

Bits & Bytes



Arkansas' Premier Computer Club

April '17

Bella Vista Computer Club - John Ruehle Center

Highlands Crossing Center 1801 Forest Hills Blvd Suite 208 (lower level) Bella Vista, AR 72715

Website: www.bvCompClub.org

Email: jrc@bvcc.arcoxml.com

Meetings

April 10

BVCC Board Meeting

5:30 pm

Computer Club Meeting

Highlands Crossing 7 pm

HELP CLINICS

.Open house clinics will be held April 5 from 1-4 pm and April 19 from 9 am to noon.

The Genealogy Special Interest Group will meet at 10 am on April 15.

Help clinics are a free service for computer club members.

PROGRAM

The Bella Vista Computer Club will hold a business meeting at 7 pm on Monday, April 10. The future and focus of the club will be explored. Members are strongly encouraged to attend and be part of the discussion on the viability of the club.

This public meeting is in Room A at Highlands Crossing Center, 1801 Forest Hills Blvd. Bella Vista.

The club's website, www.bvcompclub.org has detailed directions to our meeting room and club information.

This public meeting is in Room A at Highlands Crossing Center, 1801 Forest Hills Blvd., Bella Vista.

Bring your tower, laptop, tablet or smartphone for problem solving.

A four-hour class on Microsoft Excel will be presented in two parts on April 25 and April 27 from 10 am to noon. This will be centered on features that should be compatible across Excel 2010, Excel 2013, and Excel 2016, and even with alternatives to Excel (like "Calc" in OpenOffice and LibreOffice). As usual those who wish to attend need to sign up by calling Marie Herr at [479-273-2258](tel:479-273-2258) -- and when signing up, if you are currently using a version of Excel, it would be helpful to indicate which version.

Welcome New Members

Wayne Koepp

Kathy Fourt

Cathy Bassett

While on a cruise, I attended several Microsoft Win 10 workshops and found them great. I asked the instructor how I could get the information from the handouts and she put them all on a thumb drive. So, for the next few issues, I will share them with you.

What's new In Windows 10

These activities will teach you to interact with Cortana, use Microsoft Edge to mark up a webpage, and work with multiple apps at once.

Ask Cortana

Get to know Cortana, your truly personal digital assistant.

1. Select the **Search** box in the lower left corner of the screen.
2. Select **Allow** to access Cortana settings.
3. Select **Allow** to let Cortana show reminders.
4. Cortana asks you what you'd like to be called. Type in your name, and select **Enter**.
5. Select **Hear how I'll say it** to hear Cortana say your name, and then select **Sounds good**.
6. Select **Done**.
7. With Cortana turned on, a circle icon appears in the **Search** window.
8. Select the **Search** window, and select the drop down menu at the upper left corner.
9. Select **Settings**.
10. Select **Let Cortana respond when you say "Hey Cortana"**.
11. Say, **Hey Cortana, what's the weather forecast?**

Mark up a webpage

Use Microsoft Edge to leave your mark on the web.

1. Select the **Microsoft Edge** icon from the taskbar or Start menu.
2. Navigate to a webpage that is familiar to you | for example, a page where you like to access news or shop.
3. Select the **Make a web note** icon (pencil and paper) in the upper right corner of the window.
4. Select the blue **Pen** from the window in the upper left corner of the window.
5. Press, hold, and move your finger to circle a paragraph or photo.
 - Click, hold, and move the mouse to circle a paragraph or photo.
6. Select the yellow **Highlighter** in the upper left corner of the window.
7. Press, hold, and move your finger to highlight a line of text on the page.
 - Click, hold, and move the mouse to highlight a line of text on the page.
8. Select the **Add a typed note** icon in the upper left corner of the window.
9. Select a place on the page where you'd like to type a note.
10. In the text box, type **Come back to this later**.
11. Select the purple comment box to minimize the textbox.
12. Your annotation is saved on the page and appears as a purple comment box.
13. Select the purple comment box to view your annotation.

Use multiple apps

Multitask like a master, and spend less time moving things around.

