

The Mouse Pad - Computer Tech



"Hang
Out at Our
Pad"



Computer Tech Club News
& Newsletter.
APRIL, 2024,
The Mouse Pad NEWS...
RH, Hwy 27, Leesburg, FL
www.computerclubrhcc.com



A Note From the Editor:

April - Happy Spring

Spring Showers Bring May Flowers!

Join us at our April 10 meeting, 3 pm.

It is a Zoom Meeting and the presentation will be, "A Tour of the Internet." Just a sampling of the things you can do on the internet.

And, bring your favorite websites with you to share. Be sure to check out our Computer Tech Club website:

[www.computerclubrhcc.com/](http://www.computerclubrhcc.com)

We update it often with good articles. We also have a "Mouse Pad" page for articles in the mouse pad, some of which contain more information.

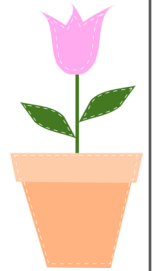
Trivia: (answers on last page)

1. Where was the explorer Marco Polo born? Lisbon, Portugal; Venice, Italy; Bordeaux, France; Seville, Spain
2. Who directed the 1994 film "The Shawshank Redemption"? Brian De Palma, Frank Darabont, Stanley Kubrick, Rob Reiner
3. Where is it believed that cheesecake was invented? Greece, China, England, France
4. In the old saying, what is thicker than water? Blood, Wine, Beer, Honey
5. Which metal melts at the lowest point? Cadmium, Mercury, Lithium, Francium
6. Who said, "I am only passionately curious"? Marie Curie, Stephen Hawking, Thomas Edison, Albert Einstein

Agenda of articles:

- ◆ Meeting Q & A
- ◆ Split Screen in Windows 10
- ◆ Why do the letters F and J on the keyboard have bumps?
- ◆ Lake County Safety Info
- ◆ Send Voice Message on iPhone
- ◆ Best Phones Have Boring Designs, Good Thing
- ◆ Fascinating Facts About Google Doodles
- ◆ Bob Hope

- ◆ General Knowledge Trivia
- ◆ How To Create A Budget In Excel
- ◆ Consumer Alerts
- ◆ Windows Explorer
- ◆ Word Search
- ◆ Tech terms Glossary
- ◆ Club Information
- ◆ Ads
- ◆ Word Search, Answers
- ◆ See you next Month!



Q & A - Why Should I back up my Computer?

Backing up can be in the cloud by a cloud server program. Various programs such as OneDrive and Google do offer cloud space for back up; however it is always a limited size. Most have paid versions they will offer. The majority of cloud based programs for back up only is usually a paid version. However, if you have lost your "Data": you will learn it is worth it.



You can also back by using external hard drives. You can choose to only back up your files in Documents and/or your pictures. If you are using an external drive - it is a good idea to back up twice, as tech devices can always fail. Not often; but tech devices do occasionally fail. Some people just use a flash drive to save the items you want. That is fine too; however, again - always back up twice. Flash drive also can fail.

We just celebrated "World Back Up Month" last month; so, the message to "Back Up" your data is important. If you keep saying you are going to do it; but, put it off - just remember, it is not if your device will fail - it is WHEN?

Cell phones have an iCloud back built in and that is where most people keep their photos. If you are truly backing up your phone - that is fine; however, if that is the only place you are backing up your photos - remember, cell phones can get lost, broken, stolen and of course, FAIL.

Make sure you have your important photos backed up on several devices or cloud service. Also, if you want to keep voicemails and/or text messages you have them copied or backed up somewhere. This is a serious issue and one day when you are looking at that "blue screen of death" on your computer or a blank screen on your phone or tablet - then and ONLY then will you realize - I should have backed up! (source, D. Binder, Editor). (end)

The Mouse Pad

www.makeuseof.com/split-screen-windows-10/. **How to Use Split Screen in Windows 10**

Photos to add - saved in folder April. (also added to the Mouse Pad Tab.

Learn how to use multiple app windows on one screen in Windows 10 with the touch of a button.

