

Bits, Bytes and Bugs

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In This Issue

Board Members.....	Page 1
CHRISTMAS LUNCHEON info	Page 1
Events Calendar	Page 19

BITS, BYTES & BUGS

Can I use my TV for Zoom?.....	Page 2
Rest Your Mouse! Handy Keyboard Shortcuts for Your Favorite Browser - <i>from Jess</i>	Page 2
Computer says it's connected but she has no internet.....	Page 2 & 3
My Smartphone is gone	Page 3
Another Way to Clean Up Your Windows PC	Page 3, 4, 5, 6 & 7
Quick tip of the Month - Have an Amazon Echo at home?	Page 7 & 8
More Quick tips - Online translation "Almost Time-Travel" and Google Maps	Page 8
How to uninstall Microsoft Edge – <i>from Norm</i>	Page 8, 9, 10, 11 & 12
Stop Email Spam Reaching Your Inbox	Page 12, 13 & 14
Free Alternatives for Microsoft Office - <i>from Jess</i>	Page 14, 15, & 16
Use the Windows Taskbar Search to Run Commands,	
Find and Open Programs in Windows 10 and 11 - <i>from Jess</i>	Page 16, 17 & 18

**Hope to see many of you at the
CHRISTMAS LUNCHEON
This is the LAST BB&B**

SCORCC Board Members

Jim Bartlett - Toby Charles—Dan Diemert - Ted Kramper - Norman Miller
Deanna Rickert - Ron Rohlfing - Dianne Roling - Chris Sellmeyer - Mike Svoboda

**Visit the SCORCC Website at
<http://www.scorcc.org>**

On the site you will find a Club History, pictures of the officers, SIG chairs, committee chairs. The member list page with contact information for all active SCORCC members is accessible only by password for your protection.

This is our **32nd** and final year. Jim Cassidy, one of the founding members, was our editor for the first 20 years. I have tried to fill his shoes for the last 12. It has been a privilege and pleasure to attempt to pass on information to you all. I am truly flattered when someone comes up to me in public and thanks me for what I have done. It makes it well worth the effort!

Thank YOU all, Ted Kramper - Editor

BITS, BYTES & BUGS

Different operating systems and different Original Equipment Manufacturer releases react differently to certain commands.

Can I use my TV for Zoom?

We understand why this might be desirable, since it can be difficult to see everyone on a group call using a small screen, especially on a phone.

Cast your call If your TV is not a smart TV with a built-in camera and microphone, you can use a device like a Google Chromecast to display the web browser from your computer or mobile device on your TV screen. Note that you'll have to use the camera on your computer or mobile device.

Rest Your Mouse! Handy Keyboard Shortcuts for Your Favorite Browser *from Jess*

Windows 10 & Windows 11 and Most popular browsers

Keyboard shortcuts are great for those who don't like using a mouse. They can also save you time. So, we've put together this list of browser shortcuts that work with most popular browsers. So even if you're a mouse lover, isn't it time you gave your mouse a rest?

- * Shift+Escape opens the browser's task manager. (Chrome and Chromium-based browsers like Edge)
- * Ctrl+B toggles the bookmarks bar on and off.
- * Ctrl+L to move your cursor to the address bar.
- * Ctrl+K moves your cursor to the address bar to enter a Google search.
- * Ctrl+T opens a new tab.
- * Ctrl+N opens a new window.
- * Ctrl+Shift+T opens the last closed tab.
- * Ctrl+Shift+N opens a new window in "Incognito Mode." (Chrome & Chromium-based browsers like Edge only)
- * Ctrl+Tab cycles through open tabs; Ctrl+Shift+Tab reverse cycles through open tabs.
- * Ctrl+J opens Downloads.
- * Ctrl+W closes the current tab.
- * Ctrl+R refreshes the current page.
- * Ctrl+H opens the browser's History.
- * Alt+Home loads your homepage.
- * Ctrl+1 through 9 switches to a particular open tab position.
- * Ctrl++, Ctrl+-, Ctrl+0 Enlarges, reduces, and restores default text sizes, respectively.

And did you know...

You can use the up/down arrow keys on your keyboard to scroll up or down a web page when browsing, instead of using your mouse. Indeed, you can. And, if you want to scroll up and down on a large page you can click the Page Down button on your keyboard, and it will scroll in increments until you get to the bottom. You can use the Page Up button to go back up to the top. If you want to go back to the top of the page from anywhere on the page – just hit the "Home" key.

If you are a bottom feeder, like TC, you can get to the bottom of the page quickly from anywhere on the page by pressing the "End" key.

Use these keyboard shortcuts and give your mouse a rest – because even a mouse needs rest you know.

Computer says it's connected but she has no internet

My PC won't connect to the Internet. It says it's connected but I don't have access to the internet. Please help. I used my phone to send this.

Cloudeight InfoAve Weekly answer

This is a really hard one to diagnose as it could be a problem with your equipment or with your PC. If you can connect to your home Internet with you phone, then it's your PC. Try resetting your network settings [as explained on this page](#). Those instructions are for Windows 10 but you can reset your network settings in Windows 11 as well.

[continued page 3]

If that doesn't fix your problem and your phone can connect to your home internet, it may be your wireless adapter. If it's your wireless adapter you can fix your problem using an inexpensive USB Wi-Fi adapter. [See this page to learn more.](#)

If your phone won't connect to your home wireless network either, contact your ISP and have them check your equipment (router/modem).

My Smartphone is gone

What to do if your iPhone is stolen

This is the way you'll be able to remotely scrub that device and make it unusable for the thief. The other great tip is to make sure you have a secondary (and fast!) way to access Find My. If you don't have an additional device with you, then you may struggle to find a way to get online and remedy the situation. Every second counts. It's worth noting that you can [still take steps to protect your data](#) even if you don't enable Find My.

Apple provides several tips for [what you should do in the event of a theft](#).

Here's some of the more pressing technical related suggestions:

1. Lock your phone down. Use the previously mentioned [Find My service](#). Do this in advance of any theft! In your Settings app, tap your name, and then select Find My.

2. Mark your phone as lost. Doing this [via the Find My app](#) disables the Apple Pay service, and locks the device with a passcode like so:

- Open the Find My app and choose the Devices tab or the Items tab.
- Select your missing device or item.
- Scroll down to Mark As Lost or Lost Mode and select Activate or Enable.
- Follow the onscreen steps if you want your contact information to be displayed on your missing device or item, or if you want to enter a custom message asking the finder of your missing device to contact you.

Select Activate.

Erase the device remotely. [To do this:](#)

- Open the Find My app and choose the Devices tab.
- Select the device you want to erase remotely.
- Scroll down and choose Erase This Device.

Select Erase This [device].

What to do if your Android is stolen

This can be a bit trickier, as there are so many different models out there and often network carriers nudge you towards using their own bespoke tracking solutions. Despite this, the [basic Android options](#) should always be available. To enable Android's find my device service:

- Open Settings
- Tap Security > Find My Device.
- If you can't see the Security option, tap Security > location or Google > Security.
- Ensure Find My Device is enabled.

Test the service out on the [Find my Device site](#).

From the map, you can select the "Lock and Erase" option. Note that it may not erase the contents of an SD card.

Losing your phone, laptop, or other device to a thief is never a pleasant experience but you're never totally out of options. The trick is to ensure you put some time into setting these solutions in place long before the possibility of a theft happens. Stay safe out there!

Another Way to Clean Up Your Windows PC

Windows 10 and Windows 11

There are dozens of free and paid programs that you can download to clean up your Windows computer. Windows even comes with Disk Cleanup which was supposed to be deprecated by Microsoft some time ago but wasn't – at least not yet. Of course, then there are [PrivAzer and BleachBit](#) as well as the popular (but not popular with us), CCleaner – which we most strongly do not recommend.

Somewhere, along the way, Windows Storage Sense has been forgotten. So, we're going to remind you about the benefits of Windows Storage Sense. We'll cover Storage Sense in Windows 10 and the more streamlined Storage Sense in Windows 11.

Windows 10 Storage Sense

Right-click the Start button and choose Settings. In Settings choose System > Storage./p>

If you have not done so already, turn on Storage Sense by sliding the switch to the "On" position. If you want to run a quick cleanup, click "Configure Storage Sense or run it now".

Under "Temporary Files" make sure you check the selection box next to "Delete temporary files my apps aren't using". And then check to make sure you have "Never" selected under "Delete files in my downloads folder if they haven't been open for more than:". You can easily clean up your Downloads folder manually.

Storage

Storage Sense can automatically free up space by getting rid of files you don't need, like temporary files and content in your recycle bin.


