we wanted to see!

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Now let's suppose that we wish to call attention to the profits that are above average. We do this through Conditional Formatting. With the entire Profits column highlighted, we will go to the Styles command group on the Home tab. We will select Top/Bottom Rules and then Above Average and select the color scheme we wish to apply to the cells displaying the above average profits. We can add icon indicators as well. Freezing Panes offers a way to view column and/or row headers while scrolling. Click on the tab titled View. Click on a cell on a row below the header and then on Freeze Panes / Freeze Top Row. To freeze both a row and a header, click on the cell immediately to the right of the row you wish to freeze and below the header.

That would often be cell B2. Then click on Freeze Panes / Freeze Panes.

Let's look at one more way to examine our data. This time we will use filters. We access filters from the tab titled View. You will see the filter under the command group titled Sort and Filter. Click on the filter. Each column header will then display a button with a down arrow. Suppose we are still working with our spreadsheet that shows profits from various companies in the regions of the country where we sell products. We can go to the Regions header and click on the down arrow of the filter and remove the checkmarks from all except the West. Now we can look carefully at all the companies that have purchased from us in the West. We can additionally filter on companies and or products to discover what products and companies are most successful in the region we have selected.

Excel is a powerful program with many user friendly tools hiding in the Ribbon. Don't let the new look of Excel intimidate you. There are many more powerful features and additional ones that have been released in Excel 2010.

Go exploring and see what nuggets you can discover to share with others!

## Northward Images

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**Model Portfolios**



# Flash Drive of the Month

by Norb Demmel

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## Avidemux

A simple video editing and encoding Program.

There are plenty of powerful video-editing programs around. Unfortunately, these can be difficult to use, even for minor edits.

For smaller projects, try the free Avidemux. It's mainly used for cutting, filtering and encoding videos. It can open major video formats, including AVI, WMV and MPEG. You can save edited videos in even more formats.

Avidemux includes various filters for adjusting color and contrast, and adding simple special effects. If you have programming knowledge, you can even create your own filters. However, the included filters should be enough for most users.

Systems: Windows XP, Windows Vista, and Windows 7

<http://avidemux.sourceforge.net/>

## Nemo Documents

Locate documents quickly.

Computers are amazing at storing information. Unfortunately, they aren't so good at organizing it for you.

I'm sure you spend a great deal of time managing data and documents. Large-scale organizations use intricate database software to do this, but that is overkill for most individuals.

Nemo Documents is a great intermediate solution. It's an intuitive file manager that works like a calendar.

It logs files as you create them and provides a time-based, graphical tracking system. Nemo can display documents by day, week, month or year. You can also include or exclude specific file types.

Systems: Windows XP, Windows Vista, and Windows 7

[www.nemo-docs.com](http://www.nemo-docs.com)

### User Group Book Programs



O'Reilly's site is <http://oreilly.com/>. To receive the User Group 35% discount on all titles enter the code DSUG.



Peachpit offers a 35% discount. At checkout, right before entering a credit card number, enter the user group coupon code UE-23AA-PEUF (case sensitive).

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# ICE Your Cell Phone - Save Your Life

By Sandy Berger, CompuKISS

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You may have never heard of the ACEP, American College of Emergency Physicians, but their new consumer website is one you might want to visit. With the number of emergency room visits growing rapidly, this organization has put together a website where patients can access health information, share stories, and get involved in advocacy efforts. [www.acep.org](http://www.acep.org)

Visits to the emergency department hit a new high in 2006. A record 119.2 million people, up from 115 million, were recorded by the Centers for Disease Control, with an average of 227 visits per minute. The American College of Emergency Physicians (ACEP) predicts those numbers will only keep rising.

According to the report, age groups with the highest visit rates were infants under 12 months of age and those over the age of 75. In fact, people aged 65 and older are the fastest growing segment of the U.S. population and are the most likely to be admitted to the hospital of all emergency patients. Researchers conclude that visits for patients between 65 and 74 could nearly double from 64 million in 2003 to 111.7 million by 2013. Despite these numbers, emergency departments continue to close - causing delays for people with serious medical conditions like heart attacks.

In honor of its 40th anniversary, ACEP will be making available video clips featuring emergency medicine pioneers, vintage photographs and radio public service announcements. In addition, the organization is launching a new consumer website, [EmergencyCareForYou.org](http://EmergencyCareForYou.org), which features extensive public information. The year-long campaign is sponsored in part by General Motors OnStar, Ultrasonix and ZOLL Medical Corporation.

The [EmergencyCareForYou](http://EmergencyCareForYou.org) website is a comprehensive site that you will want to visit. It has information on everything from "how to tell if it is an emergency" to "family disaster preparedness".

One important section of this website talks about how "ICE" and Your Cell Phone Can Help Save Your Life.

The website states, "Emergency physicians are recommending that people with cellular phones add "ICE" entries into their cell phone address books. This stands for "In Case of Emergency," and medical professionals are using it to notify the person's emergency contacts and to obtain critical medical information when a patient arrives unconscious or unable to answer questions."

I didn't know about this, yet it sounds like a great idea! Check it out. It may save your life. More information can be found at the ICEforHelp website. [www.iceforhelp.com](http://www.iceforhelp.com)

# February's Calendar

## Wednesday 2/1/12—General Meeting

- 5:30pm—7:00pm Pig SIG at Zebra's Bar, 522 Quay Street, Port Huron.  
7:00pm—9:00pm COMP Club General Meeting at the Acheson Community Resource Center, 514 McMorrان Boulevard, Port Huron.  
9:00pm—??????? Donut SIG at Tim Horton's, 3829 Pine Grove Ave., Fort Gratiot (the north-end Tim Horton's).

## Saturday 2/11/12—Brunch at Golden Corral

- 10:30am—????? get-together at the Golden Corral buffet, 4783 24th Ave, Fort Gratiot Twp.

## Tuesday 2/21/12—Executive Committee Meeting

- 6:00pm—7:00pm get-together at Jane Wheatly's home before the COMP Executive Committee Meeting (bring your own meal).  
7:00pm—??????? COMP Executive Committee Meeting at Jane Wheatly's home, 1952 Harvey Rd, Kimball.



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## Deadline

The deadline for submissions for March's Newsletter is **Wednesday, February 29, 2012**. Submissions can be e-mailed to [callenderj2@gmail.com](mailto:callenderj2@gmail.com), subject heading: COMP Newsletter.