Quick Links

[How to Split the Screen on Windows 10 Using Your Mouse](#)

[How to Split Your Screen on Windows 10 Using Your Keyboard](#)

[Disable Windows Snap Assist if You Don't Need It](#)

Key Takeaways

- ◆ Splitting your screen on Windows 10 can be done with your mouse or with a keyboard shortcut.
- ◆ To manually split your screen using your mouse, have at least two open windows and drag one of them to the edge of the screen until it fills that space. Snap Assist will offer options for the other half of the screen.
- ◆ You can split your screen with up to four windows by dragging each window to a corner of the screen. Snap Assist will help place the windows, and you can choose which ones to add to your split screen.
- ◆ There are two ways to split your screen on Windows 10: manually (with your mouse) and with a keyboard shortcut. The manual method gives you more options, but each has its advantages. It all comes down to why you need to split your screen.

How to Split the Screen on Windows 10 Using Your Mouse

To set up a split screen on your desktop, you'll need to have at least two open windows. Let's say you're waiting on an important email while working on a spreadsheet. Instead of periodically switching between applications, you can open both windows side-by-side.

That way, you'll know immediately when you receive the email.

Splitting Your Windows 10 Screen Into Two

The first step is making sure at least one window is reduced to a size you can move around. Click on its title bar and move it over to the right or left edge of the screen until your mouse cursor vanishes.

An outline will flash, showing where this window will go when you release the cursor. Do so, and it will fill that space.

The Windows 10 Snap Assist function will instantly offer you items to place on the other half of the screen (apps that were already open when you started the process). Click on the window you want alongside the first window, and it will fill the remaining space.

If you want a different selection of windows in split screen, you don't need to close anything. Bring up the new window you want to fit in and move it over the window you wish to replace.

You Can Split Your Screen in More Than Two Ways

Windows 10 lets you split the screen with up to four windows. Of course, this works better if you have a larger screen—review our guide to confusing monitor specs if you need to brush up on screen size and resolution.

The method is the same, except you drag each window to a corner of your screen instead of the side. The outline will appear again to show you the portion of the screen each window will take up.

Snap Assist will launch in one of two cases:

Your first two windows cover either the right or left side of your screen. Snap Assist will fill the remaining half of the screen with one window, and you'll have three windows on your screen.

You've placed three windows (each quartered), and only one-quarter of the screen remains empty. Snap Assist will help you pick the fourth window to add to your split screen.

Keep in mind that a three-window screen will display one program larger than the rest, while all parts are the same small size in a four-window arrangement. Choose your windows and their placement carefully.

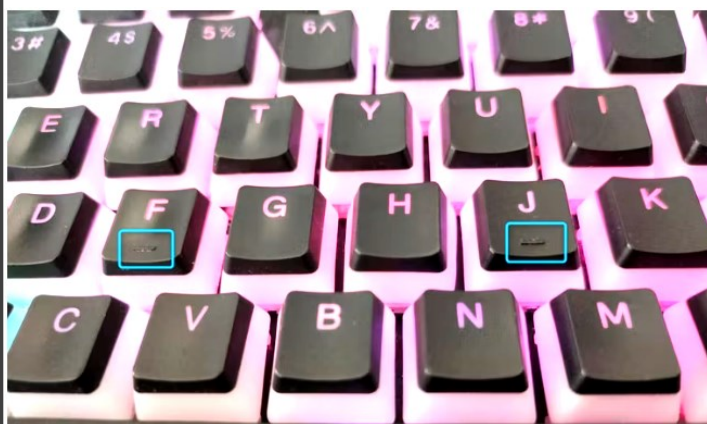
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Why Do the F and J Keys Have Bumps?

Is it a speed bump? **Key Takeaways**

- ◆ The bumps on the F and J keys help you find the keys without looking, which is a technique called touch typing.
- ◆ Learning how to touch type can speed up your workflow and improve typing accuracy.
- ◆ Practice is essential to improve typing speed and accuracy. Websites like TypeRacer make the learning experience more fun.

Have you ever noticed those little ridges or bumps that some keys on a keyboard have? Regardless of whether it's a laptop, tablet, or computer keyboard, pretty much all of them have it. So, what's the purpose of the bump?



The Bumps Help You Find Keys and Type Without Looking

Have you ever seen someone type really fast without ever having to look down? Although the skill is nothing short of amazing, it's not magic; the person knows where all the keys on the keyboard are located by feeling for them and with the help of muscle memory. We call this technique touch typing.

Keys like Space, Ctrl, and Alt are easy enough to find without looking because they're on the edge of the keyboard. As for the letter keys, that's what the bumps are for. On standard QWERTY and QWERTZ keyboards, the bumps are always on the F and J keys.