 On

[Configure Storage Sense or run it now](#)


Charlie (C:) - 581 GB


161 GB used 420 GB free


This is how your storage is used and how you can free up space.

 Apps & features 51.3 GB

Uninstall unused or undesired apps & features

 Documents 27.2 GB

Manage the Documents folder

 Temporary files 19.6 GB

Choose which temporary files to remove

Temporary Files

☒ Delete temporary files that my apps aren't using

Delete files in my recycle bin if they have been there for over:

14 days

Delete files in my Downloads folder if they haven't been opened for more than:

Never

Next, under “Free up space now”, click the “Clean now” button.

That's all there is to using Storage Sense in a basic cleanup. If you're an advanced user and like to tinker with settings, you can fine-tune Storage Sense and customize it to your liking.

Windows 11

Storage Sense

Right-click the Start button and choose Settings from the menu. Then click on System > Storage.

Yep! Just like Windows 10./p>

When Storage opens, click on “Storage Sense”...

Configure Storage Sense or run it now

14 days

Delete files in my Downloads folder if they haven't been opened for more than:

Never

Locally available cloud content

Storage Sense can free up space by removing unused cloud-backed content from your device.

Content flagged as “Always keep on this device” will not be affected.

[Click here for more information](#)

OneDrive - Personal

Content will become online-only if not opened for more than:

Never

Free up space now

If you're low on space, we can try to clean up files now using the settings on this page.

Clean now

System > Storage > Local Disk (C:) - 237 GB

Storage usage

135 GB used

102 GB free

This is how your storage is used and how you can free up space.

Installed apps	45.6 GB
Uninstall unused or undesired apps & features	
System & reserved	40.0 GB
System files help Windows run properly	
Documents	16.4 GB
Manage the Documents folder	
Other	15.1 GB
Manage other large folders	
Temporary files	11.5 GB
Choose which temporary files to remove	
Pictures	5.01 GB
Manage the Pictures folder	

[continued page 6]

In the System > Storage > Storage Sense section, turn the switch to the “On” position under “Automatic user content cleanup”.

Next, scroll down and click “Storage Sense”...

System > Storage

Storage management



Storage Sense

Automatically free up space, delete temporary files, and manage locally available cloud content

On



Storage management



Storage Sense

Automatically free up space, delete temporary files, and manage locally available cloud content



CLICK

We recommend that you change the settings for “Run storage sense” and “Delete files in my recycle bin...” as follows...

System > Storage > Storage Sense

Cleanup of temporary files



Keep Windows running smoothly by automatically cleaning up temporary system and app files

Automatic User content cleanup



On

Storage Sense runs when disk space is low. We clean up enough space to help your system run its best. We cleaned up 0 bytes of space in the past month. Last run: 12/6/2022 7:50 AM.

Configure cleanup schedules

Run Storage Sense

During low free disk space (default)

Delete files in my recycle bin if they have been there for over:

30 days (default)

“Every week” and “14 days” respectively

Cleanup of temporary files



Keep Windows running smoothly by automatically cleaning up temporary system and app files

Automatic User content cleanup



On

Storage Sense runs based on the frequency you choose here. We cleaned up 0 bytes of space in the past month. Last run: 12/6/2022 7:50 AM.

Configure cleanup schedules

Run Storage Sense

Every week



Delete files in my recycle bin if they have been there for over:

14 days



EVERY WEEK

14 DAYS

And once you get Storage Sense customized so it runs every week and automatically cleans up your recycle bin every 14 days, you can go ahead and run it now. Just scroll down and click on “Run Storage Sense now”.

And if you want to do some fine-tuning...

Storage Sense in Windows 11 allows users to fine-tune and customize Storage Sense cleanup settings. To access these settings, go back to System > Storage > Storage Sense and click on “Cleanup recommendations”...

System > Storage > Storage Sense

Delete files in my Downloads folder if they haven't been opened for more than:

Never (default)

Locally available cloud content

Storage Sense can free up space by removing unused cloud-backed content from your device.

Content flagged as "Always keep on this device" will not be affected.

[Click here for more information](#)

Rainy - Personal

Content will become online-only if not opened for more than:

Never (default)

Run Storage Sense now

Storage management



Storage Sense

Automatically free up space, delete temporary files, and manage locally available cloud content



Cleanup recommendations

Over 5.00 GB of storage available.

Windows 11 will also let you know which files are safe to clean.

Now you know another way to clean up your Windows 10 or Windows 11 PC.

Quick tip of the Month - Have an Amazon Echo at home?

Have an Amazon Echo at home? With Drop In, you can pop in on your speaker or one owned by a friend or family member who gives you access. It's an excellent way to say hello without picking up the phone.

To enable Drop In:

- Open the **Alexa app** and tap **Devices**.
- Select **Echo & Alexa**, then select the device you want to use.
- Tap the **settings icon** in the top right corner, then choose **Communications**.
- Tap the **toggle** to enable Drop In and other communications.

Tap **Drop In** to customize who can Drop In. You can select **My Household** to limit this to only devices on your account.

You can now use the Alexa app to pop into your Echo devices. In the app, tap **Communicate** at the bottom of the screen, then **Drop In**. Choose the **device** you want from the list.

☐ Want more Echo tricks? [Here are four other smart uses.](#)

[continued page 8]

More Quick tips - Online translation

Online translation is more powerful than ever. Just type what you want in one language and Google instantly translates it into another language for free.

But how do you know if the Google translation is really what you meant to say, especially for important notes? It's not smart to rely on [Google Translate](#) without taking one extra step:

- After you translate what you wanted to say into another language, save the text. Open a new tab in your browser, paste the text and translate the foreign language text back into English. You might need to change a few words to get the translation just right.

Another Quick tip – “Almost Time-Travel”

Want to see what your neighborhood looked like 30 years ago?

Create a fun, free timelapse video with Google Earth. Here's how:

Visit [Google Timelapse](#).

- Type a location into the **Search the Planet** box. This can be as specific as your home address or as broad as a continent.

Select **3D** or **2D**. You can also select the **person icon** to go to Street View.

Next time someone talks about how things used to be “back in the day,” you can pop out a map and discuss details.

That ice cream parlor Grandma always talked about? It used to be right there!

Yet another Quick tip -

Google Maps - know how crowded an area is before going

Just open the app and navigate to your destination.

Zoom in or out until you see highlighted patches with a “busyness” indicator. It'll say something like “Not busy,” “Busier than usual” or “As busy as it gets.”

Tapping on the **Busy area label** will bring up a chart that shows how busy the area is at different times of day, along with a directory of nearby restaurants, shops and recreational places.

- ☐ This is a really smart way to find the best time to stop by a store you've been meaning to check out. The busy indicators work for restaurants, too. [Check out more Google Maps tricks.](#)

How to uninstall Microsoft Edge – from Norm

Here's how to uninstall Microsoft Edge from Windows 10 —permanently

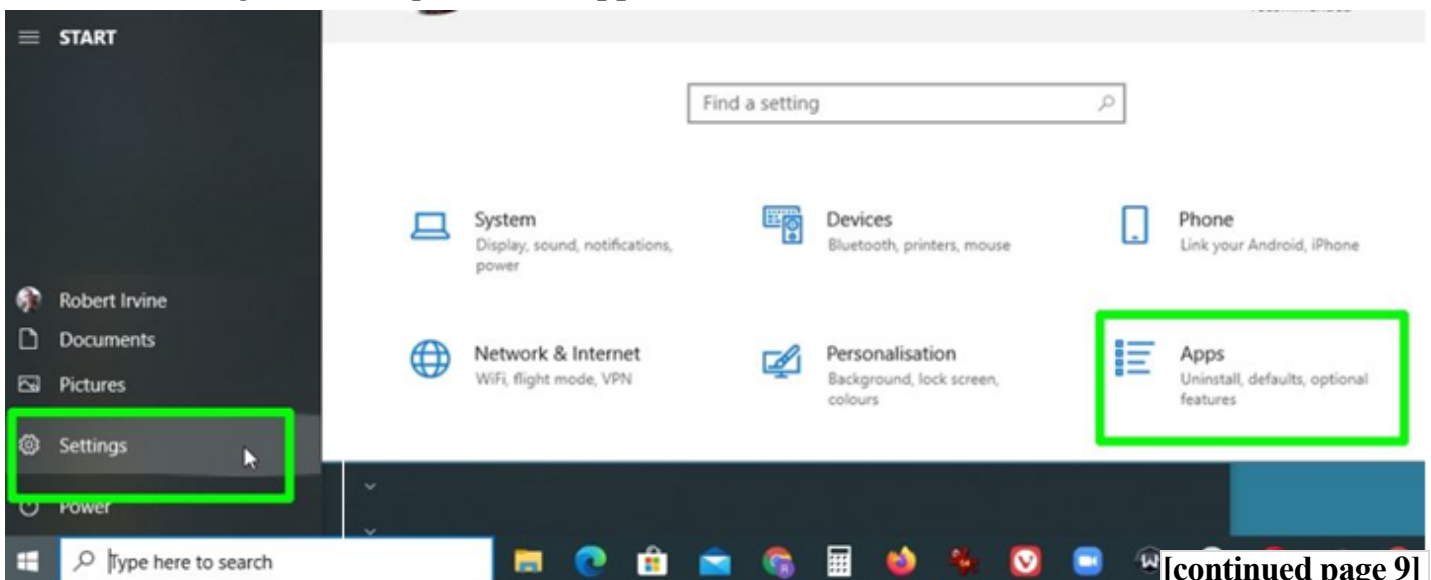
And Edge is forced upon you by Microsoft. You see, Edge is now firmly integrated within Windows 10 and seemingly can't be removed. It also opens automatically as the default app for certain tasks.

