



THE COMPUTER CONNECTION  
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INSIDE THIS ISSUE:

[BOARD MINUTES & NEWSLETTER GOES PAPERLESS](#)

[MAY PROGRAM ON TWITTER](#)

[WHAT A NASTY VIRUS CAN DO TO YOUR COMPUTER](#)

[ORACLE AND THE FUTURE OF OPEN OFFICE.ORG](#)

[ARE YOU SECURE?](#)

[A HAPPIER LONGER LIFE? VOLUNTEER!](#)

[COPYING VALUES](#)

MINUTES: SCUG CLUB MEETING  
APRIL 9, 2011

2-3

3

4-5

6

7-8

8

9

The Q&A session started with a PowerPoint presentation by Terry MacLennan on Internet Safety. It specifically dealt with Rogue/Fake Antivirus alerts and how to avoid contaminating your computer with these horrible malware programs. As Terry put it, no matter how much protection you have on your computer, if you click on a link in the rogue antivirus dialogue box, or try to close it **using the "X" (which is usually the way to close something you don't want) the rogue/fake antivirus will download it's payload to the computer and in his words, "it will own the computer."** The presentation was very well received and we gave Terry a round of applause.

Art Bendick fielded some questions in the remaining Q&A session. There was the usual break for cookies, pop and coffee.

Betty Beatty conducted the meeting in the absence of President Joe Fornero, who is on his way to Hawaii with his wife Margie.

**The minutes of last month's meeting were accepted as published. Myron presented a new corrected Treasurer's report for last month. The discrepancy was not in the amount of money in the club's treasury but in where the money was allocated. It is now corrected. He then presented this month's report and both were accepted as read.**

Betty then thanked Lois the cookie maker and Art for his contribution of pop and coffee, and Neil and Art for setting things up for the meeting.

Joe had asked Betty to remind everyone that the changes in the by-

laws had to be voted on. Betty took a show of hands vote and the changes were voted in.

The members also voted on: the question of the adoption of the motion that the newsletter is to be delivered via email as a PDF (instead of by US postal service) unless you do not have an email address or if you think your Internet connection is too slow to receive it this way (if this is the case please let Joe know who you are). Betty mentioned that members were emailed earlier in the week about this issue. The motion was voted on via a show of hands and adopted by a majority show of hands. One member voted against it.

After the vote Betty asked members to let Joe know if you want a hard copy of the *Computer Connection* newsletter. Otherwise it will be emailed to you as a PDF.

Neil demonstrated a new mouse he purchased for the club (a super Staples deal) with a built-in magnifier. Members liked it.

Betty announced that the May program will be on Twitter, with a special drawing for an autographed copy of *Twitter For Dummies, 2nd Edition*.

It was moved and seconded to adjourn the meeting and Neil then held the raffle drawings.

Paul Roe then made his presentation on the Apple iPad and iPhone which was interesting and well received.

Respectfully submitted by  
Angela V. Rester, secretary

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BOARD MEETING MINUTES  
FOR APRIL 12, 2011

SCUG Newsletter To Go  
Paperless!  
by Betty Beatty

The SCUG board meeting was held at the home of Betty Beatty on Tuesday April 12, 2011. Board members present were Myron Kliment, Betty Beatty, Art Bendick, Terry MacLennan and Kent McNeill.

Myron gave us the Treasury **Report numbers from April's meeting. It was noted that April's raffle** was very successful bringing in \$44.00. (Main prize was a 16 GB flash drive won by Ken Hughes.) Myron reminded us **that the club's bottom line looks good** because we have just taken in all of our member dues. From here on out until the end of the year it will mostly be money going out for club expenses. But still we are in good shape.

The board reviewed and approved the thank-you letter to be sent to Paul Roe. Board members expressed their enjoyment of **Paul's April presentation on the Apple iPad and iPhone.**

Betty showed the board the autographed copy of *Twitter for Dummies, 2<sup>nd</sup> Edition* (autographed by author Laura Fitton) that will be given away after her May program on Twitter.