Typists typically place their index fingers on these keys to orient themselves. The technique always stays the same, so switching from one keyboard to another

wouldn't slow down your typing speed.

In addition to the bumps on the F and J, keyboards with a number pad typically have a bump on the 5. The purpose here again is the same—the bump helps you locate the keys on a number pad without looking. The numbers are arranged in a 3 x 3 grid with a zero in the bottom left and a few additional keys around them. Fast typists typically use their middle finger rather than their index to find the bump on the 5.

Learning How to Touch Type Will Speed up Your Workflow

It's no surprise that typing without looking comes with numerous advantages. For starters, you won't have to switch attention to your keyboard to find the keys. You can continue looking at the screen and see what you're typing, allowing you to focus on the meaning of what you're typing rather than the individual letters. It's also easier to spot and fix typos. Another overlooked benefit is that you'll learn how to use keyboard shortcuts more efficiently. Still, the main advantage is typing speed.

Generally speaking, professionals type at a speed between 43 to 80 WPM (Words Per Minute). You can test your speed on [Typing.com](https://www.typing.com). If you type slower than most professionals, it's time to step up your game by learning how to touch type. With some practice, you'll learn to type at speeds of 80 to 100 WPM in no time.

The traditional touch typing method involves placing your index fingers on the F and J keys and the other fingers on the adjacent keys. You can then use each finger to press the surrounding keys. If that sounds too complicated, don't get discouraged just yet. One study found that the number of fingers you use doesn't even matter. It also mentioned a few other factors that affect speed. For instance, fast typists keep their hands fixed and only move their fingers around instead of shifting their hands from one position to another.

I'm self-taught and type at a speed of over 130 WPM, and I never hold my hands in one place. I use the bumps on the F and J keys to anchor my hands, and thanks to muscle memory, I intuitively know how to find the other keys.

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How to Split Your Screen on Windows 10 Using Your Keyboard

Windows has many cool keyboard tricks for you to discover; this shortcut splits the screen a little faster.

Quickly Split Your Screen Into Two Halves

As before, have at least two windows open. Select the one you want to move first so that it's active. Then press Windows Key + Left/Right Arrow.

Once your main window jumps into place, Snap Assist kicks in and offers you options to fill the remaining half of the screen. You can choose which window you want by using the arrow keys to select and pressing Enter to confirm.

Create a Three- or Four-Window Split Screen Using Your Keyboard

This involves some extra steps with your arrow keys. For instance, you can position a window into the top right bit of your screen by pressing the Windows Key + Up and Right Arrow Keys, or Windows Key + Up followed by Windows Key + Right. The same goes for other quadrants of your Windows 10 display.

This window will stay where it is, as Snap Assist hasn't engaged yet. Switch to another window and, using the arrow key diagonal method, position another window to fill the remaining half (left or right) of the screen.

Now Snap Assist will turn on and give you options to fill the remaining half of the screen. You can choose from the options provided and have a three-window split screen, or continue with the arrow key diagonal method to fill your screen with four windows.

Disable Windows Snap Assist if You Don't Need It

The Windows Snap Assist feature can be useful, but it may not suit your purposes. There is a simple method to disable the Windows Snap function if it gets in your way; simply press Windows Key + I to open Settings, input multitasking, and then disable Snap windows.

The point of this handy tool is to make navigating from one window to another as easy as possible. Furthermore, Windows split screen functionality extends

to one or more attached monitors. You can move your split-screen windows across all your monitors using either of the methods listed above. (END)



Message from Lake County Sheriff's Peyton Grinnell on Safety.

Boat Safely. Life jackets only work when you wear them - use yours!

The U.S. Coast Guard estimates that life jackets could have saved the lives of over 80% of boating fatality victims. Accidents happen very quickly on the water. As a boat operator, you are responsible for the safety of your passengers. Everyone on board should wear a life jacket all the time, while underway.

To meet U.S. Coast Guard requirements, all vessels must have a U.S. Coast Guard Approved life jacket for each person aboard. Boats 16 feet and over must have at least one Type IV throwable device as well. Life jackets must be in serviceable condition and within easy access.