How to uninstall Microsoft Edge through Windows 10 Settings

If you installed Microsoft Edge by downloading the browser manually, rather than it installing automatically through Windows Update, you should be able to uninstall it using the following method.

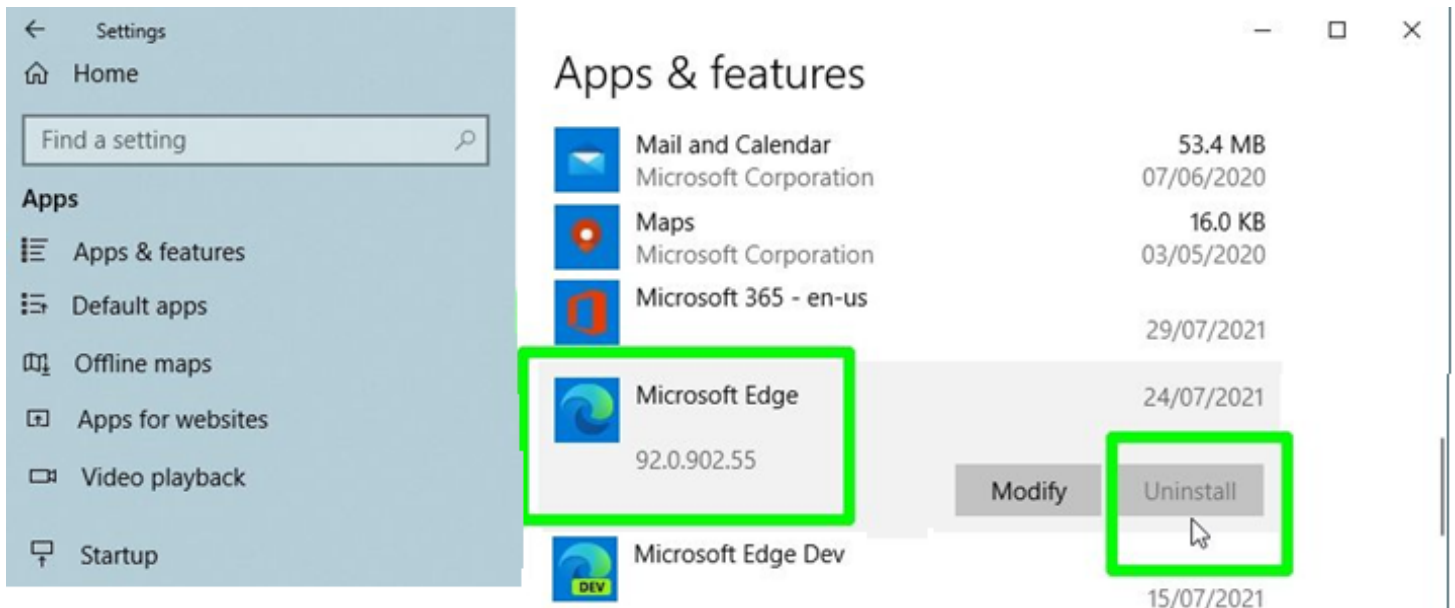
1. Open the Settings app in Windows 10 by clicking the Start button and selecting the gear icon.

When the Settings window opens, **click Apps**.



[continued page 9]

2. In the “Apps & features” window, **scroll down to “Microsoft Edge.”** Select that item and **click the Uninstall button.** If this button is greyed out, sadly you’re out of luck and will need to use an alternative method.



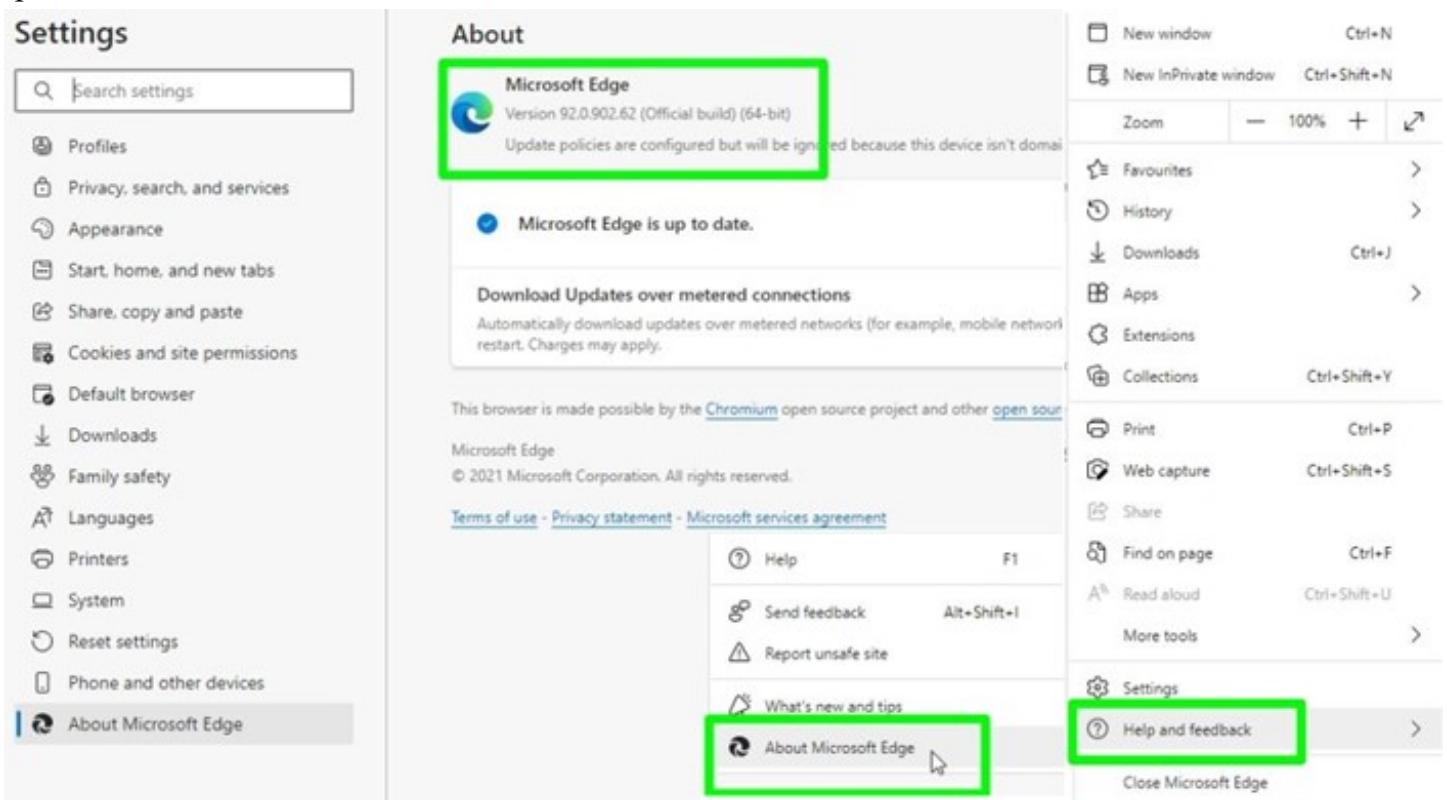
3. If you’ve installed the **Beta, Developer, or Canary version of Edge**, you'll be able to **click Uninstall** to remove the program. However, you’ll still be stuck with the latest stable version of Edge.

How to uninstall Microsoft Edge with Command Prompt

You can forcibly uninstall Edge from Windows 10 through Command Prompt, using the commands provided below. But first, you'll need to find out which version of Edge is installed on your PC.

