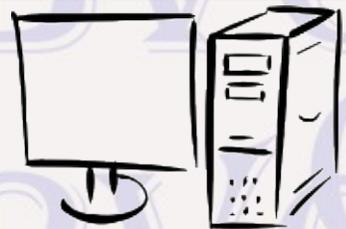


# Bits & Bytes

Arkansas' Premier Computer Club



## August 2019

Bella Vista Computer Club - John Ruehle Center

### HOW TO FIND US

All meetings are on the lower level of the Highlands Crossing Center in Bella Vista. You may use entrance A on the West side or entrance C on the South side and take the elevator or stairs to the lower level. Turn left (West) to reach the General Meeting room, right for the John Ruehle Training Center. **The lower-level NE entrance is also now available again.**

### MEETINGS

**Board Meeting:** August 12, 6:00 pm, John Ruehle Training Center

**General Meeting:** August 12, (2<sup>nd</sup> Monday), 7:00 pm, Community Room 1001.

**Program:** "Introduction to Viber", presented by Joel Ewing. Viber is a free application that supports messaging, phone, and video phone communication. At this meeting we will also vote on officer candidates for Sept 2019 – Aug 2020.

**Bring a guest! New Members and Guests are always welcome at the General Meeting**

**Genealogy SIG:** August 17 (meets 3<sup>rd</sup> Saturday of the month).

### MEMBERSHIP

Single membership is \$20; \$10 for each additional family member. Join by mailing an application (from the web site) with check, or complete an application

### HELP CLINICS

**Saturday, August 3, 9am – noon**

**Wednesday, August 21, 9am – noon**

**Saturday, September 7, 9am – noon**

**Help clinics are a free service for BVCC club members, held in the Training Center**

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

### CLASSES

**“Computer Security for Regular People, Part 1” – Justin Sell, Tuesday, August 20, 6:30 – 8 pm**  
Part 2 will be offered again on 3<sup>rd</sup> Tuesday in September.

Advance sign up required for classes: Contact Grace: email to [edu@bvcompclub.org](mailto:edu@bvcompclub.org), text 469-733-8395, call 479-270-1643, or sign up at the General Meeting. Classes are **free to Computer Club members** and are at our John Ruehle Training Center.

**Check the monthly calendar and announcements for any last minute schedule changes at <http://bvcompclub.org> .**

## OFFICER ELECTIONS

The August 12 meeting is once again time for annual officer elections for terms starting September 2019. This year the offices up for election include two Board positions (two-year term) and the one-year-term offices of President, Vice President, Secretary, and Treasurer. Existing officers can be found on our website from the "Club Officers" link in the Contents column. The functions of the various officer positions are at the "Help Wanted" link under Contents on our website. The elected officers comprise The Bella Vista Computer Club Board, which meets on the 2<sup>nd</sup> Monday of the month an hour before the monthly General Meeting. The Nominating Committee will present a list of candidates.

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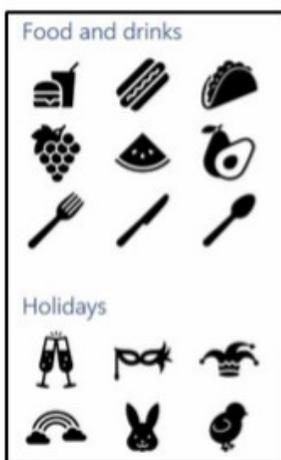
## OFFICE 2019 AND CHANGES TO OFFICE 365

By Nancy DeMarte, 1st Vice President, Sarasota Technology Users Group, FL  
May 2019 issue, STUG Monitor, reprinted by permission from APCUG  
[www.thestug.org](http://www.thestug.org/) / [ndemarte \(at\) verizon.net](mailto:ndemarte@verizon.net)

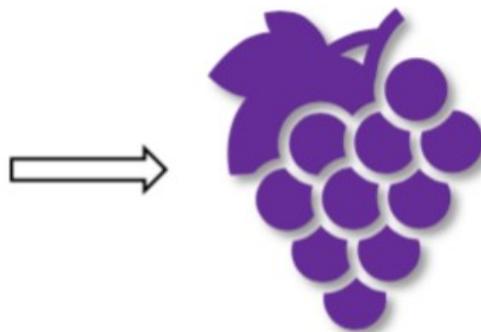
Office 2019: Microsoft has been releasing new versions of Office every three years for a long time. The newest version, Office 2019, is now available in stores or online. The Home and Student edition for Windows 10 came out in late September 2018. Office for MAC was released on March 3, 2019. The buyer pays one price, which includes updated Word, Excel, and PowerPoint for installation on a single computer. If Office 2019 repeats the support pattern of earlier editions, it also gets regular security updates for ten years, or until 2029. It is also touchscreen compatible.