A child under the age of six must wear a USCG-approved Type I, II, or III personal floatation device while on board a vessel under 26 feet in length, while the vessel is underway. Adult-sized life jackets will not work for children. To work correctly, a life jacket must fit snugly and not allow the child's chin or ears to slip through. It is not "one size fits all". Child life jacket approvals are based on the child's weight. Check the "User Weight" on the label.

Life jackets should be tested for wear and buoyancy at least once each year. Waterlogged, faded, or leaky jackets should be discarded.

No one may water ski or use another aquaplaning device unless they are wearing a USCG-approved life jacket or PFD. Inflatable PFD's are prohibited for skiing/aquaplaning. (END)

How to Send a Voice Message on an iPhone

Key Takeaways

- ◆ You can send voice messages from your iPhone using the Messages app which are more personal than text messages.
- ◆ Get started by opening Messages, starting a conversation, then tap the plus button followed by "Voice Message" to record. Hit the blue arrow to send your message.
- ◆ You can save incoming and outgoing messages, set them to never expire, and listen to them by raising your phone to your ear.

Many of us prefer texting over calling because it's less intrusive but putting feelings or emotions into messages isn't always easy. This is where voice messages come in; they allow you to get your message across more effectively while also providing the recipient with the option to save the message for later.

How to Record and Send a Voice Message on Your iPhone

It's pretty easy to record and send voice messages on an iPhone. Start by opening the Messages app. Then, start a new conversation or open an existing one where you want to send a voice message.

Tap the plus (+) button to the left of the input field.

Select "Audio," and it'll begin recording your audio right away. Alternatively, tap and hold the record button (with a sound wave icon) in the right-hand corner of the input field and let go when the recording starts.

Start speaking your message. If you want to take a pause, hit the stop button (with a red square icon) to pause the recording. Tap the plus (+) button (with a timestamp to its right) to resume recording and start speaking again. After you've finished speaking, hit the stop button again to end the recording. At any point, if you want to discard a voice recording, hit the x button.

With your message recorded, you can either send it directly or review it. To send the message, simply hit the upward-pointing arrow button to the right of the input field.

If you want to review the message before sending it, hit the play icon to the left of the audio waveform, and it'll start playing your recording.

By default, the Messages app automatically deletes voice messages two minutes after you send them. Thankfully, you get an option to save them should you ever need them later. Simply tap the "Keep" button that appears below the voice message after sending it, and the Messages app will save the message.

Or, if you want a permanent solution, you can change the expiry setting for voice messages to prevent automatic deletion and automatically save all your future voice messages. To do this, open "Settings" on your iPhone and select "Messages."

Scroll down and tap on "Expire" under the "Audio Messages" section. Finally, select "Never" on the next screen.

How to Listen and Reply to a Voice Message on Your iPhone

Just like recording and sending voice messages, listening and replying to a voice message on an iPhone is also pretty easy.

When you receive an audio message on your iPhone, go to the conversation in the Messages app and tap the play icon to its left to play it.

Once the voice message starts playing, slide right or left on the audio waveform to fast-forward or rewind the message. Alternatively, you can raise the phone to your ear to listen to the voice message. You'll need the Raise to Listen feature enabled for this feature to work. To turn it on, in iPhone "Settings," go to "Messages" toggle the switch for "Raise to Listen" on.

Lastly, you can also check a voice message's content without actually playing it. Simply look at the transcript under the voice message to know what the message contains. This is useful when you're in a situation where you can't play the audio but need to check a voice message someone has sent to you.

After you've checked a voice message, the Messages app will automatically delete it two minutes later. Tap the "Keep" button below the message to save it. Or change the expiry setting to never, as shown in the previous section.

When you want to reply to a voice message, there are two ways to do so. In addition, you can also send your reply as a separate message or an in-line message.

The steps to recording and sending a reply message either way are the same as recording and sending a new voice message, which we've already discussed in the previous section. However, the latter involves one extra step. You need to tap and hold the message to which you want to reply and select "Reply" from the menu options before recording a voice message.

Hit the arrow button to send the message. You can also preview the message if you want. (For more on this subject - check out our articles on our club website: <https://www.computerclubrhcc.com/>. (END of this summary).

The Best Phones Have Boring Designs (And That's a Good Thing)

Key Takeaways

Good smartphones designs remain consistent in part because there are limited ways to make powerful, durable, and comfortable devices.

Consistency aids in brand recognition, letting people distinguish between brands based on design features.

