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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 19 No 10

Caddo-Bossier Windows User Group Newsletter

October, 2017

September Meeting



Group at September Meeting

MEETINGS

Thursday Oct. 12, 2017

Thursday Nov. 9, 2017

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



Bernie Conradi

Thank you to Bernie Conradi for conducting the meetings, presenting a program and answering questions.

October Program

The October Caddo-Bossier Windows User Group meeting will be on Thursday October 12 at Podnuh's Bar-B-Q. The goal of our monthly meeting is to present the latest information on Microsoft Windows and how to use it and keep up with any changes. Bernie Conradi does the program and does a lot of research to find the latest information and tips. He makes sure to inform everyone of the latest updates that have been released

and encourages everyone to make sure they install them on their computers. There is a question and answer session and time is set aside to try to help anyone who might be having computer problems. He will have tip sheets that will be passed out to everyone at the meeting. All members present, whose dues are current, are eligible to enter the drawing for a door prize. Everyone is welcome to our meetings.

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THE WINDOW

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The Caddo-Bossier Windows User Group a tax exempt, 501c4 non-profit club established February 13, 1997

Membership Dues.
Full: \$12.00 a year (Prorated monthly)
Spouse: \$6.00 a year
Student: \$6.00 a year.

Annual Board Meetings in November
Elections in December
Membership Renewals Due in January

C-B WUG's Web Address
www.cbwug.com

Club Officers

President Bernie Conradi
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(jcarnett875@suddenlink.net)

Board Member at Large
Bob Franklin (fxef@comcast.net)

~Thank You~

We want to express our gratitude to:

Podnuh's Bar-B-Q 1146 Shreveport-Barksdale Hwy for letting our group hold our monthly meetings in a private dining room in their restaurant.

BancorpSouth for providing us with a checking account at no charge.

~A QUICK TIP~**Change Icon Size in Windows 10**

There are a few ways to go about changing the size of desktop and File Explorer icons. The simplest way to change the icon size is to hold down the **Ctrl** key and scroll up or down with your mouse scroll wheel to get the size you want. It's worth noting that this trick works with previous versions of Windows, too. You can also right-click an empty area of the desktop and go to View and switch between small, medium, or large icon size on the context menu.

President's Page**Caddo-Bossier Windows Users Group Sept. Meeting**

We had very good attendance for the meeting this month. We had the usual announcements about keeping our antivirus programs and Windows up to date. I also announced that the Windows 10 Fall Creators Update Version 1709 will be released on October 17, 2017. Based on this release date we read a couple of items from the Internet as to what will be included in the new Creators Update. I also stated that you must have updated the Windows 10 operating system to Version 1603 to get the latest update. If you are still running Version 1511, you will not be able to upgrade to the Fall Creators Update. We had a question about the automatic save in Microsoft Word, which I demonstrated how to go to Options/Save and then you can set Word to the necessary time and file location. Bob Salts asked about Facebook and it was determined that you could Unfollow someone to stop getting their messages to you. We had a rather long discussion about Facebook. I also read something from the Internet describing the seven ways that you can get into Safe Mode in Windows 10. It was rather detailed and if anyone wants the presentation, I can forward it to you if you let me know.

The door prize winners for this month were J C Barnett selecting a ream of paper and Bob Franklin selecting the wireless mouse. Congratulations to our winners.

The next meeting will be October 12, 2017. Look forward to seeing you there.

I would like to ask you if anyone has something you would like to hear about just send me an email and I will try to research the item so I can present it at a later meeting. I am open to suggestions about what to present at future Windows meetings.

Bernie Conradi, President Caddo-Bossier Windows Users Group

What Is a “Database” Anyway?

Jim Cerny, Forum Leader, Sarasota Technology User’s Group, FL June 2017 issue, Sarasota Monitor
www.thestug.org jimcerny123 (at) gmail.com

A “database” is an organized collection of data (accessed on-line or through a software program on your computer) which allows many options for updating and viewing that data. If you know about “spreadsheets” then a database is similar to a spreadsheet, but more powerful. Like a word processor is to text or like a spreadsheet is to numbers, a database is to information.

You may not realize it, but you are probably already using a database every day. Your “contact list” for your email and your cell phone is a database, as is your calendar and photo organizer. Small and large businesses use a database application to keep information on their suppliers, customers, inventory, and much more. I think it is very helpful to have some idea of what a database is and how it can be used.

For our example, let’s take some information that we all probably use every day – our address book or contact list. We build up the information in this list by adding new names, addresses, phone numbers, email addresses, etc. We also are able to view the information we have entered and have a way to update it with new or changed information. In addition, we can SEARCH all the information for certain things and produce a short or long list of information in the database based upon our search request criteria. Let’s use our “contact list” as an example. If we have a database of names and addresses, we can “search” the database by entering the first letter of a name and we may see a list generated of all names that begin with that letter. As we add more letters in the search box, the list of names is shortened based upon the letters we entered. So, if we enter a “j” we get all the names that begin with the letter “j” and if we enter “jo” we get all the names (first and last names) that begin with “jo”, such as john, johnny, jones, jocks, etc. Entering text in a search box is really providing a FILTER to screen your data to find what you

want. With a database, you can use filters to create lists based upon what you are looking for. You will also be able to SORT the data. Here are some examples of “requests” that may be done using a database of addresses:

List all addresses with a Florida zip code sorted by the zip code.

