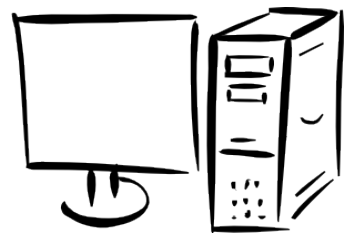# Bits & Bytes

*Arkansas' Premier Computer Club*

## June '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.arcoxmail.com

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### Meetings

**June 12**

BVCC Board Meeting

5:30 pm

Computer Club Meeting

Highlands Crossing  7 pm

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### HELP CLINICS
**Wednesday, June 3  9 am-noon**
**Saturday, June 21 9 am-12 noon**

**Genealogy June 17  10 am-12 noon**

**Help clinics are a free service for computer club members.**

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### PROGRAM

Exploring the Cloud will be the presentation topic at the Bella Vista Computer Club meeting at 7 pm on Monday, June 12.  Attendees are invited to share their experiences with data storage.  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 the 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.

### Welcome New Members

Wayne    Koepp

Kathy    Fourt

Cathy    Bassett

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

All meetings are on the lower level of the Center.  You may use entrance A on the West side or entrance C on the South side and take the elevator or stairs to the bottom floor.  Entrance A (Main entrance) is closer to the stairs. Entrance C (The Apartments) has a covered walkway, is closer to the elevator, and has more parking.

The NE Village House entrance to the lower level will no longer provide access to our rooms.

 Monthly meetings are in Community Room A (marked 1001) NW wing lower floor.

Genealogy SIG 10 AM John Ruehle Center

3rd Saturday  10-12 am

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

Discover new features and navigate Windows 10.

Windows 10 navigation overview

1. Select the Start button.

2. Select the Search text box.

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

4. Select Settings from the options.

5. Explain that Cortana ̦ s preferences are managed here.

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

7. Select Cortana Home.

8. Select the Search text box on the taskbar.

9. Type weather in the text box.

10. Press and hold the Weather icon from the results.

➢ Right ̦ click the Weather icon from the results.

11. Select Pin to Start.

12. Select an area outside the Cortana pane.

13. Notice that the Weather tile is pinned to the Start menu.

14. Select the Maps tile to open the app.

15. Note that the Maps app recognizes your location.

Working with Cortana
Cortana can help you with your calendar.

1. Select the Microphone icon next to the search box.

2. Say Hey, Cortana.

3. Say Tell me a joke.

4. Practice asking Cortana other things, like to schedule something in your calendar.

Microsoft Edge navigation overview

Browse the web with Microsoft Edge.
1. Select the Start button.

2. Select the Microsoft Edge tile.

3. Type www.msn.com in the address bar or search box.

4. Notice the Reading View and Make a Web Note icons at the upper right corner of the win ̦ dow.

5. Select a story to open it, and then select the Reading View icon.

6. Scroll down the page, and notice the cleaner view for reading.

7. Press and hold a word on the page that you want to know something about.

➢ Right ̦ click a word on the page that you want to know something about.

8. Select Ask Cortana from the options and see what Cortana has to say.

9. Select the Reading View icon to close the view.

**Printable PDF**

# Organize & collaborate with OneNote

 OneNote helps you collaborate with others and organize the things that matter to you.

Explore OneNote

Get familiar with OneNote and its functions.

1. From the desktop, select Start.

2. Select the OneNote tile to open it.

3. If you're prompted to select a notebook, select a notebook.

4. Notice the sections.

5. Notice the pages.

6. Select the menu icon at the upper left corner of the window.

7. Take note that this is where you can create a new notebook and manage existing ones.

8. Select an area outside the menu pane to collapse the menu.

9. Select the Insert tab and check out the options.

10. Select the Draw tab and check out the options.

11. Select the View Tab and check out the options.

12. Select the Share button at the upper right corner of the window and check out the options.


Open and build a OneNote notebook

Get started building your OneNote notebook.

1. From the desktop, select Start.

2. Select the OneNote tile to open it.

3. Select the menu icon at the upper left corner of the window to reveal the Notebooks pane.

4. Select the + sign to the right of Notebooks to create a new notebook.

5. Type Caribbean Cruise 2016 to name the notebook.

6. Press the Enter key, and wait for the notebook to appear in the Notebooks list.

7. Select an area outside of the Notebooks pane to collapse it.

8. Press and hold the New Section 1 tab toward the upper left corner of the window to reveal the options menu.

Ø Right-click the New Section 1 tab toward the upper left corner of the window to reveal the options menu.

9. Select Rename Section.

10. Type What to bring to name the section.

11. Select the title field at the top of the page (a thin grey line separates the title area from the body).

12. Type Clothing in the title field. Note that this names the page in the Pages pane at the left.

13. Select + Page.

14. Type Sundries in the title field.

15. Select an area in the body of the new page.

16. Type in a list, Tanning lotion, Sunglasses, Bathing suit.

17. Select Insert to reveal the Insert menu.

18. Select Picture from the options.

19. Select a photo from your Pictures folder.

20. Select Open to place the picture on the page.

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.

   Ø  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.

   Ø  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.

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 ShewmakeVice-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***