The club is considering ideas for future programs. Terry is tentatively scheduled to do the June program on how to create a Microsoft PowerPoint (continued on page 8) presentation. July will **be the club's annual cookout/ picnic** with Chef Joe Fornero doing the grilling. If anyone has an idea for a program they could give please contact Joe or a board member.

The board members discussed the idea of the club getting a laptop with the Windows 7 operating system on it if we could find one at a reasonable price. Since Windows 7 is the operating system on computers being purchased at this time it seems like maybe the club should have a Windows 7 computer to answer the Windows 7 questions that our members might have, etc. Our club computer is running Windows XP which came out in 2001—but still many of our members are running XP. Anyone buying a new Windows computer will have Windows 7. We want to stay relevant. This subject will require further discussion.

The meeting was adjourned on a motion by Myron and seconded by Art.

Respectfully submitted, in the absence of Secretary Angela V. Rester, by Betty Beatty

How to Open & Print the  
PDF Newsletter

To open the PDF newsletter you will need **Adobe Reader** which most of you probably have on your computer. If not, you can get it at: <http://get.adobe.com/reader/>. **It's FREE.** To open your PDF file, just double click on it and it should automatically open in Adobe Reader. **To print it, File > Print. To save a copy** to your desk top (or somewhere else on your computer) choose **File > Save a Copy** and enter where you want it saved in the dialog box. You will probably get a warning that you cannot change the document but only Save a Copy – **that's fine**, click ok and a copy will be saved to your computer. **It's quick and easy.**

President Joe was on vacation and as Vice President it was my duty to run the April SCUG business meeting in his absence. I had never run a club business meeting before and I had hoped there would be no new business so I could just coast through the meeting. President Joe had other ideas. Among other things he asked me to ask our members to consider and **vote on the idea of sending SCUG's** monthly newsletter, *The Computer Connection*, via e-mail as a PDF. Wanting to give our members a heads-up, on April 5th, we sent the members an e-mail asking them to think about this idea and told everyone we would be voting on: **"the question is on the adoption of the motion that the newsletter is to be delivered via e-mail as a PDF (instead of by US postal service) unless you do not have an e-mail address (one member does not) or if you think your Internet connection is too slow to receive it this way (if this is the case please let us know who you are)."**

On Saturday, April 9<sup>th</sup>, after a brief and heated discussion, the members present voted via a show of hands. A majority voted for receiving the newsletter via e-mail as a PDF (instead of by US postal service) and the motion was adopted. (I also received e-mails from some of the members that were not present telling me they thought it was the way to go.) One member voted against the motion.

As I said, I had never run a club business meeting before so I was in new territory. I hope our members were okay with how the issue was presented and voted on. I came

SCUG Newsletter To Go  
Paperless! (cont.)

away thinking that that was the wildest SCUG meeting I had ever attended! Oh my. But I gave it my best shot. Thanks for putting up with my inexperience.

Sending the SCUG newsletter via e-mail as a PDF will save printing and mailing costs. We will probably still be printing some to hand out at our meetings and mailing a few to members without e-mail, etc. This will still have to be worked out by our newsletter editor/President Joe.

PDF newsletters make it easy and cost-efficient to use color graphics which could make the newsletter more visually appealing. And if you are reading it online you can click most hyperlinks mentioned and go directly to the corresponding web site. Of course you can print the newsletter if you want a hard copy. And we are a computer club, so getting our newsletter via computer seems appropriate.

**Remember: "Change is inevitable - except from a vending machine."**  
~Robert C. Gallagher

Do we have your correct  
e-mail address?

All member please check the Members Only side of the web site to make sure we have your correct e-mail address. If we do not, please e-mail the correct e-mail address to Joe or Betty. We want to make sure you get your newsletter.

You will need a user name and password to access the Members Only section. E-mail Betty if you cannot remember yours or if you need to set one up.

Thanks!

MAY PROGRAM ON TWITTER

Page 3

BY BETTY BEATTY

I will be doing the May program on Twitter. I am new to Twitter and I am still learning about it. It seems that everywhere we look we are being asked to follow someone on Twitter or to send a **Tweet about this or that. It's all over the place** these days. Its users include heads of state, politicians, the major news services, celebrities including many professional athletes, and astronauts.

