

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME V ISSUE 6

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UPCOMING EVENTS

Q&A Session
June 1, 9:30
LPT-08

More on Passwords

DO YOU ALLOW EDGE TO SAVE YOUR PASSWORDS? Edge version 88 and higher offers a password monitor to alert you if one of your passwords may have been compromised, and it has a password generator to suggest strong passwords for new accounts. To use both features, you must enable **Sync**. Here's how:

1. Click the ellipsis icon in the upper right corner.
2. Click **Settings > Profiles**.
3. Follow the prompts to enable **sync**.

To use the password monitor:

1. Click **Settings > Profiles**.
2. Click **Passwords** in the left pane.
3. Toggle **Show alerts when passwords are found in an online leak**. Edge will then alert you if any of your saved passwords were leaked in a data breach.

To use the password generator:

1. Click **Settings > Profiles**.
2. Click **Passwords** in the left pane.
3. Toggle **Offer to save passwords**. The switch for **Suggest strong passwords** will then turn on as well. The next time you're at the screen to create a new account for a website, click in the password field. Edge will suggest a strong and secure password. Click **Refresh** until you find a password you like, and then select it to add it to the field.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT-08

Computer Club



Computer problems or questions? Maybe we can help.
 Email us at accompclub314@gmail.com
 or contact one of the members below.

PCs and android devices only; no Apple devices

Bert Holmes
Co-Chair

Bob Klimek
Co-Chair

Mike Sultanic
Treasurer

Gary Frantz
Technology

Ray Schwegel
Member at Large

Elaine Craft
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Excel Tip—Delete Multiple Blank Rows Easily

If you have a lengthy spreadsheet that has accumulated multiple blank rows throughout, you can delete them by highlighting each row and hitting the delete button. But there’s an easier way. Here’s how:

1. Hold down the **Control Key** and tap the **G** key.
2. Click **Special**.
3. Click **Blanks** followed by **OK**.
4. All the blank rows are now highlighted.
5. Click the **Delete** button on the ribbon (not the Delete key on the keyboard).
6. That’s it! The blank rows are eliminated, and the other rows are moved up to replace them.

Word Tip—Remove Unwanted Lines

Oops! You mistakenly inserted a line in your Word document. Here’s how to remove it.

1. Position the insertion point in the paragraph just in front of the line.
2. Make sure the Home tab of the ribbon is displayed, and then click the down-arrow next to the Borders tool in the Paragraph group. Word displays a drop-down list of choices.
3. In the list of choices, choose No Border. The line (border) previously applied by Word now disappears.

View back issues of the Newsletter at www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/

GEEK CORNER



Need to know your PC's or laptop's serial number?

1. Open your **terminal window** (You know how, don't you?).
 2. Type **wmic bios get serialnumber**.
 3. The serial number will display below the command.
- Or
1. Reboot and go into the **Setup Utility**. (You know how, don't you?).
 2. The serial number will display under the **Information** tab.
- Or
1. Download and run the **Belarc Advisor**.

Turn Sync on in Google Chrome

To access your bookmarks, history passwords, and other settings from any of your devices, you must turn on **sync** in the Chrome browser. (To turn on **sync**, you must have a Google Account.) Here's how to turn on **sync**:

1. Open **Chrome**.
2. Click **Profile** at the top right (a circle with your initial).
3. Click **Turn on sync....**

Quick Tip—The Task Manager

1. Ctrl+Shift+Esc opens the Task manager.
2. What good is it? Most often you'll use it to close apps when you can't close them any other way.
3. How? Right click on the app you want to close, and hit End Task. That misbehaving task is now closed.



*Oops! While researching a topic, I noticed that **right click**, when used as a verb, was hyphenated (**right-click**). I checked several sites. All agree that it should be hyphenated. I have been writing it incorrectly all these years. My apologies!—Ed.*

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

How to Adjust Alarm Volume on iPhone

1. Tap **Settings>Sounds**. (or **Sounds & Haptics**).
 2. Find the **Ringer and Alerts** slider.
 3. Drag slider left to decrease volume; drag slider right to increase volume.
- or
4. Change volume using the volume keys.
 5. Tap **Settings>Sounds**. (or **Sounds & Haptics**).
 6. Toggle on **Change with Buttons**.
 7. Press the volume keys to adjust the alarm volume.

How to Clear YouTube Watch History on Edge and Chrome

Do you watch YouTube?* Did you know that YouTube keeps a log of every video site you visit? You don't like that? Well, (supposedly) you can clear your watch history so that YouTube no longer has access to it. Here's how:

To delete YouTube history on **Edge**:

1. Enter YouTube.com into your browser address bar.
2. Click on **History** on the left.
3. Click on **Clear all watch history** on the right.
4. Click **Clear watch history**.

To delete YouTube history on **Chrome**:

1. Enter YouTube.com into your browser address bar.
2. Click on three horizontal bars on the left.
3. Click on **History** on the left.
4. Click on **Clear all watch history** on the right.
5. Click **Clear watch history**.

**I do. In addition to all the enjoyment it can bring you, it's an excellent search engine.*