List all people who have birthdays in June.

Sort my information alphabetically by first name.

In addition to the above (which, by the way, may also be done by a spreadsheet application) a database has ways of linking or associating data. Of course, the data must have been ENTERED into the database in order for you to find it! A good example of grouping data, using your address list, is “tagging” or assigning some category to data elements. Suppose in your list of addresses you have garden club members, a bridge club, a church group, and other categories. You can “tag” or assign each of these categories to one or more people in your address list. Remember that one person may be assigned to more than one category. John, for example, may be in your garden club and in your bridge club. When you assign people to different “groups” in your email contact list this enables you to send a group email to everyone in that group. Pretty cool, eh? Can you imagine the huge databases used by airline companies or the military? Not only customer information but parts, inventory, sales, and so much more information can be organized and available in different ways for different people.

Of course, there are many more tools, options, and capabilities to a database application. Each may have many possibilities and some limitations, but I think this article will help you understand the basic concepts about the databases you are already using.

Critical Things to Do Immediately With a New PC

By Bernie Conradi Caddo-Bossier Windows User Group - Bernie@conradi.com

Windows Update: The first step is by far the most tedious. You should not mess around on the web unless your copy of Windows is fully patched and up to date, period. Now for the bad news: Depending on how long your PC sat on the retail shelf, this could take minutes—or hours. Either way, it has to be done. Do Windows Update and be sure to get all the updates that have been issued.

Install your favorite browser: You want to be using the browser that you are comfortable with. Whether it be Firefox, Chrome, Internet Explorer or Edge which comes by default with Windows 10.

Batten down the hatches: Windows Defender is included in Windows, however, if you want there are other full-featured anti-malware solutions out there.

Clean out the crap: With your defenses up, it's time to start shoveling the crap out of your PC. I recommend PC Decrapifier to get rid of the trial programs you do not

want.

Fill 'er up: Loading up your rig is an intensely personal affair, once you're done perusing that, also consider checking out Ninite when it comes time to actually install all that software. This is where you can get all the latest freeware in one place.

Optional: Update your drivers

Wrap-up: At this point you're pretty much ready to compute. Sure, there are some other tasks you should perform, such as moving over files from your old PC and saving the product keys for Windows and your other installed software (Belarc Advisor does this task very well), but you can do all that at your leisure. For now, just bask in the glory of owning a new PC, secure in the knowledge that it's fully optimized, protected against attack, and recoverable if disaster strikes.

September Door Prize Winners



J C Barnett & Bob Franklin

In August J C Barnett won a ream of paper & Bob Franklin won a Logitech Wireless Mouse. Caddo-Bossier Windows User Group club members, in attendance and current with their dues, are eligible to win door prizes at the monthly meetings.

~Web Sites~

Note: Caddo-Bossier Windows User Group does not indorse any Web sites listed in this column, or elsewhere in this newsletter.

Disable ads in File Explorer

<https://betanews.com/2017/03/08/disable-ads-file-explorer-windows-10/>
(Microsoft has used Windows 10 as a vehicle for advertising in a variety of ways over the months since its launch. We've seen ads in the Start menu, via taskbar popups and on the Lock screen; now you can find them in File Explorer. We'll show you how to disable ads in File Explorer. Even if they haven't shown up for you yet, there's no harm in taking preventative measures.)

Deep Web Search Engines

<http://deep-web.org/how-to-research/deep-web-search-engines/>
(Where to start a deep web search is easy. You hit Google.com and when you brick wall it, you go to scholar.google.com which is the academic database of Google. After you brick wall there, your true deep web search begins. You need to know something about your topic in order to choose the next tool. To be fair, some of these sites have improved their index-ability with Google and are now technically no longer Deep Web, rather kind-of-deep-web. However, there are only a few that have done so. I recommend you use your browsers 'search' option to locate on this page your topic of interest, as the page has gotten long.)

Hit Any Key

<http://hitanykey.x10host.com/>
(This site contains a large variety of links to Articles that address all kinds of issues you may have with your computer. It has been up for quite a while so some of the information may be outdated but there is good information, too.)

DID YOU KNOW?

You can check to see which version of Windows you are running.

There are two ways to check:

The first way: open Settings and go to System > About. Here, you'll see which Edition (Home, Pro or Enterprise), Version and OS Build you are running.

The second way is to use the search bar, enter winver and hit Enter.

A small window will pop up showing you the Edition, Version and OS Build that you are running.