

Anns Choice Technology Newsletter

A Publication of the Anns Choice Computer Club

VOLUME V ISSUE 9

SEPTEMBER 2023

UPCOMING EVENTS

**Make Artificial
Intelligence Work
for You!
ChatGPT
What is it?
How to use it.
Vince Pisacane
9:30, Sept 7
LPT-08**

WHAT'S USING UP ALL MY HARD DRIVE SPACE?

RUNNING OUT OF DISK SPACE? If you're considering uninstalling some seldom-used apps to free up disk space, there's an easy way to list them by size. Here's how:

1. Click **Start**.
2. Click **Settings**.
3. Click **Apps**.
4. Click **Installed apps**.
5. Click **All Drives** next to **Filter by**, and change it to **C:**.
6. Click **Size (Large to small)** next to **Sort by**.
7. All the apps on C: are now listed in order by size.
8. To uninstall any app, click the three dots to the far right and select **uninstall**.

Excel Tip Sum a Column

1. Position the cursor in the empty cell directly at the bottom of the column.
2. Hold down the **Alt** key and tap the **+** key.
3. Hit **Enter**.
4. The sum appears in the empty cell.*

*You can also calculate the sum of a column by highlighting the column. The sum will appear in the status bar directly to the left of the icons on the right side of the screen. That sum will not be entered anywhere in the spreadsheet.

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

Bert Holmes
Co-Chair

Bob Klimek
Co-Chair

Mike Sultanik
Treasurer

Gary Frantz
Technology

Elaine Craft
Member at Large

Ellen Newman
Member at Large

Vince Pisacane
Member at Large

Important Notice!

For many years Ann's Choice Computer Club has provided technical assistance to residents who needed help with their computers, printers, and other electronic devices. After discussion about club members' liability in the event of a software or hardware failure, the Computer Club Board, with regret, has voted to discontinue that service. Ann's Choice has an IT Department that can help you. You can reach them at 800 677 0211. There is a fee for their service.

Label (Name) Your Disks

DO YOU HAVE ONE OR MORE FLASH DRIVES? External hard drives? Are you sometimes momentarily confused when you open Windows Explorer and can't tell which one is which? There's a solution. Give them names. Here's how:

1. Plug in all your portable drives.
2. Click on **Windows Explorer**.
3. Right-click the drive you want to name.
4. Type a descriptive name for the drive, Lexar, for example.
5. That's it.

Now when you plug in, for example, your **Lexar flash drive**, it will appear in Windows Explorer as **Lexar**.

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

GEEK CORNER



ENTER WINDOWS 11'S BIOS USING THE SETTINGS APP

If you can't find the keyboard key to enter Windows 11 BIOS (Geek Corner, August 2023), or you prefer using graphical options, use Windows 11's Settings app* to enter BIOS.

1. Click **Start**.
2. Click **Settings**.
3. Click **System** (if it's not already selected.)
4. Click **Recovery**.
5. Next to **Advanced Startup**, click **Restart Now**.
6. You will see a **We'll Restart Your Device So Save Your Work** prompt. In this prompt, click **Restart Now** to restart your PC.
7. **Warning:** Make sure you save any unsaved work before restarting your PC.
8. You will now see a **Choose an Option** screen. Click, **Troubleshoot > Advanced Options > UEFI Firmware Settings** and click **Restart**.
9. The **Startup Menu** appears.

*Want to see a graphic of the Settings app? Enter www.howtogeek.com/738486/ into your address bar.

Next month: Enter Windows 11 BIOS Using Windows Terminal

Desktop Shortcut Key

Here's a quick way to change the name of a file or folder on your desktop: Hover over the file or folder and tap the F2 key. The name block turns blue, and you can type your new name directly on top of the existing name.

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

The Windows Program Compatibility Troubleshooter

WHEN YOU UPGRADED TO WINDOWS 11, did one of your apps, probably an older one that worked fine on Windows 7 and 10, stop running properly or not run at all? You might be able to fix it. Here's how:

1. Click **Start**.
2. Type **Troubleshooter** in the search bar at the top.
3. Click **Other troubleshooters**.
4. Scroll down to **Program Compatibility Troubleshooter**.
5. Click **Run**.
6. Find the program that's not running properly and click on it.
7. Follow the prompts.
8. This *might* solve your problem.

Credit Card Use Notification

MANY CREDIT CARD COMPANIES WILL SEND YOU AN EMAIL OR TEXT MESSAGE ANY TIME YOUR CREDIT CARD IS USED **WITHOUT THE CARD BEING PRESENT**. You can usually opt in for this service by opening your online account and clicking on either your profile or a tab labeled **Manage Account** or something similar. Whenever your credit card is used **WITHOUT THE CARD BEING PRESENT**, you will **immediately** receive an email* or text message* or both informing you of its use. This is especially valuable if someone has stolen a copy of your number and uses it to purchase goods illegally on your account. You can quickly notify your credit card company and get the charges removed from your account.

This is a free service provided by all the major credit card companies.

**I have notifications sent to both primary email accounts as well as to my cell phone. In fact, shortly after I wrote this article, someone illegally used my number while I still had the card in my possession. I received a text message, and I immediately notified my credit card company. The fraudulent use was quickly and satisfactorily resolved.—Ed.*