Twitter displays a **real time** stream of news and information **and it's about what is happening right now.** Twitter is ranked as one of the 10 most visited websites worldwide. More searches occur on Twitter than on Yahoo or Bing.

Twitter just celebrated its 5<sup>th</sup> anniversary and is experiencing tremendous growth. Users are now sending 140 million Tweets, on average, per day. In a given week, users send a billion Tweets. Tweets generally spike during a significant cultural event such as the Japanese earthquake. Although exact numbers of current users have not been released, I have read estimates that there are probably over 200 million registered users. According to Michael **Litman's article: Social media by demographic: Who likes what? [infographic]** <http://bit.ly/hlShOo>, Twitter has the largest division of wealthy users with 27% earning \$75,000 or more. Also Twitter has the largest division of users with a secondary education. 37% have **at least a bachelor's degree.** In light of all this, learning more about Twitter seems like a

worthwhile endeavor or shall I say adventure.

The May program will cover the **basics** of setting up an account, customizing your profile, finding people or businesses to follow, how to tweet and more. Let me mention that Twitter is constantly changing. So what you read today may not be the case tomorrow.

Laura Fitton (known on Twitter as @pistachio) is one of the authors of *Twitter for Dummies*. She is very active on Twitter and also CEO/Founder of *oneforty* - which helps businesses use social media, etc. I contacted her and asked her if she would autograph and donate a copy of *Twitter for Dummies - 2<sup>nd</sup> Edition* to our club. She said yes - she even tweeted about it! So we will be giving away an autographed copy of this very informative book after the program.

Hope to see you all at the May program on Twitter - let's explore the **Twitterverse** together!

# What a Nasty Virus Can Do To Your Computer

BY MERLE NICHOLSON

I recently was asked to remove a virus from a friend/client's notebook. For all intents and purposes, it rendered the computer completely in-operative. The virus was in a virus category of "Rogue antivirus software." There are many of them out there for the unwary to catch, and this one, called "ThinkPoint," even has the Windows flag on it to further fool you into thinking it is legitimate. The only option you can see is "Safe Startup," and that takes you to a virus scanner and a way to purchase the product. If you close it out, it shows you a blank desktop, no icons, no menus. You can turn the machine off, that's about it. Turn it back on, same situation. I did figure out a way to kill it through the Task Manager's Run command, and then run the desktop. I also found some things written up on the Internet to do something similar, but no help in removing it. I did remove it using some very clever, obscure skills, several virus scanners, then finding and removing twenty or so copies of it. But the computer really didn't work well enough to use. What I found surprised me, and this is what the article is about and what you can do.

### Here's a list of what I found.

Some things are by deduction and may not be 100% accurate. But I am 100% certain that these problems existed. All of the things fit into a strategy that prevents you from fixing the computer.

1. The worst thing: The computer will not boot into safe mode. It blue screens every time. I'm speculating that ThinkPoint either corrupted an

existing driver or put a new one in that loads and then fails. The way to fix this is to do a system repair or a complete reformat and installation. I did not want to impose that cost on my customer, and she agreed (it's not a primary computer, and it's rather old). So I left it that way.

2. All the system restore points were unusable. Re refused to restore to any point.
3. To run most anything, an official-looking popup would ask to confirm the logon user and give a box for an alternative user account that did not work. This is to make sure that everything you try is run under the current user account which has been modified to prevent circumventing the virus. What you want to run is Explorer.exe giving you your desktop, and every effort is made to prevent you from doing this.
4. Most - perhaps all - items in Control panel will not run. It gave a warning that the administrator account has restricted its use. I did manage to get into the power configuration, but it would not accept any change. The computer would go into sleep mode after about 20 minutes, keeping me from running a full system scan from any antivirus software unless I sat there and wiggled the mouse occasionally for four hours.
5. The Internet articles say

that even if you purchase the software to fix a bogus virus, ThinkPoint stays on the computer. The uninstall just errors out.