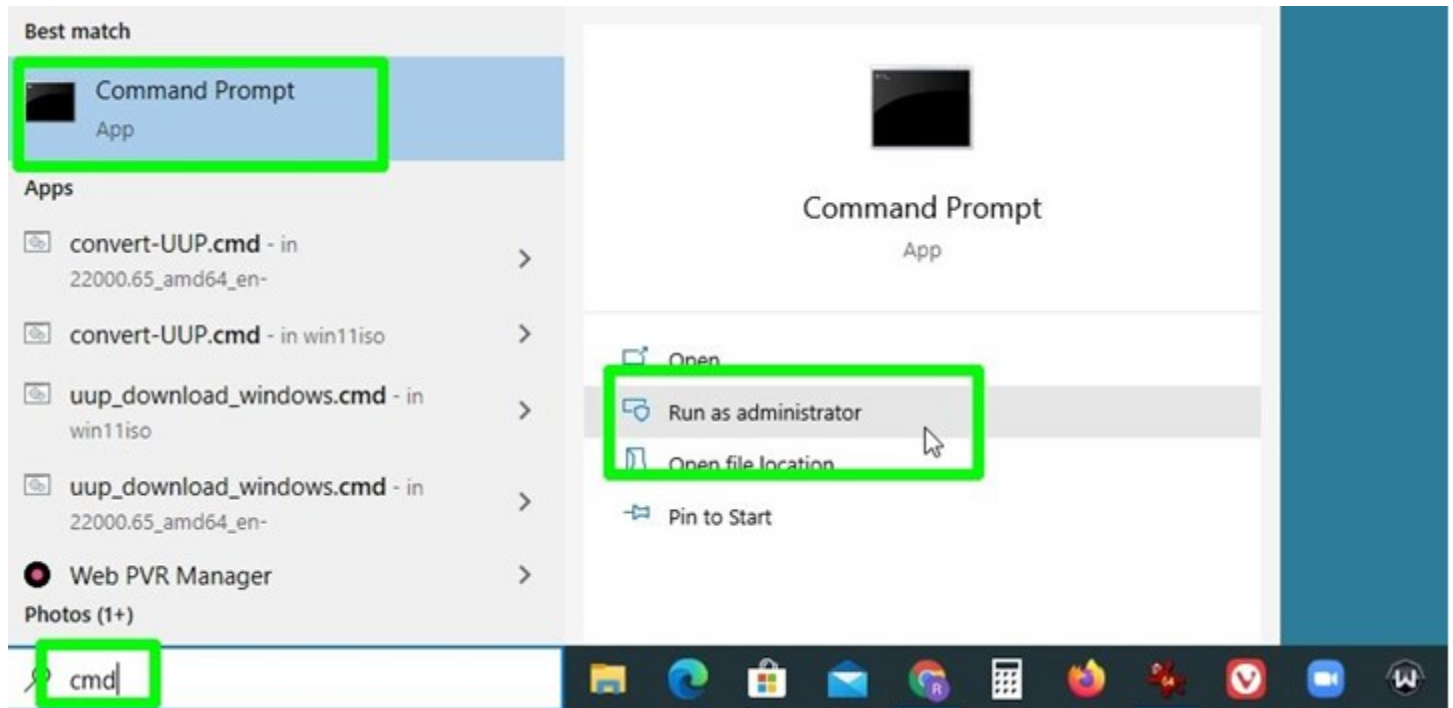
1. **Open Edge and click the three-line button** in the top-right corner of the browser. **Select “Help & feedback,”** then **“About Microsoft Edge.”**

Make a note of the version number below the browser name at the top of the page, or copy and paste it somewhere for reference.



[continued page 10]

2. Next, open Command Prompt as an administrator. To do this, type **"cmd"** in the Windows search box and select **"Run as administrator"** next to Command Prompt at the top of the results list.

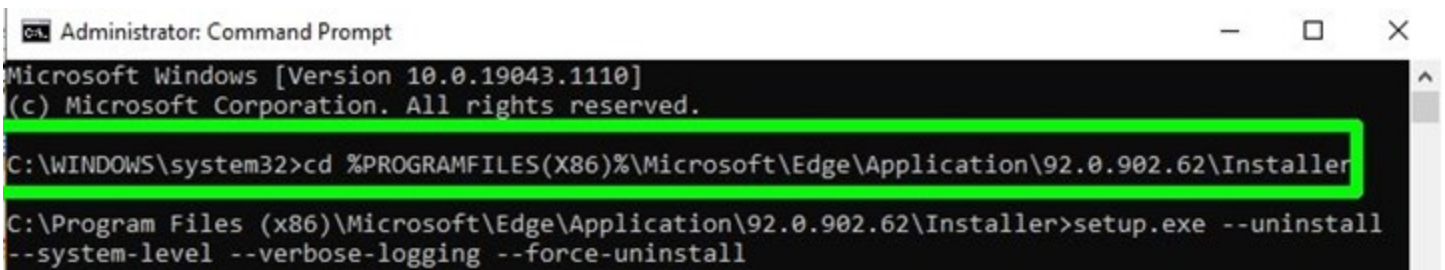


3. When Command Prompt opens, type (or copy and paste) the following command, but replace the **"xxx"** with the Edge version number from step 1, for example **"92.0.902.62."**

cd %PROGRAMFILES(X86)%\Microsoft\Edge\Application\xxx\Installer

Press Enter and Command Prompt will switch to Edge's Installer folder. Now type (or copy and paste) the following command:

setup.exe --uninstall --system-level --verbose-logging --force-uninstall



4. Press Enter and Edge will instantly be uninstalled from Windows 10, without you needing to restart your PC.

The browser's shortcut icon will disappear from your taskbar, though you may still see an Edge entry in the Start menu. However, this won't do anything when clicked.

How to uninstall Microsoft Edge: Stop Edge reinstalling

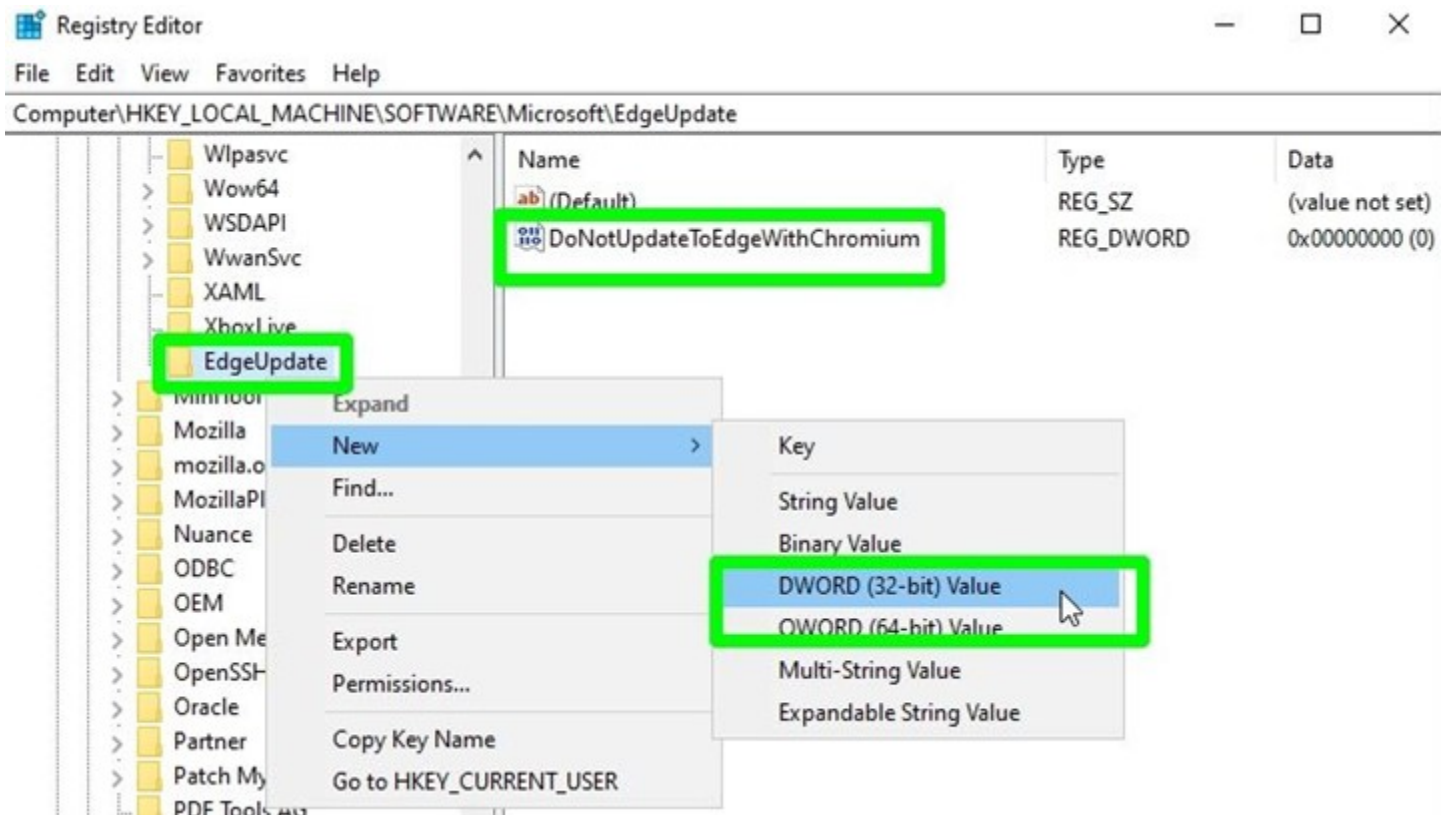
Even after you've successfully uninstalled Microsoft Edge, there's still a chance it could come back when you install future Windows updates. You can stop this happening using a simple registry tweak.