Familiarity and predictability are vital aspects of devices that we depend on for work.

Technology consumers, including techies and reviewers, ultimately reward companies for making similar devices.

It's exciting when a new phone feels completely different from what came before. Thing is, that's not what most people actually want. When a smartphone design is good, we want it to stay good, and frankly, most modern phones are good. That phones largely look the same year after year is actually a blessing, not a curse.

If you've walked away from the latest phone unveiling feeling underwhelmed by the lack of change, here's the bright side of the status quo.

We've Figured Out How to Make Good Phones

When a technology is new, experimentation is the name of the game. We don't already know which design is the most durable, how to make gadgets waterproof, or how to allow for passive cooling. We're not even sure which of these things is important.

That's not where we are anymore. Smartphone makers have figured out how to make incredibly powerful, lightweight, beautiful, and impressively durable devices. There are ways to tweak the design, but doing so often introduces drawbacks. This is why we are in the age of smartphone conformity. When it comes to slab phones, changes in design are largely change for change's sake.

Even when it comes to foldable phones, developers know how to make great ones. Most of the experimentation has to do with durability and miniaturization, making components small enough that you can still fit flagship cameras on a device where each half needs to be thinner than that of an average phone. It would also be nice to get rid of the crease. But the fundamentals? Those are nailed down already.

Consistency Is Good for Brand Recognition

Tyler Hayes / How-To Geek

Most people don't closely follow the release of every new phone. They buy their phone, they wait two or three years, and then they get a new one. If they like the phone they have, then they probably look for a phone similar to the one they already own.

Now that all phones are similarly shaped slabs, people tell the difference between brands by the differences in their design. iPhones have their cameras arranged in a square. Samsung's phones have three or more cameras lined up in a row. Pixel phones have a Star Trek-looking visor. OnePlus' phones have massive camera bumps that are a third of the size of the phone.

Each release can seem boring when new phones have the same characteristics as outgoing models, but changing these aspects can remove what we've come to associate with each brand. If every brand were to constantly change their designs with each release, then it would be hard to distinguish between them. This year's Pixel could have more in common with the top Galaxy phone from three years ago than the Pixel from the year before, and what would be the upside?

You Can Still Switch Brands to Try Something New

A wide range of varying smartphone designs still exist. These differences simply exist between brands rather than specific models. If you like a muted minimalist design, Samsung caters to that. If you want your smartphone brand to serve as a status symbol, iPhones have an Apple logo that's easy to see. If you want hardware that lights up or feels very cyberpunk, buy a Nothing Phone or an ROG Phone.

The same is true of the software experience. Apple and Google phones place a premium on having a cohesive experience that offers the essentials. Samsung offers people the ability to tweak whatever they want. Motorola and ASUS offer experiences that lie somewhere in between.

When you're bored, satisfy your thirst for novelty by switching brands, but know you can switch back to the familiar when you so choose.

You Can Get a Better Version of the Phone You Already Have

If you really like the phone you have, sometimes all you want from a newer model is a version that is very similar but slightly improved and refined. You want higher specs, bugs fixed, and maybe a few additional software features. Perhaps the physical design could be slightly thinner (or, despite what most reviewers prioritize, thicker) with smoother curves. That's good enough.

If you fell in love with an Android phone back in the day when so much was in flux, you likely can't buy a phone like it anymore. Google's modern Pixel phones are very different from the company's old Nexus line. Newer Samsung phones have little in common with the Galaxy SIII. Yet, since the newer phones from both companies have been more consistent, if you like them, you can feel more comfortable knowing you can continue to get them in the future.

This has worked in the iPhone's favor for a long time now. Each iPhone is a known quantity. The removal of the home button, the expansion of the screen size to fill the entire front of the device, and the addition of a camera bump are perhaps the most notable changes to the design of the phone since the release of the first model. This gradual evolution has meant that from year to year,

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each iPhone looks recognizable to people who own previous models. The software has expanded, but it has come with a degree of consistency that Android has not had over the same period of time.

We're More Productive When Things Stay the Same

Many of us crave fun experimentation when we're younger, but this fades as we get older. Every small change can throw off our work schedule. If I go to activate a feature that apparently no longer exists, I now have to spend part of my day figuring out a new option. Even changing a setting can throw off an hour of work. Consistency is a feature. Change is a bug.