6. The Internet articles say that it installs other viruses, and I did find a half dozen other viruses, mostly downloaders.
7. It leaves about 20 copies of itself under various random names, and places items in the registry to run each of them. So removing the active virus is just the beginning. I also found a couple of viruses in the System Restore files.
8. It apparently makes changes to the current user account profile that look like group policy changes, even though this was Windows XP Home, which doesn't have group policy capability.
9. Only after all the bad software is cleared from the machine can you then get rid of the modified account by creating a new administrative account, copying all of the user files from the old to the new - except for the profile files, then deleting the old account after locating the email files.

Isn't this scary? It is to me, and I (95%) fixed this one with a lot of work. The idea of having to fix my own machine after something like this gives me nightmares.

What you can do to prevent this: A sizable number of virus infections now are rogue anti-virus'. There's an understandable reason for this. It creates revenue. Old-fashioned

viruses are malicious, but have no revenue-producing strategy. **In other words, it's now about money.** Most all viruses are sent to you via web pages, and most of those are porn sites, either designed that way or hacked from outside. Porn sites are visited so often, they are a very good candidate for this kind of thing. Also, presumably the **porn site owners don't have the skill** to remove sophisticated hacks. But most any web site is vulnerable. In any case, you must select something on the site – click on it – to give the browser a chance to violate security rules.

The next common way to get a virus is with downloads. And that means just about any download or file transfer. So you have to get any and all files from reputable sites like iTunes or Downloads.com, Amazon etc., which have the resources to check their own content.

But that leaves any and all file-sharing sites absolutely and **definitely off the list. So if you're downloading songs for free, you're in trouble. Any file-sharing site's software must be uninstalled** from your computer.

And that also goes for any peer-to-peer gaming sites, LimeWire, Kazaa, and any and all IM programs that allow peer-to-peer file exchanges.

**And while we're at it, remove – uninstall – anything that says "Toolbar." Right now. Want to know why toolbars are free? Because they're a conduit for pushing advertising to you; and they're easily exploited. Besides you don't need them. They want you to believe you do, of course!**

But the browser itself and a couple of favorites will do anything a toolbar will do.

An alternative is giving up gaming and IM and to start purchasing songs. So if you have kids who will just die without peer-to-peer gaming or IM and stealing songs, the answer is to live with it with some intelligent prevention.

First, if at all possible, put the kids (and maybe grandpa) on a Windows 7 machine. If you have some internal networking and file sharing, Windows 7 Pro is better because it will back up to a network drive. But so will Acronis Home, 2010 or 2011, running under Win 7 Home Premium.

Make sure you have a full system backup, and replace it monthly. Use Windows 7 Backup or Acronis. Believe me, restoring the entire system hard drive is way, way better than any alternative that I can think of. Look at what I had to do with Think-Point. Want to try it?

**I guess it's obvious, but a strong anti-virus program running on your machine is essential. BUT – this is important – make sure you look at the scheduling part of it and make sure it will automatically download new definitions and also run a full system scan at a time of day that the machine will most likely be turned on. Same for Windows Updates. Make certain that all important updates are installed as soon as they are available.**

Password protect your main administrative account (this is the one that comes first with the computer) and bury the password paper in the backyard and leave the location with your attorney. Better yet, Win 7 allows you to create a flash drive that will

unlock the computer. Hide it under some rubber fake dog poop someplace.