1. Type **"regedit"** in the Windows search box and click **"Run as administrator"** next to Registry Editor.

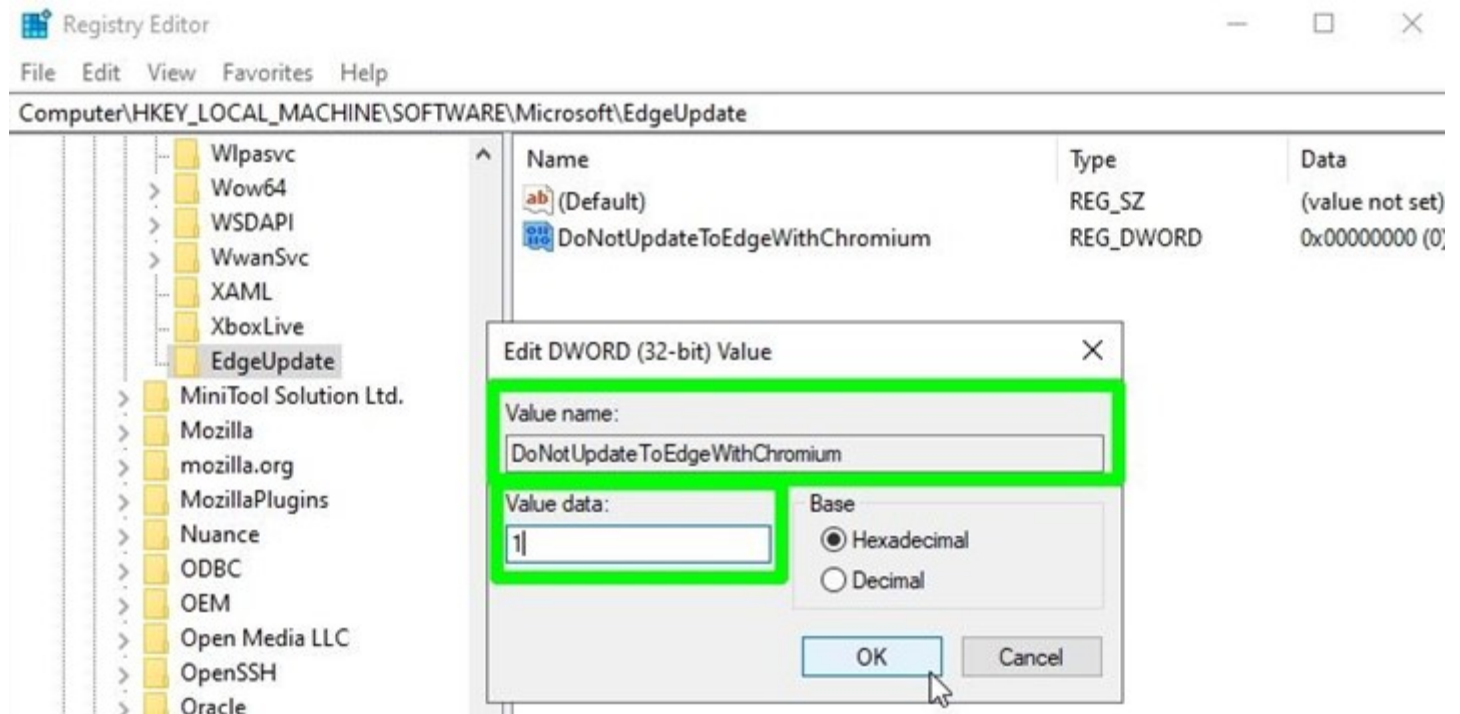
2. When the Registry Editor opens, navigate to the following key, or just copy and paste it into the Registry Editor address bar:

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft

3. Right-click the Microsoft folder, and select New, then Key. Name the key **"EdgeUpdate"** and then right-click it. Select New, then **"DWORD (32-bit) Value"** and call it **"DoNotUpdateToEdgeWithChromium."**



4. Once you've created the new DWORD Value, **double-click it to open it and change its value to "1."** Click OK to confirm, then exit the Registry Editor.



Your Windows 10 PC should now be completely free of Microsoft Edge. If you decide you want the browser after all, just change the value you created to "0" and [download Edge from Microsoft](#).

For more Windows themed tutorials, make sure you read our guides on [how to uninstall a Windows update](#), [how to install Windows 11](#) and [how to turn off Windows Defender](#).

[continued page 12]

If you've just upgraded to Windows 11, you might be interested in learning [how to change the Windows 11 Start Menu back to Windows 10](#). If you're a Chrome user, read our guide on [how to set Chrome flags](#) to test out some cool, experimental features.

Stop Email Spam Reaching Your Inbox

Keeping an email account free of spam can feel like an impossible task. Thankfully, modern spam filters in email clients like Gmail are effective at keeping spam out of your inbox. No spam filter is perfect, though, so it's important to take extra steps to keep your inbox clean.

Use Strict Spam Filter Settings

The easiest way to prevent spam from reaching your inbox is to use strict spam settings in your email client. For example, you can [create filters in Gmail](#) by clicking the **Settings** icon and **See all settings > Filters and blocked addresses > Create a new filter**.

Here, you can create filters to prevent emails from reaching your inbox. So, if a spam email reaches your inbox, you can create a filter to block any further messages from the sender.

In Gmail, you can do this by going back to **Filters and blocked addresses** in settings to create a new filter.

Click **Create a new filter**, add the email address you want to block into the **From** field, and click **Create filter**.

In the next dialog box, you can choose the action you want Gmail to take when you receive an email from this sender.

For spam and unwanted email, you can select **Skip the inbox (Archive it)** to avoid the inbox without deleting or **Delete it** to ensure any emails from this sender are deleted.

Protect Your Email Credentials

If you take no other action to protect your email account from spam, the absolute minimum you want to do is protect your email credentials. Most importantly, this means ensuring your email address doesn't get into the wrong hands and using a

The screenshot shows the Gmail 'Create a new filter' dialog. The top section, titled 'Search mail', contains fields for 'From' (example@email.com), 'To', 'Subject', 'Includes the words', 'Doesn't have', 'Size' (greater than), and 'MB'. There are checkboxes for 'Has attachment' and 'Don't include chats'. A 'Create filter' button and a 'Search' button are at the bottom right. The bottom section, titled 'from:(example@email.com)', shows a list of actions: 'Skip the Inbox (Archive it)' (selected), 'Mark as read', 'Star it', 'Apply the label: Choose label...', 'Forward it' (with a link to 'Add forwarding address'), 'Delete it', 'Never send it to Spam', 'Always mark it as important', 'Never mark it as important', 'Categorise as: Choose category...', and 'Also apply filter to 0 matching conversations'. A 'Learn more' link and a 'Create filter' button are at the bottom.

[continued page 13]

strong password that nobody else can access or easily guess.

To protect your email credentials, never publish your email address publicly online and only provide it to companies you trust. Aside from this, create and learn a strong password—ideally, one that you can remember, so you don't have to worry about storing it anywhere securely anywhere.

If you can create and remember a new, secure password every year or so, you're drastically reducing the risk of your account being compromised. Of course, you can also use tools to make secure passwords easier to deal with, such as [password managers](#), but understand that [password managers come with their own security risks](#).

