

NEWS JOURNAL

Volume 20 No. 5

"Members Helping Members"

October — 2003

Places4Aces

Page 4

Tips & Tricks

Page 3

Microsoft

PowerPoint



The smarter work experience

**October's
Demonstration
Presented by
Marshia Hobson**



Microsoft Office XP Application



Lake County Area Computer Enthusiasts

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2002-2003**

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Lake County Area Computer Enthusiasts

L.C.A.C.E.

c/o Group Ambassador

409 S. Elmwood Ave.

Waukegan, Illinois 60085-5219



Membership

Membership for L.C.A.C.E is open to all individuals and families interested in personal computing. Annual dues are \$20.00 per individual/family. Associate membership is only \$10.00 (out of state, unable to attend meetings). Membership includes a one year subscription to the L.C.A.C.E. News Journal and access to all club libraries and functions. Applications for membership may be obtained at the monthly meeting, by request on the club Hotline and are now available on our WEB site at - <http://www.lcace.org>

Meetings

L.C.A.C.E. meetings are held on the second Saturday of each month at the Grayslake Area Public Library 100 Library Lane, Grayslake, Illinois. The meeting location opens at 12:00 p.m., the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

Advertising

Ad rates per issue: Full page - \$25, Half page - \$15, Quarter page - \$10, Business Card - \$5. Discounts are available on advance purchase of multiple issues. Please send camera-ready copy and payment to the club address by the 21st of the month preceding publication. For more information on ad pricing, please call our Hotline. Ads are FREE to all paid members.

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Tips & Tricks



Clean the Keyboard

Turn your computer off and unplug the keyboard, noting the location of the connection so you can reconnect it later. Turn the keyboard upside down and shake gently to remove crumbs and small pieces that may be lurking between the keys. A can of compressed air can be used to dislodge any large particles that do not shake loose.

Use a soft cloth dampened, with a mild cleaning solution to wipe dirt from the keys. A moist cotton swab can be used to clean between the keys, if necessary. A can of compressed air can be used to dislodge any large particles that do not shake loose. Again hold the keyboard upside down and use the long straw nozzle that comes with the can to clean between the keys.

Let the keyboard dry completely before plugging it back in.



Disaster Clean Up

I told you not to eat or drink near the computer, but you didn't listen and now you've just dumped your drink right on your keyboard. Here's what to do.

Turn the computer off. Unplug the keyboard and turn it over to spill out all of the liquid. Then let dry and reattach to the computer. If the keyboard does not work at all, get ready for a trip to the computer store for a new keyboard. Surprising though if you acted quickly, the keyboard will still work. If you spilled coffee or tea, the keyboard will generally work properly. Soft drinks, however, can cause the keys to stick. If that is the case, you are ready for a thorough cleaning.

Again turn the computer off and unplug the keyboard. Before you go any further, note the location of each key. Take a picture of the keyboard or draw a diagram so you can properly reattach the keys later. Then use a flathead screwdriver or butter knife to gently pry up each of the keycaps. Do not remove any of the oversized keycaps like the spacebar, shift, or enter keys unless you absolutely have to since they can be quite difficult to reattach. Use a moist lint-free cloth and cotton swabs with water or a mild cleaning solution to clean the entire keyboard. Replace each keycap by pressing firmly back in place.

TIP: If you or the kids are constantly spilling or dribbling on the keyboard, you may want to consider purchasing a flexible clear plastic key cover that sits on top of the keyboard. Often used in restaurants, these covers will keep the keyboard clean and protect it from spills at the same time.

Sticky Keys

Use the process of removing the keycap and clean under them as stated above. If the spacebar, enter key or one of the larger keys is sticking, they can be removed, but it may be better to remove the rectangular keys around them and clean under the larger keys as best you can before turning to the last resort of removing the larger keys and struggling to reattach them.

Take It Apart

Bold computer users will find the entire keyboard can be disassembled and cleaned, right down to the circuit board. This is not for the faint of heart or the impatient. Sometimes the dirt and/or sticky liquid can penetrate even through the protective plastic sheeting inside the keyboard, and disassembling and cleaning the entire keyboard may be necessary. I, like most of you, would simply purchase a new keyboard, but if you have the time and temperament, the disassembly and cleaning is easy, only reassembly is challenging.



Places4Aces

By Howard Shaughnessy

(web)Sites4Soaring ah's – where I ferret out interesting, neat & great sites.

Folks, we are in trouble! Our group's web site's "Buzzosity" ranks **ZERO**. Even my LCPS (the Lake County Philatelic Society) web site rings in at a 28 and everyone knows computers are more exciting than stamp collecting ☺ So what does "Buzzosity" mean? I have no idea, however you'll want to check this site out yourself at www.buzzwordometer.com.