1. Select the ACTION CENTER icon or swipe from the right edge to open the ACTION CENTER.
2. Select All settings, select SYSTEM, then select Multitasking.
3. Slide all of the Snap options from Off to On to enable using multiple apps. Then select close.
4. Now that Snap is turned on, repeat the following steps to snap multiple apps to the screen.
5. Open Microsoft Edge.
6. Press and hold the title bar and drag the window to the right edge of the screen. The window snaps to the right half of the screen.
 - Click and hold the title bar and drag the window to the right edge of the screen. The window snaps to the right half of the screen.
7. Open the **OneNote** app.
8. Press and hold the title bar and drag the window to the left edge of the screen. The window snaps to the left half of the screen.
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Get to know Cortana

Interact with Cortana

Cortana is chatty and would love to have a conversation with you.

Next to the Search box on the taskbar, select the **microphone** icon to prompt Cortana.

Say, **Cortana, tell me a joke.**

Wait for Cortana's response.

Ask Cortana a question

Cortana makes searching quick and easy.

1. Next to the Search box on the taskbar, select the **microphone** icon to prompt Cortana.

Ask Cortana a question that you would normally search online, such as, **Where is Paris, France?**

Cortana launches Microsoft Edge and shows you search results using Bing.

Select the **close** icon at the upper right corner of the window to close Microsoft Edge.

Ask Cortana to remind you

Cortana is great at reminders and can remind you at specific times or locations.

2. Next to the Search box on the taskbar, select the **microphone** icon to prompt Cortana.

Say, **Remind me to go to the ship's gym.**

Cortana asks when you'd like to be reminded.

Select the time, or state the time out loud.

➤ Adjust the time via touch, keyboard, or mouse.

Select the **checkmark**.

Cortana tells you that the reminder is set.

Select **Remind**, or say **Yes**.

Select an area outside of the Cortana pane to collapse it.

Add an item to Cortana's Notebook

Cortana's Notebook makes it simple to customize how you work with her.

3. Select the **Ask me anything** (Search) textbox or the **microphone** icon from the taskbar.

Select the **menu** icon at the upper left corner of the pane.

Select **Notebook**.

Select **Eat & Drink**.

Scroll down to **Cuisine Preferences**.

Select **Add a cuisine**.

Select **French**.

Select **Add**.

Select **Save**.

Select an area outside of the Eat & Drink pane to collapse it.

Remove an item from Cortana's Notebook

Cortana makes it simple to edit what she knows about you.

4. Select the **Ask me anything** textbox or the **microphone** icon from the taskbar.

5. Select the **menu** icon at the upper left corner of the pane.

6. Select **Notebook**.

7. Select **Eat & Drink**.

8. Scroll down to **Cuisine Preferences**.

9. Select **French**.

10. Select the **trash can** icon toward the lower right corner of the pane.

11. Select **Save**.

12. Select an area outside of the Eat & Drink pane to collapse it.

13.

Ask Cortana to make a calculation

With Cortana's calculator, you can instantly figure out sale prices and tip amounts.

14. Next to the Search box on the taskbar, select the **microphone** icon to prompt Cortana.

Say, **What's 20 percent off 35 dollars?**

Wait for Cortana's response.

Select an area outside of the Cortana pane to collapse it.

See your location on a map

With Cortana, you always know where you are.

15. Next to the Search box on the taskbar, select the **microphone** icon to prompt Cortana.

Say, **Find my current location**.

Cortana shows a map with your current location.

Select an area outside of the Cortana pane to collapse it.

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Reminders

Be sure to check the class schedules at the meeting and sign-up for the ones you are interested in. There is no charge for classes to Club members.

Check your Membership to see if it is renewal time. We value each one of you!

The **Bits & Bytes** will be updated as new information comes.

Please check often!

WANTED

The BVCC needs your help. If you have an hour or more you can give to the Recycling Center they need greeters to assist people dropping off their recyclables. Our income is derived from dues and compensation for hours donated to the Recycling Center.

Club Officers:

Sylvia Hill- President

Bob Shewmake Vice-President:

Secretary:

Treasurer: Joel Ewing

Board Members:

Marie Herr, Ken Nelson, Marilyn Russell

Committee Chairs:

Jim Prince, Membership

Julie Storm, Newsletter Editor

John Reese, Programs

Earl Cummings, Librarian

Nancy Jones, Public Relations

Joel Ewing Webmaster

Marie Herr, Education

Bob Shewmake, Genealogy Liaison



*Classes and open house clinics are free to Computer Club members. Club membership fee- \$20; ½ price additional family member. Classes and help clinics are held at the John Ruehle Center located in the Highlands Crossings Center, 1801 Forest Hills Blvd., Suite 208, Bella Vista. Class descriptions at **bvcompclub.org***