Install a Dedicated Spam Filter

You can boost the built-in spam features of your email client by installing a dedicated [email spam filter](#). Depending on the tool you use, you'll normally get a mix of automated features and additional filter settings to give you greater control over your inbox.

For example, some tools automatically scan email content and attachments to look for viruses, dodgy links, and other potential threats. Many providers now also use AI to analyze incoming emails and detect threatening patterns with greater accuracy.

The most advanced email spam tools are designed for businesses, but you'll also find plenty of free and paid options for personal accounts.

Be Selective With Email Sign-Ups

Every time you give your email address to a company, you increase the risk of receiving spam and other email threats. Whether the company gets hacked and cyber criminals steal your data or the company itself sells your data to third parties, the best way to avoid these issues is to keep your email address well away from their databases.

Of course, this is easier said than done in an online world where you have to provide an email address for just about everything. To minimize any risk, be selective with your email signups and stick to using online services from companies you're confident you can trust.

Above all, always read the privacy policy of anything you sign up for, even if you think you can trust the company you're dealing with. Keep an eye out for any talk of sharing your data with third parties and try to either opt out of this or avoid signing up with companies that don't give you the option.

Use a Backup Account For Sign-Ups

No matter how careful you are online, you're always going to run into instances where you want (or need) to sign up for something, even where you don't fully trust the company in question.

The easy solution for this is to use a backup email account for signing up for anything that you don't fully trust with your data. Obviously, you'll want to use your main account for core services like banking, but why take the risk with a random online store or a new software product you want to try out?

Unsubscribe From Unwanted Email Lists

To keep your email account as clean as possible, get into the habit of unsubscribing from any email lists you're not interested in. If you find yourself instinctively deleting emails from the same sender regularly, it's probably time to rethink your subscription.

The key thing here is that you want to have as few running subscriptions as possible. This way, it's easier to remember which subscriptions you genuinely signed up for, which helps you identify any spam senders who keep reaching your inbox.

If possible, try not to open spam emails and never reply to them, or try to unsubscribe from emails you never signed up for.

Report Any Spam Email That Reaches Your Account

If a spam email reaches your inbox, don't open it, interact with it, or delete it. You need to mark this as spam to alert your email service provider, so they're more likely to block similar messages in the future.

In Gmail, you can mark an email as spam without opening it by right-clicking the email in your inbox and clicking the **Report spam** button in the menu below the search bar.

This automatically moves the email to your spam folder and reports it as spam to Google for review. Google will, then, analyze the email to determine whether it's spam and use your case to help it identify any similar emails targeting you or other users.

Free Alternatives for Microsoft Office - from Jess

One of the questions we are most frequently asked is what is the best free Microsoft Office alternative? It's not an easy question to answer – there are many free alternatives to choose from.

We've picked our three favorite free alternative desktop Microsoft Office suites and one that is not a desktop application — which is why the title of this article is “Three and a Half Free Alternatives for Microsoft Office. We could have added Google Drive too, but we didn't as most of you with Google accounts are already familiar with it.

LibreOffice

LibreOffice is our top choice of free programs that can do just about everything MS Office can do. This suite has alternatives for Microsoft Word, PowerPoint, Excel, and Access,

The LibreOffice suite has six programs: Writer (Word), Impress (PowerPoint), Calc (Excel), Base (Access), Math, and Draw. The biggest drawback to LibreOffice is that you can't pick and choose which of these you want to install – you have to install the entire suite.



All of the programs in the LibreOffice suite can open, edit, and save to the Office 2007 and newer Office file formats.

You can read more about and/or download LibreOffice from here.

You can read more about and/or download LibreOffice from here.

OpenOffice

OpenOffice has a word processor, a spreadsheet program, a presentation program, a graphics program, and a database program as part of its suite

The programs and their corresponding MS Office program are listed below:

Writer (MS Word)

Calc (MS Excel)

Base (MS Access)

Impress (MS PowerPoint)

The main drawback to OpenOffice is, although you can save files in MS Office formats, it does not, by default, save to these formats.

Most MS Office formats can be opened, edited and saved with OpenOffice, including DOC, DOCX, XML, XLS, XLW, DBF, PPT, PPS, and POTX.



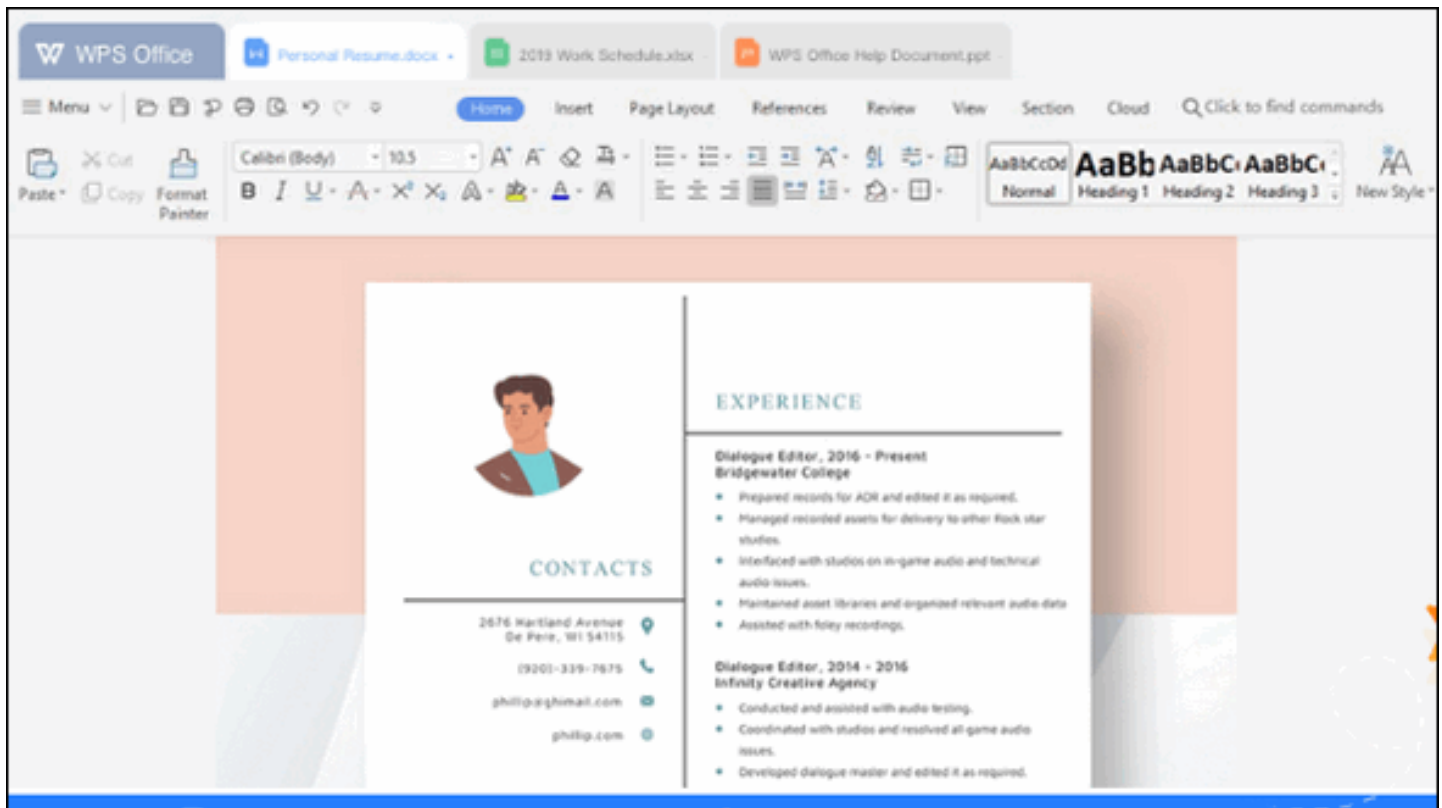
OpenOffice allows you to select which programs in the OpenOffice you want to install which programs you won't use.

You can read more about and/or download OpenOffice from the Apache OpenOffice website.

WPS OFFICE FREE

WPS Office Free is a trimmed down version of WPS Office premium office suite, but it's doubtful you'll notice. WPS Office Free has 3 programs that look and work much like the latest versions of Word, Excel, and PowerPoint – and it has equivalent features.

WPS Office Free supports MS Office file formats so you can save your work in native Microsoft Office formats for easy sharing with Office users. WPS Office Free also comes with an excellent free PDF reader.



On the downside, the program tries to prompt you into upgrading to the paid versions of WPS Office so there's an occasional ad, but these are few and far between and won't get in the way of your work. A small price to pay, we think, for everything you get in this suite completely free.