Predictability is even more vital now that more of us work remotely. We choose the tools that help us get the job done, and we depend on those tools to be available every time we need them. Few people are happy to discover that Zoom has moved things around when they're trying to give a presentation. That frustration is also there when we need to take a photo or share a file only to find a function has been renamed, moved, or deleted.

If I'm switching brands, I'm consciously choosing to learn something new. If I'm sticking with the same company, part of the appeal is I know what I'm getting. At least, that's the hope.

The Galaxy S23 Ultra may have looked near identical to its predecessor, but according to Android Police, the former outsold the latter by over 6 million units. Samsung was not punished for keeping so much the same. If anything, it was rewarded.

Redesigning Hardware Is Less Sustainable

One aspect of our modern economy is that things that were perfectly fine get changed for no reason other than to convince consumers to buy something they already have all over again. This is inherently wasteful. Compared to most industries, the tech industry's replacement cycle is even faster. We might own a hammer for ten or twenty years without giving it much thought. A laptop? Maybe five. A phone? Every other year or so. Manufacturers and carriers alike want us to upgrade our phones often.

Whenever a phone changes, that means old cases no longer fit. We often have to throw out old charging cables and replace our earbuds. The impact throughout the supply chain is greater. All kinds of modules have to be resized and retooled. The more things that can be kept the same each year, the more we and manufacturers can reuse the stuff we already have. END. (You can also see this article on our Computer Club website. <https://www.computerclubrhcc.com/the-mouse-pad.html>.)

10 Fascinating Facts About Google Doodles

It's not unusual to visit Google's homepage and find that the logo has changed to celebrate something, like a holiday, event, or person. Known as Google Doodles, these colorful artworks had

humble beginnings, but to date over 5,000 have been created by a host of artists.

What was the first-ever Google Doodle? What's Pac-Man got to do with it? And can you design your own? Let's explore the interesting world of Google Doodles.

1. The First Doodle Was an Out-of-Office

The beginning of the Doodle... If you're taking time off work, you probably pop on your email's out of office notification. Larry Page and Sergey Brin, the founders of Google, had something else in mind when they were attending the Burning Man festival in 1998.



To let everyone know that the pair wouldn't be around, they placed the

Burning Man logo behind Google's second "O". It's so old that it predates Google being incorporated and features the Yahoo-inspired exclamation mark.

What began as basically a joke would create the decades-spanning art of the Google Doodle.

2. Doodles Vary by Country

Nowadays, Doodles are an international affair. While some appear globally across every version of Google, others are for specific countries to highlight local holidays and culture. There can be different Doodles appearing in different countries on the same day.

3. Doodles Became Animated for Halloween

It didn't take long for Doodles to go to the next level: animation. In 2000, to celebrate Halloween, artist Lorie Loeb designed a spooky GIF complete with a glowing jack-o'-lantern and hanging spider. There have been more advanced animated Doodles since then, but GIFs continue to endure.

4. Doodles Can Take Hours or Years to Create



One of the quickest Doodles ever created was in November 2009 for the discovery of water on the moon. Doodles artist Jennifer Hom recalls the story on the Google Doodles website. She stumbled across a news article about the event that morning; just before she was about to eat lunch, she got a call to have the Doodle "sketched, drafted, finished, and live on all our homepages in four hours." On the opposite end of the scale is Doodle Champion Island Games, which is an expansive role-playing sports game designed for the 2020 Summer Olympics. It was delayed a year due to the COVID-19 pandemic and had a sizable development team, including collaboration with Japanese animation company Studio 4°C. Thankful-

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ly, they were able to finish the project, and you can play Doodle Champion Island Games in all its glory.

5. Pac-Man Is a Playable Doodle

Pac-Man is just as iconic as Google, so what better way to introduce the first interactive Doodle than with the yellow chomper himself? To celebrate the 30th anniversary of Pac-Man in 2010, the Google logo turned into a playable version of the game, complete with original sound effects, gameplay logic, and even bugs!