Included in Office 2019 are a few of the new features which had been available only to Office 365 users. Here are a few of them:

Icons – These scalable vector graphics are organized in a gallery of about 500 small black icons in 30 categories. Icons are located on the Insert tab in Word, Excel, and PowerPoint. They can be enlarged without losing image quality, colored, and given special effects before being inserted into a document, spreadsheet, or presentation.

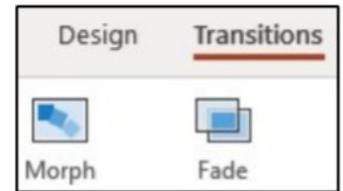


*Figure 1 - A section of the Icons gallery*

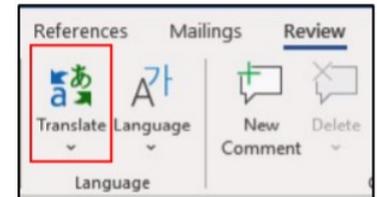


*Figure 2 - An icon after adding color, size and shadow effect*

Morph – This clever feature lets you animate a group of objects in a PowerPoint slide. For information about how to set up Morph, click the Transitions tab in PowerPoint. Hover your mouse pointer over Morph, read the information, then click “Tell me More” for the full instructions. With a little practice, it is easy to set up and is a crowd-pleaser.



Translate – Located on the Review tab > Language group in Word, Excel and PowerPoint, this feature will translate a section of a document or the whole document to one of several languages. Click the down arrow below Translate to see the list of supported languages.



Changes to Office 365 Home: Office 365 is the subscription version of Office. The Home version costs \$99.99 per year or \$9.99 per month and has several bonuses. Office 365 Personal (\$69.99 per year or \$6.99 monthly) has all the same bonuses as Home, but for only one computer. Beware of the much lower prices you can find on the Internet. They are likely to give you a fake product.



Some changes in Office 365 took effect beginning in October 2018. It appears that Office 365 is becoming more Internet-based than it was in the past. Office 365 Home can now be installed on six computers (Windows or Mac) plus other devices, plus phones and tablets up to 10.1” screens. However, you can only sign into five devices at one time. If you try to sign into a sixth device, you will get a “limit reached” message and will have to sign out of a device.

Signing into your Microsoft account is the only way to activate Office 365. Once you sign in, Microsoft keeps you signed in until you sign out, with a recommendation that you stay signed in on the devices you use the most. If you sign out, you will lose some Office features. If you have no Internet connection, you will be able to use Office 365 for 30 days before being deactivated.

Each of the six installations still gets a terabyte (1000 gigabytes) of cloud storage in OneDrive, the Microsoft cloud storage area. You can access OneDrive from any computer at any location by signing into your Microsoft account. Office 365 also gets monthly security and feature updates.

For those who want to have access to Office without buying the boxed version (Office 2019) or subscribing to Office 365, Microsoft also offers free Office Online to anyone who has a Microsoft account. The online version runs in an Internet browser, but editing is limited, and you cannot save files created on the web to your computer. Another option is installing the MS mobile apps for iOS or Android phones and tablets, which currently are free for home use.

Microsoft Office is a popular office suite. With the several options available, depending on your need, you can probably find a way to get this feature-filled suite.

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## IN MEMORIAM

One of the BVCC members who helped during our organization's start-up years, **Earl L. Cummings** of Bella Vista, passed away on Saturday, July 27 at the age of 85. His obituary was published (page 2B) in the July 31 Northwest Arkansas Democrat-Gazette. Earl was a member of BVCC from around 1996 to November 2013. During that time period he served BVCC in various capacities, including Board Member, President, class instructor, resolver of member computer problems, Q&A panelist, and Librarian.