THEN: Create a non-administrative account for yourself – a regular non-privileged account, and a separate one – or one for each kid. A regular account cannot install software. But most importantly, SOFTWARE that is run under this account **can't install software. Ah HA!**

Then one more step. Set the screensavers to require a sign-in on wake-up, and ALWAYS log off when you leave the computer. **That's especially essential when leaving the administrative account.**

Skills: There are a few things that would be very helpful to learn. The big one is navigating the computer file system using Windows Explorer. Find out how your files are organized, and more importantly, how to change what **files you can view. That's in Windows Explorer, Tools, Folder Options, View tab. Second Important Skill – learn to use the Add, Remove Programs. That's "Programs and Features" in Vista and Win 7. When you find an installed program that you are not using (say, anything with the word Apple or toolbar), just uninstall it, and see how it goes.**

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By Geof Goodrum

Oracle Corporation, a technology company best known for its flagship commercial relational database management software, is alienating the Open Source community it once embraced. In 2008, Sun Microsystems acquired MySQL AB, the company that developed and provided commercial support for the highly popular relational database management system (RDBMS) software, MySQL, which is available in both Open Source and commercial license versions. MySQL is very popular (estimated at over eleven million installations) as backend software used by web sites worldwide, comprising part of the “LAMP” (Linux, Apache, MySQL, PERL/PHP/Python) software stack.

Sun Microsystems is perhaps best known for the Java programming language used to develop software that can run on a wide variety of computer platforms. The Open Source community has been pushing for the release of control over the Java language specification to the community since at least 2004. In 2006, Sun released Java software components under the GNU General Public License, but **continued to release “non-free”** executable versions.

Sun Microsystems also sponsored the [OpenOffice.org](http://OpenOffice.org) community project, which developed and distributed a free, Open Source productivity suite comparable to Microsoft Office and built upon code from the commercial StarOffice product, previously acquired by Sun.

In 2010, Oracle Corporation

completed acquisition of Sun Microsystems, including MySQL, Java, and [OpenOffice.org](http://OpenOffice.org). During the acquisition, the MySQL community expressed concerns that Oracle would discontinue support for MySQL as it competed with Oracle's commercial RDBMS products. While this has not happened, Oracle recently doubled MySQL support service costs.

In August 2010, Oracle sued Google over its implementation of Java in the Linux-based Android operating system, claiming infringement on seven patents. This move alienated the Java developer community.

In September, a core group of over 30 leading contributors to the [OpenOffice.org](http://OpenOffice.org) project formed The Document Foundation with support from organizations including Red Hat, Novell, Google, Open Source Initiative, Canonical, and the Free Software Foundation. The Document Foundation's primary purpose is to support the community development of [LibreOffice](http://LibreOffice), a productivity suite built upon the [OpenOffice.org](http://OpenOffice.org) source code. This move was in response to ongoing concerns about Oracle's governance and development process for the [OpenOffice.org](http://OpenOffice.org) project, including Oracle's reluctance to accept patches to the software. The Document Foundation's stated mission is to:

**“facilitate the evolution of the OpenOffice.org Community into a new open, independent, and meritocratic organizational structure within the next few months. An independent Foundation is a better match to the values of our contributors, users, and supporters, and will enable a more effective, efficient, transparent, and inclusive Community. We will protect past investments by building on the solid**

**achievements of our first decade, encourage wide participation in the Community, and co-ordinate activity across the Community.”**

Oracle responded to the formation of The Document Foundation by insisting that members step down from their positions on the [OpenOffice.org](http://OpenOffice.org) project as it created a conflict of interest. As a result, it appears that community developers are migrating from [OpenOffice.org](http://OpenOffice.org) to work on [LibreOffice](http://LibreOffice).

At this point, it appears that Oracle has squandered whatever credibility it had with the Open Source (MySQL, Java, [OpenOffice.org](http://OpenOffice.org)) developer community, and the future of the original [OpenOffice.org](http://OpenOffice.org) project is very questionable.

However, expect to see rapid development and improved software quality for [LibreOffice](http://LibreOffice) under The Document Foundation.

By Geof Goodrum, President, Washington Area Computer User Group, VA  
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## Are you Secure?