Burning questions deserve answers so the answer to "what do I do with all these AOL disks that I've acquired?" is to log onto www.nomoreaolcds.com where you will find the address & instructions as to how & why. This group is well on its way to collecting one million of these cds, so when that happens they will then deliver them back to AOL at their offices. Can't wait to see this on CNN.

Old time radio shows are fun to listen to. www.RadioLovers.com is a site that not only has old radio shows, complete with all the commercials & stuff, but also sounds of Big Bands and more. If it was on radio it's probably here. The other evening I listened to Abbott & Costello with Arthur Treacher as guest. The jokes were moldy then, they are penicillin now.

The Google Calculator:

Google now has a built-in calculator! No, really! Go to Google.com and instead of keying in a word or search phrase, key in a math problem like $2 + 2$ or $72 / 3$ and Google will automatically show you the answer! That in an of itself is cool (and geeky), but Google's calculator will also solve simple, non-variable algebra and trigonometry problems like $4^2 + 7$ and cosine (75 degrees)

That little pointy thingy -- the ^ -- is called a carat, and it is used in ASCII to signify exponents. So 4^2 is actually four squared. If that isn't geeky enough for you, Google's calculator also has a built-in unit converter. For example, try keying in 0b1111 in hex or 100 feet in astronomical units

Neat, huh? According to Google, the calculator can evaluate mathematical expression involving basic arithmetic ($5+2*2$ or 2^{20}), more complicated math (sine (30 degrees) or $e^{(i \pi)+1}$), units of measure and conversions (100 miles in kilometers or 160 pounds * 4000 feet in Calories), and physical constants ($1 \text{ a.u.} / c$ or $G * \text{mass of earth} / \text{radius of earth}^2$). You can also experiment with other numbering systems, including hexadecimal and binary.

I found this at the August 31, 2003 Tour Bus site, TOURBUS@LISTSERV.AOL.COM This weekly site always has interesting stuff, even for this math HATER.

LAKE COUNTY AREA COMPUTER ENTHUSIASTS

Christmas Raffle

Tickets: \$1.00 each
6 for \$5.00

Winner need not be present.



1st PRIZE
Fujifilm A303 Digital Camera
w/ ScanDisk Reader



2nd PRIZE
HP PSC 1210
Printer/Scanner/Copier



3rd PRIZE
52X MicroAdvantage CD Burner



4th PRIZE
One Year's Membership to LCACE

Drawing to be held
December 6, 2003

AND THE WINNER IS



Congratulations to Jack Frost on winning September's door prize.

Jack won a combinations set of McAfee's VirusScan and QuickClean.



I spent a day in a nursing home helping residents with an Arts & Crafts project. It turned out so well. I enjoyed it as much or even more than they did. The project we created used two CD's per resident. There are many other things that can be made from these "garbage" items.

I'm asking if you will save those CD's for free Internet service you receive in the mail for me. I would really appreciate it. Please ask your family, friends and co-workers also, I think everyone gets them!

Thanks,

Donna Kalinoski

Editors Note: If you would like to drop them off at the next meeting I will ensure Donna gets them.

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All L.C.A.C.E. Members who present their membership card will receive a \$1 discount.

Members



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Due to problems with the data-base I again was not able to update the member's list.

I really hope to get the situation fixed by next month

As much as we try, we do make errors. Please advise us if there is a mistake in your E-Mail address or if it is not included in this listing. Send E-Mail to editor@lface.org with the additions and/or corrections. Thank you. **This listing last up-**

L.C.A.C.E. HOTLINE

Call: 847-623-3815

Web Site: <http://www.lface.org>

Members' Web Sites

If you have a Web Site and would like to advertise it here E-mail me at editor@lface.org



TIME TO RENEW

If it is time for you to renew your membership, please fill out a new Application and a Member's Profile Sheet. These forms can be obtained at the meetings or downloaded from our WEB site.

Your advertisement should have been placed here.

L.C.A.C.E.
c/o Group Ambassador
409 S. Elmwood Ave.
Waukegan, Illinois 60085-5219

See the **CLUB PICTURES** at:



Take a good look, you just might see yourself.

www.lface.org



L.C.A.C.E

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Sign the Guest Book and tell us what you think

- ◆ LCACE E-mail addresses
- ◆ LCACE information
- ◆ LCACE history and pictures
- ◆ LCACE meeting, location and map
- ◆ LCACE member's e-mail addresses
- ◆ LCACE online membership application

NEXT MEETING

October 11, 2003

Grayslake Public Library

12:30pm—3:00pm

Meeting Room Opens at Noon

This month:

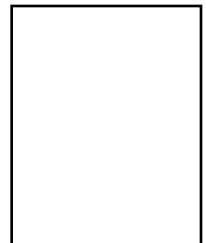
***Microsoft's PowerPoint
&
Special Interest Groups***

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