You can download WPS Office free here.

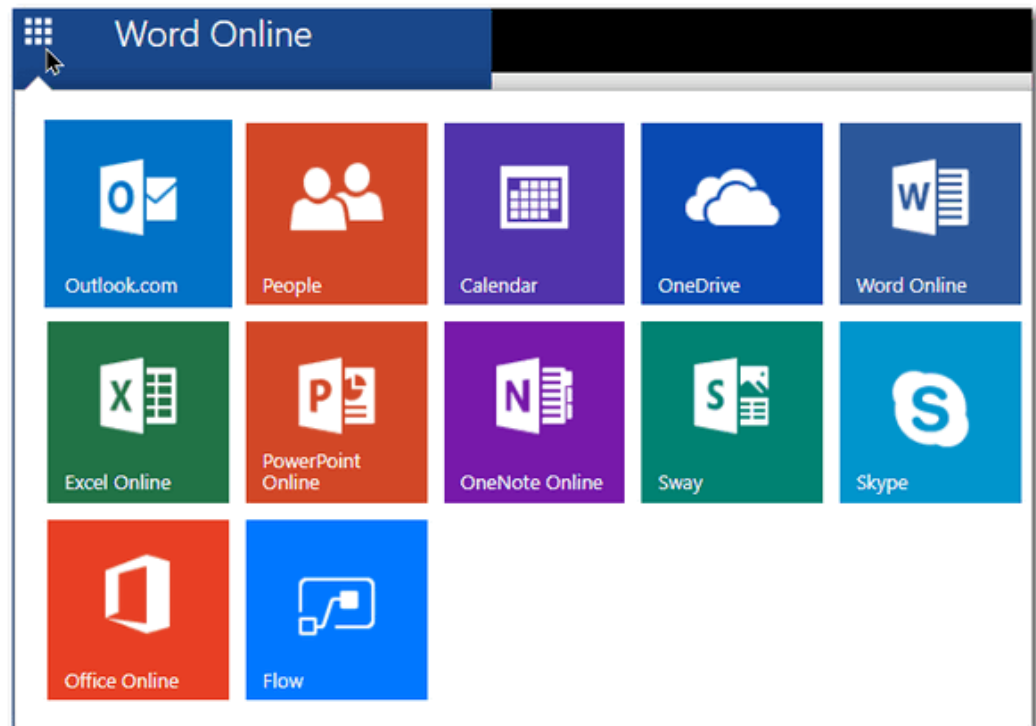
Microsoft Office Online

Though not a desktop application, MS Office Online is the closest thing you'll find to a free copy of Microsoft Office.

It is a trimmed down version of Microsoft Office. It lacks many of Microsoft Office's advanced features. But if you just use basic Microsoft Office features, Microsoft Office Online may be just what you're looking for. Microsoft Office Online has online versions of MS Word, PowerPoint, OneNote, Outlook, and Excel that you can use free of charge.

Any file type that works with Microsoft Office products works with Microsoft Office Online, which means you can edit any file and then save a copy back to your computer or in OneDrive.

And... just one more thing
You'll need a
Microsoft Account
(in other words a
@hotmail,
@outlook.com,
@live.ca,
@live.com or
@msn.com
email address)
to use Office Online.



[Get more information and/or sign in to Office Online with your Microsoft account here.](#)
If you don't have a Microsoft account you can [create one here](#).

Use the Windows Taskbar Search to Run Commands, Find and Open Programs in Windows 10 and 11

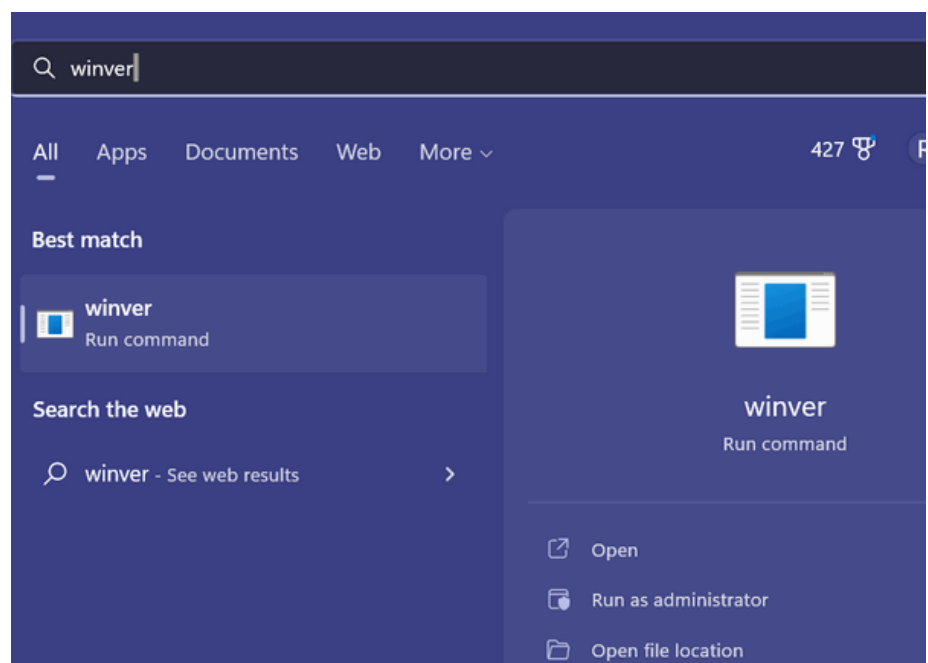
If you've been using Windows for a while, you probably already know there are usually several ways to accomplish the same thing. Some ways are just faster and simpler than others. We always try to use the fastest, easiest, simplest way to do things.

Most of the time when we write articles for the newsletter that tell you to open the Run command and type a command in the Run box; we tell you to press the Windows Key + R to open it and then type a command.

For instance, to see what version of Windows 10 you're using we'd have you type WINVER in the Run box and press Enter.

But did you know you can also run many commands and open some programs using the Windows 10 or Windows 11 taskbar search? *Indeed you can...*

Let's try it. Type winver in the taskbar search and click Open (or just press Enter) when you see "winver run command" appear in the search results.



[continued page 17]

Using this simple trick, you can find out what version of Windows 10 or 11 you're using.

What if you want to see a whole lot of information about your computer? Just type **MSINFO** in the taskbar search. When the "System Information app" appears in the search results, press Enter or click "Open". You'll also have the option to pin this useful app to your Start menu or taskbar.

About Windows



Windows 11

Microsoft Windows

Version 22H2 (OS Build 22621.2428)

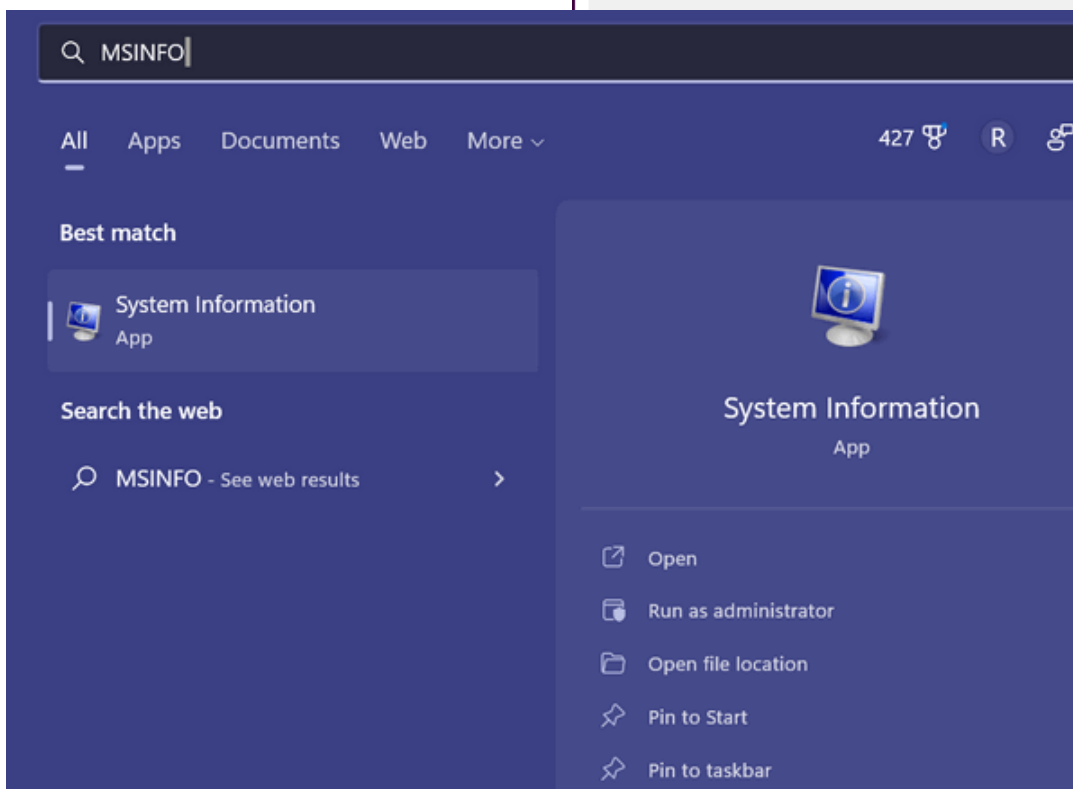
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This product is licensed under the [Microsoft Software License Terms](#) to:

TC
org name

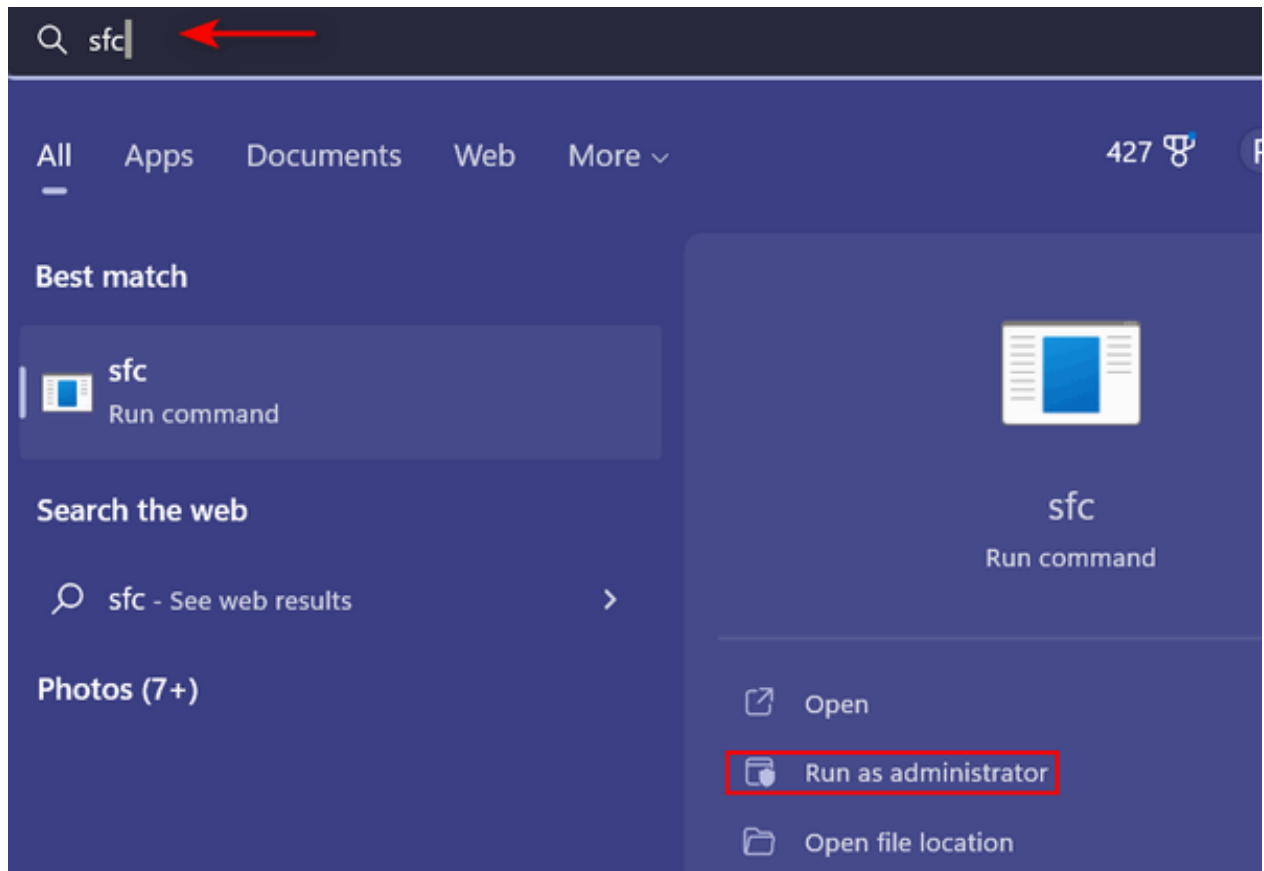
OK



The System Information app gives you tons of info about your computer -try it and see!

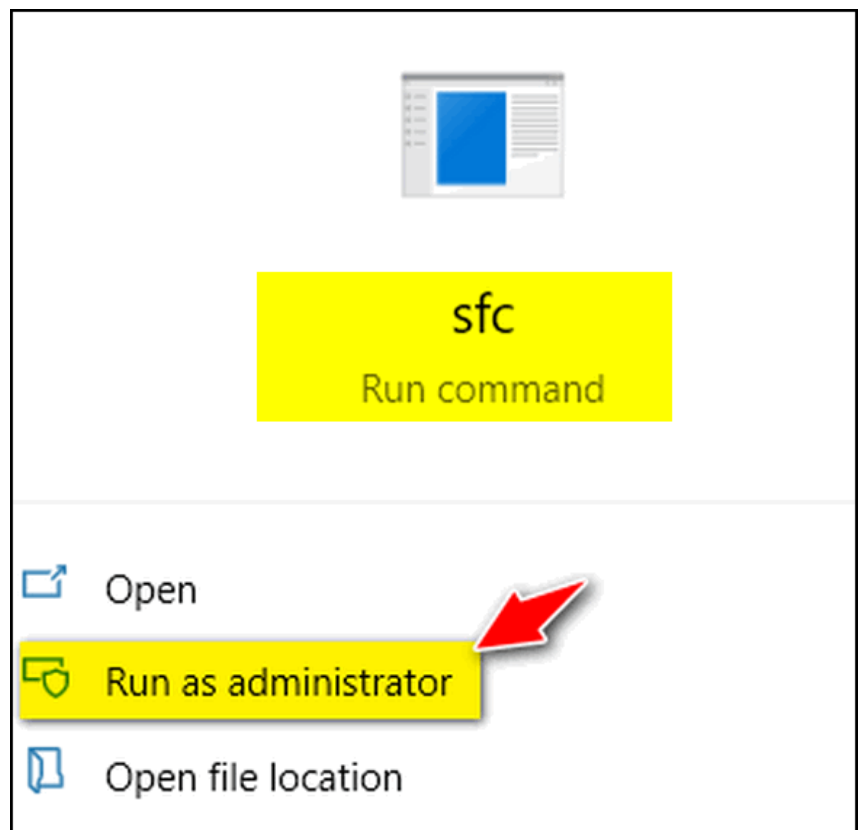
If you want to open Notepad, start typing Notepad. Before you can finish typing that word, it will appear in the search results – just press Enter or click Open, and Notepad will open.

You can even run commands that require administrator privileges, although it requires a right-click. For instance, to run System File Checker (known as System Integrity Check and Repair), type **fc** in the taskbar search. When you see the "sfc run command" appear in search results, click on "Run as administrator".



And it's almost the same in Windows 10. See?

You can open many other programs and apps this way too. For instance, in the taskbar search type Chrome and press Enter. Or type Firefox and press Enter. Try some of your favorite programs or commands. And if you're looking to find a program type the first letter or two of the program or app in the taskbar search for instance on my PC, Control Panel, Calculator, and Google Chrome appear immediately. Play around with this.....and you will see how this could come in handy and save time.



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December 2023 Events

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4 "Virtual" Board Meeting 1 pm	5	6	7	8	9
10	11	12 CHRISTMAS LUNCHEON 11:30 pm	13	14	15	16
17	18	19	20	21	242	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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**WHY MUST I PROVE
THAT I AM ME TO PAY
BILLS OVER THE PHONE?
DO STRANGERS CALL TO
PAY MY BILLS? AND IF
THEY DO, WHY DON'T
YOU LET THEM?**

My teacher told me not
to worry about spelling
because in the future
there will be autocorrect
And for that I am
eternally grapefruit.

So me and **my husband**
were sitting on our couch
watching TV yesterday.
Suddenly, I hear that I got a
text on my phone that I left
in the kitchen. I go to the
kitchen to check it, and it's
a text from my husband:
*"Please bring the chips on
your way back"*

Practical Advice:

**If all the toilets in
your house are
occupied and you
are waiting for
one to be free,
switch off the wi-fi.**