By Constance Brown

Security is one of the most common concerns with today's computer based communications and transactions. How can I secure my personal computer? Should I do banking online or is it safer to write checks and mail them? Is it safe to purchase products online? How much can people learn about me through online access? These questions are some of the most common I hear expressed by my students. **Let's look at some of these concerns.**

First of all, we need to secure our personal computers. Most of us have high speed access in **today's world. If you leave your computer turned on and internet access turned on 24 hours a day, 7 days a week, you are more vulnerable than someone who has dial-up access and has to get offline in order to place phone calls. Dial-up is so slow that hackers don't usually want to fool with it and users with that type of service are usually online only short periods of time. Those with high speed connections through DSL or cable can shut off their modems or turn off their computers. I have high speed access and VOIP phone service. So shutting off my modem is not an option for me.**

That is one reason I turn off my computer if I am not going to use it for several hours. I also prefer to place my documents on an external drive that I disconnect if I choose to leave the computer running while I go to town.

Your personal computer needs to be protected with anti-virus and anti-spyware programs. It should also be protected with a firewall. One is included with

Windows. A router provides an additional level of protection. It plugs into the modem and your computer plugs into it. When some would-be hacker tries to get to your computer, it finds the address of the router instead. Most routers come with programs to protect you. It is often necessary to update the router software to keep the protections as up-to-date as possible.

If you are using a wireless router in order to send signal to other wireless devices, you will want to secure your wireless network with strong encryption and a strong password. When you choose passwords for your network or for your bank accounts and online stores, be sure to choose a strong password with meaning to you but not to others. A word that is not in the dictionary is best.

You will want to mix upper and lower case letters, include numbers, and a special letter if the site **allows it. Let's look at a couple of passwords.** Here are examples of two commonly chosen passwords that are dreadfully insecure: 123456; abcdefg. Here is an example of a strong password: E4g\$jwQy. Normally passwords should be 8 characters or more.

Is online banking secure? Many people pay their bills and monitor accounts regularly online. Banks require the use of a browser with specific standards of security. For example, if you are still using Internet Explorer 6, your bank most likely will not allow you to set up online banking. If anyone uses your computer other than yourself or your spouse, you will most likely NOT want to allow the site to remember your login information. Over the past two years, banks have added levels of security in-

cluding a picture id of your selection from choices they provide in addition to the login name and password. The only time I would not be comfortable doing banking or providing credit card information for other types of transactions would be in places providing free public Wi-Fi.

Is it safe to make purchases online? Buyer be informed! All major retail companies have online stores. These have securities in place. After all, these corporations have much to lose if their names were soiled by identity theft.

**There are quality "Mom and Pop" stores online. And there are thieves, just as in the real world. If you have questions, check with someone more experienced than you before placing your credit card or bank card information with a company online. There are multiple, wonderful companies. There are some frauds.**

Beware of emails that pretend to be from the FBI, PayPal, and Amazon, Chase bank or other well-known financial institutions claiming that there may have been fraudulent activity on your account and telling you to click on a link provided in the email to verify your account information. **DO NOT DO THIS!** If you have questions regarding your account, open a separate browser, type in the address yourself, and then login and check on things. Be sure to forward the email to the fraud division of the company it claims to represent. That is the best way to track down these identity thieves.

How much can people learn about you online? More than you think! Public information has always been available. You used to look

## Are you Secure? (cont.)

By Constance Brown

up addresses in telephone books. And you could go to the auditor's office to look up information about someone's property. You could look up addresses on maps. Now all that information is readily available through the online white pages and the auditor's web sites. Of course there are many map services. A GPS can guide you precisely to the locations you program into the system. Try "Googling" your name and the city in which you live. You will find references to your comments in the local paper, information about you that is included in online publications and anything else that is public.

By Constance Brown, President,  
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## A Happier, Longer Life? Volunteer!

By Sr. Dorothy Robinson

**When reading Dorothy's fine article, think Sauk Computer User Group when she writes The Olympia Microcomputer Users Group and SCUG when she writes OMUG .**

Although there may be some situations where volunteering would not necessarily get you a longer, happier life (any veteran could fill you in on that), there are now studies showing that people who volunteer at least two hours a week do in fact receive health benefits from volunteering.

According to an article by Adam Voiland at <http://health.usnews.com> a 2007 report which drew on the results of 30 studies said volunteering can indeed be good for your health. Voiland says the report indicates that "people who volunteer enjoy longer lives, higher functional ability, and lower rates of depression and heart disease."

