



Oakmont PC Users Group

E-Mail Newsletter

November 1, 2011

Volume 5 Number 8

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Helper Committee:

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Help Volunteers: If you have a problem, give one of these knowledgeable folks a call:

Jack Frantz 539-4232

Phil Kenny 538-2075

Gordon Ramsey 538-4981

We're on the Web!

<http://oakmontpc.com>

Webmaster:

Krystine Boehme

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President's Message

It's November already! This month we will hold the last Q&A Session and the last Program/General Meeting of the year. In December there will be no meetings, but there will be a December Newsletter. We stand down in December, principally because:

1. The OVA Office likes to have the Recreation Center available for Christmas parties.
2. Years ago, we held meetings in December. But members found themselves caught up in holiday activities and our attendance was low, disappointing our speakers.

During the November/ Program/General meeting the membership also ratifies the slate of officers for the coming year and/or offers nominations from the floor. If anyone contemplates a floor nomination we would appreciate hearing about it and will try to accommodate such nomination ahead of time.

Along with the meeting reminder we plan to include the names of the suggested slate of officers as approved at the November Board Meeting. We'll look for you at the Q&A Session on November 14 and on November 21 to learn all about Spreadsheets at the Program Meeting.

Jack Frantz, President

Oakmont Technology Forum Wednesday, November 2, at 3 p.m. East Recreation Center

The upcoming Technology Forum will focus on wireless and WiFi and the application to computers, smart phones and tablets/E-readers. The session will start with a presentation beginning with the PC and tracing through the evolution of WiFi to today's portable devices which use wireless cell phone technology as well as WiFi. There will be time for discussion and questions after the presentation.



This is a wonderful opportunity to become grounded in the basics of WiFi and wireless technology.

New Members

We welcome the following new members to our Club:

Lily and John Allred

Connie Tomlin

Ellen Goldberg

Harold W. Vogel

All new members are encouraged to become participants and please feel free to contact any of the officers for help or assistance.

***If You Have Questions,
We Have Answers!***

Learn About Spreadsheets

Great Job, Ernie and Ken!

Treasures

November Question and Answer Session

Monday, November 14 – West Recreation Center at 2:45 p.m.

If you have a computer question or problem you would like to have discussed at our Q&A Session, Bob Mandelstam is our Coordinator and M/C. E-mail your questions or problems to Bob at bobmandel@psualum.com several days before the meeting and he will work with our experts to determine a solution, which will be addressed at the meeting. We will continue to take questions from the floor but the e-mail requests will have priority. **There are no “dumb” questions. Please do not feel shy about asking about whatever computer problems you may have!**

We encourage our members to attend this session whether you have a question or not. There is always something to learn and sometimes even the most knowledgeable pick up something new. The Q & A session begins at 2:45 p.m. and follows the 1:30 p.m. Board Meeting, which is open to any members who would like to attend.

November General Meeting

Monday, November 21 – West Recreation Center at 2 p.m.

“Spreadsheets Have a Place in Your Life”

John Renwick, who teaches Excel at the Computer Learning Center, presents this month’s program. Spreadsheets arrange information in rows and columns and allow the user to perform manipulation of that information with ease and speed. Tasks such as tracking investment portfolios, preparing and tracking household budgets, and sorting and inventorying collections from kitchen recipes to china figurines can be made vastly simpler and more effective by using spreadsheets. The demonstration will use *Microsoft Excel* but there are many free programs, including a suite from IBM, that are available.

Open a new horizon in your life by tasting spreadsheets.

Thank You, Ernie and Ken

We wish to sincerely thank **Ernie Rose** and **Ken Stueben** for their fascinating presentations on how they came about to use a PC and how they use it. Some of the examples were absolutely fascinating. If you missed the meeting or if you desire a redux, especially with some of the links, you can click: <http://oakmontpc.com/programs/programs.html> which will take you directly to the *Past Programs* where you can revisit their slides.

Exchange Table

At each General Program Meeting we have an exchange table that contains computer related items donated by members that are available free to any and all. Items include books, magazines, ink, programs, etc.

Currently we have an Epson All-in-One Printer, w/ink cartridges. Some speakers and keyboards are also available. If you have need for any of these items, please feel free to pick them up. If you have any items you wish to donate, bring them to the General Meeting. If you have something to donate and you cannot attend the meeting, please call Gordon Ramsey (538-4981) and he will gladly pick it up.

Zip and Unzip

Technical Stuff

Early in the evolution of the PC it became apparent that most files could be compacted into smaller size and when needed could be restored to the original. This feature is most useful in e-mail where Internet Service Providers enforce message size limitations. Also, folders cannot be attached to an e-mail so that the individual files in the folder must be attached. The most common compaction technology is the .zip format. *Zip* has become the generic name of compaction and it is a valuable tool to have in your arsenal.

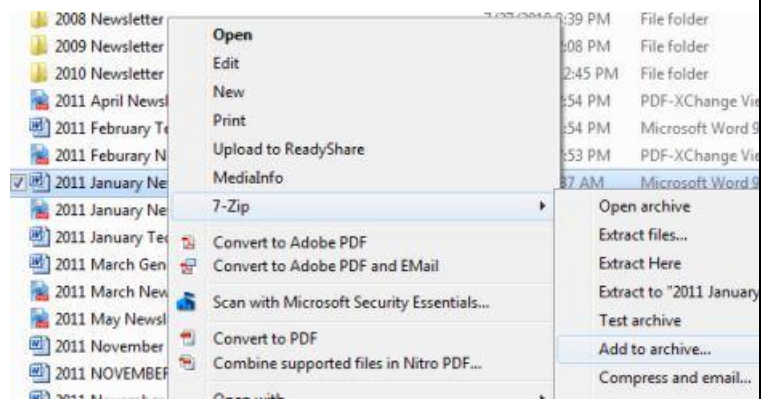
Windows 7, Vista and XP have built in .zip “unzipping” capability but do not support “zipping” of files or folders. To do the “zipping” requires an additional program. My favorite is 7-zip. To download, go to:

Download 7-Zip for Windows:

7-Zip 9.20 2010-11-18	Type	Windows	Description
Download	.exe	32-bit x86	7-Zip for 32-bit Windows
Download	.msi	64-bit x64	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)

<http://www.7-zip.org/download.html> and select either 32 or 64 bit versions, depending on whether your computer is 32 bit or 64 bit, and download to your computer.

After download, double-click on the file and follow instructions to install. Once installed, your right click menu for files will include some



new commands as shown below. If you plan to archive (compress) a number of files, Select the files you wish to archive and then put your cursor on 7-Zip and click on **Add to archive**. The program will then zip the selected files and place the zipped file within the folder from which the unzipped files originated. If the files you wish to zip are scattered, make a folder and place copies of the files in the one folder. Before you try this, view the video at:

<http://www.top-windows-tutorials.com/Free-zip-03.html> and try the technique shown. Several other videos are:

<http://showmedo.com/videotutorials/video?name=1070000&fromSeriesID=107> and

http://people.sabanciuniv.edu/ertekg/sebil/7_zip_tutorial/7_zip_tutorial.htm

As with everything in life, it takes a bit of effort to master the program but it can be well worthwhile.

To opt out of this E-Mail:

If you do not care to receive information from the club through the E-Mail Newsletter, you may opt to have us delete your name from our distribution list. You will need to let us know at:

krystine_at_oakmont@yahoo.com