6. You Can Browse Your Birthday Doodles

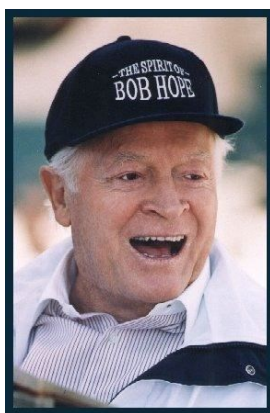
Forget caring about the newspaper headlines from the day you were born. How about the Google Doodle of the day? You might have been born before 1998, but you can still see which Doodles have appeared on your birthday in the subsequent years. Simply head to the Google Doodles homepage and use the "Find Your Doodle" feature. Also search Doodles by style, color, topic, & more. You never have to miss out on another Doodle.

It's a testament to the power of Google's brand that it can get away with changing its logo so often. Head on over to Google's homepage today and you're likely to find a fun Doodle to admire—and perhaps you'll even learn something too. END. (<https://www.computerclubrhc.com/the-mouse-pad.html>.)

Bob Hope

On his death bed they asked him where he wanted to be buried; His answer was, "Surprise me."

If you remember Bob Hope? You'll really enjoy this.



BOB HOPE IN HEAVEN

For those of you too young to remember Bob Hope, ask your Grandparents and thanks for the memories.

This is a tribute to a man who DID make a difference.

ON TURNING 70

'I still chase women, but only downhill.'

ON TURNING 80

'That's the time of your life when even your birthday suit needs pressing.'

ON TURNING 90

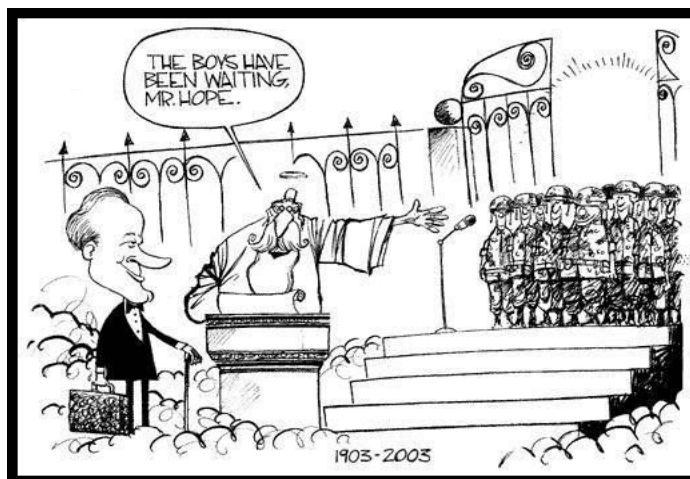
'You know you're getting old when the candles cost more than the cake.'

ON TURNING 100

'I don't feel old. In fact, I don't feel anything until Noon. Then it's time for my nap.'

ON GIVING UP HIS EARLY CAREER, BOXING

'I ruined my hands in the ring. The referee kept stepping on them.'



ON NEVER WINNING AN OSCAR

'Welcome to the Academy Awards, or as it's called at my home, 'Passover.'

ON GOLF

'Golf is my profession. Show business is just to pay the green fees.'

ON PRESIDENTS

'I have performed for 12 presidents but entertained only six.'

ON WHY HE CHOSE SHOWBIZ FOR HIS CAREER

'When I was born, the doctor said to my mother, Congratulations, you have an eight pound ham.'

ON RECEIVING THE CONGRESSIONAL GOLD MEDAL

'I feel very humble, but I think I have the strength of character to fight it.'

ON HIS FAMILY'S EARLY POVERTY

'Four of us slept in the one bed. When it got cold, mother threw on another brother.'

ON HIS SIX BROTHERS

'That's how I learned to dance. Waiting for the bathroom.'

ON HIS EARLY FAILURES

'I would not have had anything to eat if it wasn't for the stuff the audience threw at me'

ON GOING TO HEAVEN

'I've done benefits for ALL religions. I'd hate to blow the hereafter on a technicality.'

Give me a sense of humor Lord, give me the grace to see a joke, to get some humor out of life, and pass it on to other folk.

To the persons reading this, please have the grace to pass it on to others. Learn from yesterday, live for today, keep one hand on your wallet and don't worry about tomorrow...

If you want to comment on your feelings of "Bob Hope", join our Computer Tech Club Facebook Page. Search in FB for "Royal Highlands Computer Tech Club." or try this link at: <https://www.facebook.com/groups/217600828267600>.



General Knowledge Trivia

Here are five general knowledge trivia questions with absolutely no connection between them.

Which US president is on the \$100 bill?

How many pairs of wings do fleas have?

Which MLB team won the 1994 World Series?