Volunteering keeps a person active and interested, as well as helping stay connected with other people.

Voiland quoted Steven Post, director of a research group at Case Western Reserve University that focuses on the "scientific study of altruism, compassion, and service," as saying, "The helping impulse is very fundamental. When it is locked off we do not flourish."

If we look around, there are friends, neighbors, and family who could use a helping hand now and then. There are also non-profit organizations whose mis-

sion is to help people. You may be belong to one. In fact, if you're reading this newsletter, chances are you belong to The Olympia Microcomputer Users Group.

Any group needs leadership, and OMUG is no exception. All our officers and key members are volunteers, and if you talk to any of them, my guess is that you'll find they enjoy taking an active part in our computer users group, keeping it alive to fulfill its mission.

**OMUG's purpose, according to our Bylaws, "shall be to provide a non-profit, educational, self-help organization for personal computer users; to cultivate cooperative relationships among computer users in our community; and to promote knowledgeable use of personal computer hardware and software."**

Think about why you joined OMUG, and why you keep renewing your membership each year. Maybe you have computer expertise to offer and you enjoy helping others. Maybe you don't know a lot about computers and are looking for help. Whatever your reason, computer expertise, or lack of it, is irrelevant to participating in leadership of our group. People with many different lives, leisure and work experiences have served as OMUG officers. You can, too.

By Sr. Dorothy Robinson, Editor, Olympia Microcomputer Users Group, WA  
December 2010 OMUG News  
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There are many ways that you can use Excel's tools to fill out various cells in a worksheet. One of the most common tools is to copy a cell (or cells) and then paste them into other cells. The only problem with this approach is that when you copy cells, you also copy the format of the original cells into the target cells. What if you just want to copy the values from the original cells, but retain the formatting already applied in the target cells?

You probably already know that you can use the Paste Special option from the Home tab of the ribbon (Excel 2007 and 2010) or the Edit menu (older versions of Excel), and then choose the Values option to paste just the values. If the target cells are right next to the original cells, there is an even easier way to accomplish the same task. Simply follow these steps:

1. Select the original cells whose values you want to copy.
2. Right-click on the fill handle (at the bottom right-corner of the selection) and drag the selection to encompass the target cells. When you release the mouse button, a Context menu appears.
3. Choose the Fill Values option. Excel fills the target cells with the values from the original cells; the formatting remains unchanged.

One frustration common to many Excel users is dealing with the way Excel handles cutting and copying to the Clipboard. It is particularly frustrating that you can select a range and [copy](#) it by pressing **Ctrl+C**, and then the copy "disappears" if you take any other [action](#) besides pasting right away. It would be great if copying and cutting worked just like it does in other applications, where the information is maintained in the Clipboard until it is explicitly replaced by something else.

Unfortunately, there is no way to do this in Excel. There is a bit of a work-around, however, that Microsoft added in Excel 2000. Beginning in this version they implemented the Clipboard toolbar, as is available in other Office applications. Display the toolbar, and the last couple of things you cut or copied are visible in a palette of Clipboard entries.

If you need even more functionality, however, you may want to look into a Clipboard extender. This classification of program goes way beyond what the Clipboard can do, allowing you to save and name cuts and copies and to use those named items days, weeks, or months later--even after a reboot. There are many different Clipboard extenders available on the market.

Sauk Computer User Group  
User Helping User  
2803 Spencer Dr.  
Sterling, IL 61081

There will be a Question & Answer  
Session starting at 1PM.  
Bring any questions you have about  
your computer or problems you may  
be having. It will be conducted by:  
**Neal Shipley & Art Bendick**

Notice

The next meeting of the Sauk  
Computer User Group will be

**May 14, 2011**

Question & Answer: 1:00 PM

Business: 2:10 P.M.

Program: 2:45 P.M.

Place: **Whiteside Senior Center**  
**1207 West 9th Street**  
**Sterling, Illinois 61081**

BETTY BEATTY OUR OWN VP WILL BE DOING THE PROGRAM  
ON TWITTER.