June 2018

Microsoft® REGISTERED

Refurbisher

The Next General Meeting of CCCGC will be **June 5, 2018**

Charlotte Bytes

Editor: A Yvette Pilch
Asst Editor: Rose Kopenec

See us on the Web
www.cccgc.net

Official Publication of the Charlotte County Computer Group Corp.

PROMOTING COMPUTER LITERACY AND EDUCATION IN CHARLOTTE COUNTY

VOL. XXX

No. VI

Inside this issue:

Charlotte County Computer Group

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The President's Platform - Grover Mudd, President CCCGC

Volunteer of the month for June is **Mary Fleenor.** Mary has volunteered to help with the Biginners Class on meeting nights. We appreciate her help.

I will not be present at the June meeting. My wife and I will be out of town.

THERE WILL BE NO MEETING IN JULY!

We will see you in August.

Have a good summer until then.

On May 11, 2018 the Board of Directors approved the change in the Bylaws. The Bylaws will be voted on by the membership at our meeting in August 7. If you wish to receive a copy of the Bylaws before the August meeting, come into the office after the June meeting and the volunteer on the desk will give you a copy.

Grover

NOTE !!!

Beginners Class will meet in the Music Room till further notice.

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June 5, Meeting

**For the latest Classes & Events Calendar
Please click on button below**

Events Calendar

Officers and Board of Directors for 2018

President: Grover Mudd

Vice President: Yvette Pilch

Secretary: Lydia Rist

Treasurer: Harold Nixon

Director: Dick Evans

Director: Ron Wallis

Director: Donna Whalen

Director: Ron Muschong

Director: George Kopenec

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Articles in the Bytes are courtesy
of the following Tech Sites

Charlotte County Computer Group Corp.

Is a non-profit 501(c)3 organization as classified by the Internal Revenue Service.

TechRegar
just tech stuff

We're on the Web www.cccgc.net

DIGITAL CITI-

dotTech

Windows Secrets
Everything Microsoft forgot to mention.

makeuseof

www.dickevanstraining.blogspot.com

Into Windows

daves.computer.tips

the How-To Geek
Computer Help from your Friendly How-To Geek

ghacks.net

WELCOME

New Members

Judith Brodie

Kenneth Koslow
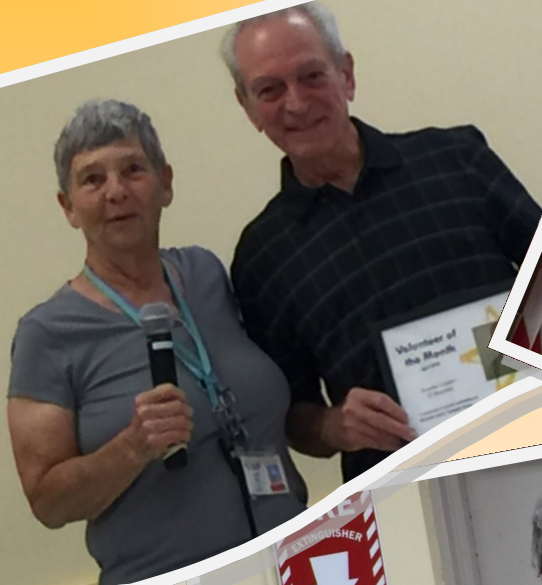
The Executive Board and Members of CCCGC welcome each of you to the group. We're Here To Help. Membership Has Its Privileges.

If you have any questions, concerns or need computer help, please contact us at the office. We will endeavor to help you any way we can.

May Meeting Highlights
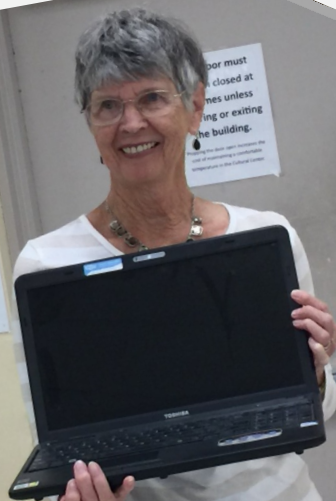
Al Rozanski

Gail Covey

Marlene Voss

May Program Highlights

50/50 DRAWING

Bernie Higgins

He was happy he won but wasn't sure he should accept the money until the photo was on the record.

Door Prize Winers

Raphaela Rozanski

Sorry We Missed your Name

Susan Dalson

Ed Tkacik

Robert Sutton

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(941) 625-4175 x244

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Port Charlotte, FL 33952

June Volunteer of the Month

Volunteer of the month for June 2018 is:

Mary Fleenor

Mary has volunteered to help teach the Beginners Class on meeting nights for the past few years. We appreciate her help.

May Program Presentation Highlights

Dick Evans led the meeting presentation, and held our attention to the very end.   He shared information about the following topics:

♦ In Windows 10, you can now have two screens open while working on both of them at the same time.

♦ Also, scrolling with the mouse you can read more than one line.   There are adjustments you can make.

♦ Microsoft now put an icon on the desktop for Edge, the Microsoft browser that came with Windows 10.

♦ Internet Explorer is still available as a Brower but will eventually the program disappear.

♦ Google Chrome now has 54% which is more popular. If you are using Chrome, you can get the extension ad blocker.

♦ Microsoft would like convert us to use Paint 3D.

