The Villages Computer Club - Dec 13,1pm at Lake Miona

Heads up!!!

Remember this virus...with all the mailing going on during the holiday season, it's raging again...so DO NOT

**An old virus circulating again is the UPS/Fed Ex/USPS Delivery Failure.
You will receive an e-mail from UPS, Fed Ex, or USPS along with a
packet number. It will say that they were unable to deliver a package
sent to you on such-and-such a date. It then asks you to print out
the invoice copy attached.**

**DON'T TRY TO PRINT THIS. IT LAUNCHES THE VIRUS! Don't respond in any way. Just delete it,
then delete it from the deleted files and/or trash email.**
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Excel Extension xlsx

MS Excel 2007 default is to save files with extension .xlsx
You may choose to save the Excel file as a .xls file by clicking the down arrow in the File Type box at the bottom of the document when you SAVE it and select .xls.
OR you may download the MSOffice Compatibility Pack below.

To convert .xlsx files to .xls files - Download the MS Office Compatibility Pack from
http://www.microsoft.com/downloads.

Or you can download the free Open Source Office and use it.
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CSV file to XLS file

Do the following to bring a CSV file into EXCEL.

On the menu click
1. DATA
2. Import External
3. Data, Import

In the select source file box
1. choose directory for file location

In Files by Type box
1. choose .csv
2. click on file to be imported

In the Text Import wizard box
1. choose Delimited
2. click Next

3. click on the Tab box to deselect
4. click on the comma box to select
5. click on the Text qualifier box and choose None
6. click finish
7. click OK

At this point the file will be imported into Excel each entry will be in a column.
To convert the entries into a list select the data Shift+Ctrl+right arrow.
Select COPY
Select sheet 2
Select Paste Special
Click Transpose then OK
Save the file
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Gridlines Removed in MSWORD

When using MS Word 2003

1. Click Table
2. Click Table Properties
3. Click Borders and Shading
4. Choose None and OK

When using MS Word 2007
1. Rightclick the Table you've created.
2. Select Table Properties.
3. Click Border and Shading
4. Select NONE
    Note: the gridlines will now show in dotted lines, but when you print it, the
    gridlines are not there.

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Open Office use Microsoft Format

1. Start up OpenOffice Writer.

2. Click on the "Tools" toolbar at the top of the window and select "Options."
3. This opens up the Options dialog box. On the left-hand side, click on
    "Load/Save" and then select "General."
4. Under "Document Type" there will be a drop-down menu. Select "Text
    Document" from this menu.
5. To the right, you will see another drop-down menu labeled "Always Save As."
    Change the section in this menu from "ODF Text Document" to "Microsoft
    Word 97/2000/XP." Click "OK." Now all of your text documents in OpenOffice
    will be automatically saved in the DOC format.

6. Go back to the Options dialog box in order to change the file formats for spreadsheets and presentations. Once you have navigated back to the "General" section under "Load/Save," select "Spreadsheet" under "Document Type." Under "Always Save As," change the value to "Microsoft Excel 97/2000/XP." Click "OK." All spreadsheets will now be automatically saved as XLS files.
7. Go back to the Options dialog box a third time, but select "Presentation" under "Document type." Change the value under "Always Save As" to "Microsoft PowerPoint 97/2000/XP." Click "OK." Now all of your word processing files, spreadsheets and presentations will be automatically saved in formats that are easily opened and edited by any version of Microsoft Office.

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Microsoft Office 2007 Tutorial

http://www.fgcu.edu/support/office2007/word/index.asp

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Ms Office 2007 to look like 2003

FREE classic menu for Office 2007

May 7th, 2009 · reviews

My Office 2007 software is still in the box, unopened, after a year since purchase. That's because I work in Office (2003) many hours a week and don't want the considerable hassle that I hear is involved in switching to and learning 2007, especially for power-users of classic versions.

So I was very pleased to find this link to a plugin that creates a classic 2003 menu interface in Office 2007. (Thanks to this week's WinXP email newsletter.)

Go here: Office 2003 interface in Office 2007 for one of the download sites, freewaregenius.com. If you're interested, here's the link to the originating site of the software creator, UbitMenu.

Note: I did not find it worth the effort to make 2007 work like 2003. Better to tackle 2007 and advance along the learning curve. JMAX

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MS OFFICE PROGRAM MENU BUTTONS

If you don't like the way buttons are arranged on a Microsoft program menu bar, such as in the ACCESS toolbar, move them around. To move a button, simply hold down the Alt key while you drag the button from one position to another. Just be careful you don't drag the button off the toolbar. If you do, Access will remove the button from the toolbar, and pressing Ctrl-Z or choosing Undo Delete from the Edit menu won't bring the button back.

If you'd like to copy a button, hold down the Alt-Ctrl keys while dragging the button from one toolbar to another.

Microsoft Office Shortcut Toolbar
1. Click START…ALL Programs
2. Click Microsoft Office Tools
3. MS Office Shortcut Toolbar
4. To add/remove buttons on the MS Shortcut Toolbar, rightclick a blank space on the toolbar and select Customize.
5. Office should be listed in the Toolbar box.
6. Click the Buttons tab and place a check in the boxes for icons you want on the toolbar. If some are checked that you do not want, just remove the check.
7. You may color the toolbar a color of your choice by clicking the Change Color button.
8. Click OK

If the shortcut toolbar was not installed when the MS Office suite of programs were installed, you will get a message to insert your MS Office install CD and then press OK. When you do this, it will find and install the MS office Shortcut Bar on your desktop, either on one side or at the top. There may be times when you wish to close this toolbar. Just rightclick and select EXIT.
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Setting Up Your POP or IMAP Email Address in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.

2. On the E-mail Accounts wizard window, select **Add a new e-mail account,** and then click **Next**.
3. For your server type, select **POP3** or **IMAP**, and then click Next.
4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:
> **Your Name**
> Your first and last name.
>
> **E-mail Address**
> Your email address.
>
> **User Name**
> Your email address, again.
>
> **Password**
> Your email account password.

Incoming mail server (POP3)
POP, **Pop.secureserver.net** or IMAP, **imap.secureserver.net**.

Outgoing mail server (SMTP)
Smtpout.secureserver.net

Click **More Settings**.

Note: "smtpout.secureserver.net" is an SMTP reelay server. In order to use this

server to send e-mails, you must first activate SMTP relay on your e-mail account

Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have

SMTP relay, set up and your Internet Service Provider (ISP) allows it you can use the

outgoing mail server for your Internet Service Provider. Contact your Internet Service

Provider to get this setting.

5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.

6. Select **My outgoing server (SMTP) requires authentication**.

7. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.

8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **80** or **3535**.

9. Click **OK**.

10. Click **Next**.

11. Click **Finish**.

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Jmax

Jmax's Website   http://www.jmaxbits.com/

Jmax Bits Newsletter is now posted each Monday & Thursday on the website. You have the option for a .pdf or a .rtf file.

1.For help with a computer problem, put HELP in the subject line and give me info about the computer you're using, if you know it.

2.To view or print Jmax Bits Good Services List in the Villages area, click link www.jmaxbits.com

3. To sign up for the non-computer newsletter, send an email to VLGSClassifieds@aol.com. Put SUBSCRIBE in the subject line. To send an Ad, place AD in the subject line.

4. The Villages Computer Club's web page: Click here: Welcome To The Villages Computer Club
To add your name to the VCC announcements list, send email to TheVCC-subscribe@yahoogroups.com

5. Fred Benson's website www.thevillagescomputerbasics.com