

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME 11 ISSUE 4

APRIL 2020

UPCOMING EVENTS



**MS PowerPoint
Tutorial, May 2,
9:30, LPT08**

**Google Sheets
Google Docs
June 4, 9:30, LPT08**

**5G Explained
Why Your Calendar
Should Be Your
To-Do List**

**The Best Way to
Name Your file
July 2, 9:30, LPT08**

Microsoft Support for Office 2010 Ends in October 2020

So what do you do?

1. Keep using Office 2010
2. Buy a newer version of Office
3. Try a free substitute to office

Two of the Best Free Microsoft Office Alternatives

OpenOffice includes Writer (word processor), Calc (spreadsheet), Impress (presentations), and others.

Many popular file formats can be opened with OpenOffice, such as DOC, DOCX, XML, XLS, XLW, DBF, PPT, PPS, and POTX.

During installation, selectively decide to install some or all of the OpenOffice programs to avoid adding a program you won't use.

Windows 10, 8, 7, Vista, and XP are supported as well as Linux and Mac operating systems.

LibreOffice is a replacement for Microsoft Word, PowerPoint, Excel, and Access for Windows, Mac, and Linux computers, while adding a few extra features.

Six separate programs install with LibreOffice to make up the suite, including Writer (word processing), Impress (presentations), Calc (spreadsheets) and others

Each of the Microsoft Office alternatives can open, edit, and save to the Office 2016, 2013, 2010, and 2007 file formats.

(Editor's Note: I recommend OpenOffice. The ribbons (the long rectangular box at the top of the page containing the tabs--*File, Home Insert, design, etc.*) more closely resemble Microsoft Office ribbons than do the LibreOffice ribbons.)

Before you decide, read this:

<https://askleo.com/microsoft-office-subscription-worth/>

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT08

Computer Club

Bob Klimek
President

Howard Bennett
Treasurer

Joe Walton
Scheduling

Ray Schwegel
Scheduling

Jim Meyer
Scheduling

Mike Sultanik
Scheduling

Bert Holmes
Scheduling

Gary Frantz
Technology



Computer problems or questions? Maybe we can help.
Email us at annschoice815@gmail.com
or contact one of the members below.











Joe Walton 215 675 1637	Howard Bennett 215 672 6129	Gary Frantz 215 674 8781 (10 am-4 pm only)
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SEARCH TIP

UNQUESTIONABLY, THE BEST METHOD for achieving better search results in Google is to **use quotes** around the phrase you're looking for. For example, searching for the words *tulip* and *fields* returns around 47 million results. The same words in quotes—"tulip fields"—yields 300,000 results. Putting the phrase in quotes restricts your search to the 300,000 (give or take) pages that contain that exact term, making your searches instantly more efficient with just a small change.



 **RUNNING ANTIVIRUS IS STILL IMPORTANT,**
 but these days the really active threats are from
 spyware, adware, crapware, and the worst of
 all: ransomware. That's where Malwarebytes
 comes in. Malwarebytes not only protects your
 computer from malware, but does a better job
 of cleaning up an infected computer than
 anything else on the market. PC and Mac, and it's free!
 Copy this link into your address bar
 <https://www.malwarebytes.com/products/>



All back issues of the Ann's Choice Technology Newsletter are available on the Ann's Choice website.



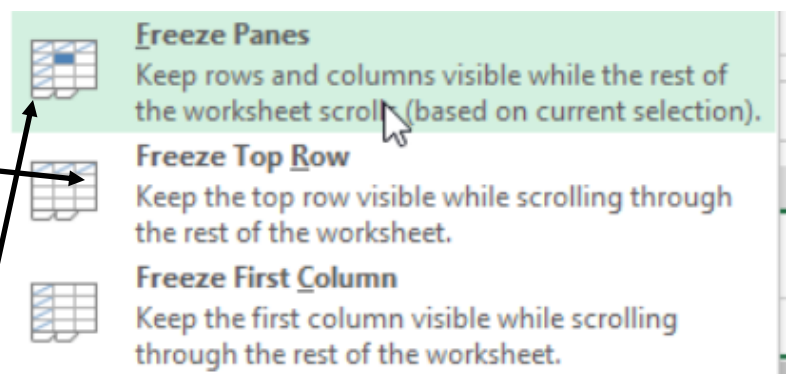
GEEK CORNER

Yeah. Not too geeky this month, but do you ever have a yen for those early computer games, seemingly lost forever? Enter this into your address bar:
<https://elgoog.im/breakout/>

Excel Tip—Freezing and Unfreezing Rows and Columns

WE ALL KNOW HOW TO FREEZE THE TOP ROW in an Excel spreadsheet, don't we? (View>Freeze Panes>Freeze Top Row)

But did you know that you can freeze more than just one row at the top? For that matter, you can also freeze columns!



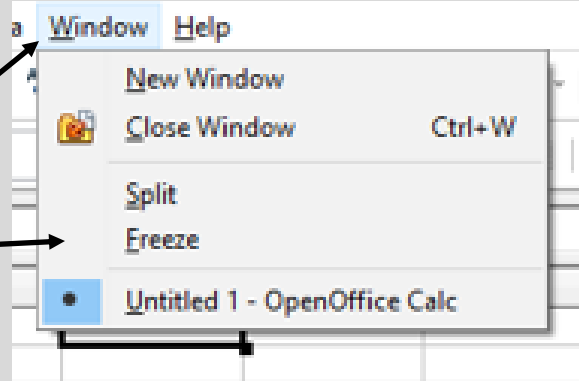
1. Suppose you want the *top three rows* visible as you scroll down the page.
2. Here's how:
3. **Click in cell A4**
4. View>Freeze Panes>Freeze Panes (Notice the difference from freezing the top row only.)
5. Now the top three rows will remain visible as you scroll down the page. Try it!
6. Now suppose you want the *top three rows* and the *first two columns* to remain visible regardless of where you are in the spreadsheet.
7. Here's how:
8. **Click in Cell C4 (Notice the difference between this cell and the cell in #3 above)**
9. View>Freeze Panes>Freeze Panes (Same as #4 above)
10. Now the top three rows and the first two columns will remain visible wherever you are in the spreadsheet. Try it!
11. Want to remove the freeze?
12. View>Freeze Panes>Unfreeze Panes

Get this newsletter delivered to your inbox each month. Email your request to gsf314@verizon.net.

OpenOffice Calc Tip—Freezing and Unfreezing Rows and Columns

YOU'RE NEW TO OPENOFFICE CALC, and you want to know how to freeze the top row. Here's how (almost the same as in Excel).

1. Click in Cell A2
2. Click "Window" on the ribbon
3. Click "Freeze"
4. The top row remains visible as you scroll down



5. Now suppose that you want the *top three rows* visible as you scroll down
6. Here's how:
7. **Click in cell A4**
8. Click "Window" on the ribbon
9. Click "Freeze"
10. The top three row remains visible as you scroll down the page. Try it!
11. Now suppose that you want the *top three rows* and the *first two columns* to remain visible regardless of where you are in the spreadsheet
12. Here's how:
13. **Click in cell C4 (Notice the difference between this cell and the cell in #7 above)**
14. Click "Window" on the ribbon
15. Click "Freeze"
16. The top three rows and the first two columns remain visible as you scroll down the page. Try it!
17. Want to remove the freeze?
18. Click "Window" on the ribbon
19. Click "Freeze"

Check future issues for more OpenOffice tips (Writer, Calc, and Impress)