♦ Websites that have good deals - Bonanza.com has Microsoft office 2010 for really good price. If you need to reinstall Windows 10, make sure you have the other paid program discs and product keys that are not part of Windows 10.

♦ Your download file can accumulate old files.   If you want to keep an item, put it in another area of the computer like the Documents file.

♦ Using a laptop, you have choices to sleep or hibernate but you should limit times if you are using the battery only.

♦ Downloads for Windows 10—Version 1803 are active. To avoid Microsoft from downloading, you can set your machine on metered connection on your internet setting and that will prevent the forced downloading.

♦ The Snipping tool can be used to capture a piece of the content you are working with.   You can grab a picture or words and save it for a later project.

All of these things can be experienced by learning about to work with them in Windows 10. There is even a new feature about saving your password that will give you hints what it will be. You need to set this up for it to work.

May Highlights and Other Stuff

May 6, 2018

Charlotte Stone Crabs

Baseball Game w/CCCGC
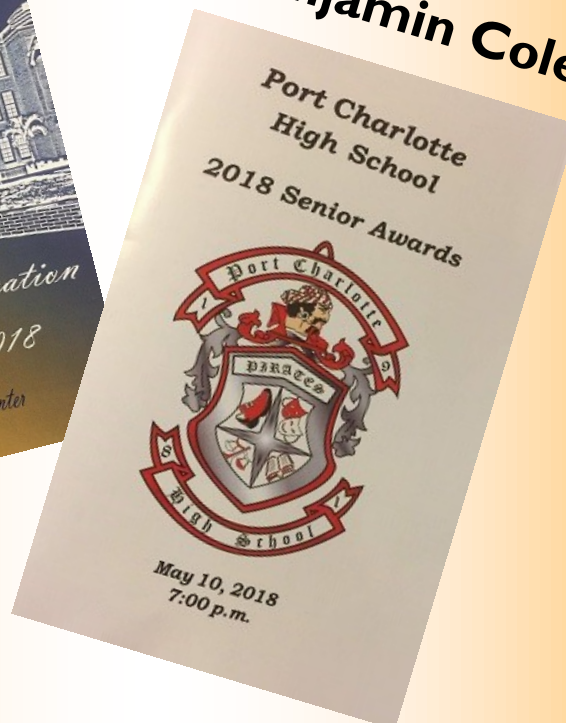
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CCCGC Scholarship Program

By Rose Kopenec, Scholarship Rep

Every year the Charlotte County Computer Group Corporation awards a $1,000 scholarship to one graduating senior from each of the Charlotte County High Schools who has chosen to continue his or her education in the technology field at a Florida college. This year the Board of Directors chose to award the following recipients:

Nicholas Martin

Charlotte High School

Senior Awards Celebration
Monday, May 14, 2018
Charlotte Performing Arts Center

Benjamin Cole

Port Charlotte
High School

2018 Senior Awards

May 10, 2018
7:00 p.m.

**Congratulations to these well-deserving future "techies".
We wish them well in their future studies.**

All the Windows 10 keyboard shortcuts you need to know
Never use your mouse again.

By Sarah Jacobsson Purewal and Matt Elliott
July 13, 2017

(https://www.cnet.com/how-to/all-the-windows-10-keyboard-shortcuts-you-need-to-know/)

Windows 10 was designed with touchscreens in mind, but Microsoft hasn't forgotten more traditional PC users. The operating system comes with plenty of built-in keyboard shortcuts -- including new shortcuts for the Command Prompt -- for those who prefer a physical keyboard.

Here's a handy list of the most useful keyboard shortcuts for navigating Windows 10. You might also find it useful to know how to open programs with keyboard shortcuts in Windows 10.

THE BASICS

- **Ctrl + A:** Select all items in a window.

- **Ctrl + C** or **Ctrl + Insert:** Copy selected or highlighted item (e.g. text, images and so on).

- **Ctrl + V** or **Shift + Insert:** Paste selected or highlighted item.

- **Ctrl + X:** Cut selected or highlighted item.

- **Ctrl + Z:** Undo previous action.

- **Ctrl + Y:** Redo action.

- **Ctrl + N:** When File Explorer is your current window, open a new File Explorer window with the same folder path as the current window.

- **Windows key + F1:** Open "how to get help in Windows 10" Bing search in default browser.

- **Alt + F4:** Close the current app or window.

- **Alt + Tab:** Switch between open apps or windows.

- **Shift + Delete:** Delete selected item permanently (skip the Recycle Bin).

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Continued….

Start menu and taskbar

You can use these keyboard shortcuts to open, close and otherwise control the Start menu and the taskbar.

- **Windows key or Ctrl + Esc:** Open Start menu.

Windows key + X: Open the secret Start menu.
- **Windows key + T:** Cycle through the apps (including pinned apps) on the taskbar.

- **Windows key + [Number]:** Open the app pinned in the [number] position on the taskbar. For example, if you have Edge pinned in the first position on the taskbar and you click **Windows key + 1**, Edge will open. If the app is already open, a new instance or window will open.

- **Windows key + Alt + [Number]:** Open the right-click menu for the app pinned in the [number] position on the taskbar.

- **Windows key + D:** Show or hide desktop (**Windows key + ,** will display the desktop briefly).

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If this has peaked your interest, check out the URL link listed under the title on page 8 for the rest of the list.

Happy computing !!!