What is Paul McCartney's middle name?

How many grooves are there on a 12-inch vinyl LP record that has six songs on each side?

(Source...Morning Brew...)

(Answers - Find the answers on our Computer Tech Club website at this link) <https://www.computerclubrhcc.com/the-mouse-pad.html>



How To Create A Budget In Excel, by Dave's Computer Tips, C.Bratt

I do not use Excel nearly as much as I use Word, PowerPoint, etc., but there are some things that I really love about Excel. For instance, it keeps me from looking stupid. I admit it, anyone who knows me well knows that I cannot do basic math other than addition and subtraction and I have been known to mess them up as well. I once had my bank account so fouled up even the bank manager couldn't figure it out! So now the cat is out of the bag and you all know, which brings me to how Excel prevents me from looking stupid. If I need a budget, for instance, Excel will walk me through creating one and will make me look good. So if you are like me, this will be a great post for you.

Follow the steps below to learn how: First, you will need to download the Excel budget template. You will find this at Microsoft Create. Of course, you will find many other templates there but for this exercise, we are looking for Budgets.

PERSONAL BUDGET												
REVENUE												
INCOME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Wages	\$2,680.00	\$2,600.00	\$2,200.00									
Interest/dividends	\$649.00	\$313.00	\$964.00									
Miscellaneous	\$474.00	\$643.00	\$380.00									
Total	\$3,723.00	\$3,556.00	\$3,644.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES												
HOME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mortgage	\$750.00	\$750.00	\$750.00									
Insurance												
Repairs			\$75.00									
Services	\$35.00	\$35.00	\$35.00									
Utilities	\$185.00	\$185.00	\$185.00									
Total	\$950.00	\$950.00	\$1,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DAILY LIVING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

I selected the Simple Personal Budget. You can very easily download it and save it on your computer. It takes mere minutes and it looks like this:

Next, you will enter your income by going to the Income sheet. There you will see a table with several categories (i.e., Salary, etc.).

Enter the appropriate amount for each of your categories and/or any new sources you may have.

To enter your expenses in your budgeting template, go to the Expenses sheet. There you will see a table with categories like "Food, Utilities, Mortgage," etc.

Next, you can add a budget column to your budget template so you can compare your actual expenses to your budget. Once you have added that budget column, it will enable you to calculate the difference between your actual expenses and your budget.

Just name a column Difference. Then you can subtract the amount you actually spent from the budgeted amount. This will give you a real idea of how much you have overspent in each of your categories.

If you would like to see your Excel budget quickly and easily, you can use conditional formatting to highlight your cells with positive and negative differences.

Simply select the cells in your column and go to the Conditional Formatting menu.

Now, select Icon Sets, and then select the icon set of your choosing. The icons will change based on the values in your cells which will help you to identify which of your expenses were lower or higher than planned.

Lastly, to see your summary sheet in your budget template, simply click on the Summary tab. Once you have done that, you will see a breakdown of your total income, expenses, and savings for the month. This information is how Excel helps you make informed decisions and stay on track. (END)

Consumer Alert (s), Scam warning

You're looking to make some extra money and you get a text or email, or see an ad on social media: get paid to wrap your car and drive around. And the offers can sound good: \$600-700 a week to drive around with an ad for some well-known company (usually an energy drink). Many times, these offers are scams — here's how to spot them.

Often these scammers target college students looking for a way to make a few extra bucks — but these scammers are not picky. No matter who you are or how a scammer reaches out to you, this scam tends to play out the same way. If you respond to the text, email, or ad, the scammer will send you a check to deposit. They'll say to use some of that money to pay the "installer" who'll wrap your car with the ad. The scammer will also tell you how to pay the "installer:" by money order, with a payment app, with cryptocurrency, or by wiring the money — all ways that let them get the money quickly. So what's really going on? This is a scam, start to finish. And that check you just deposited? That was fake — which means the money you sent is coming out of your own pocket. When you deposit a check, it might "clear" because banks are required to make funds available within a few days. But it can take weeks for a bank to figure out that a check is fake. When they do, they'll reverse the transaction and you'll be stuck repaying the money to the bank while the scammer has the money you sent them. Did you spot a scam like this? Tell the FTC at ReportFraud.ftc.gov.

Consumer Alert - This is Financial Literacy Month the focus is on money matters

April is Financial Literacy Month, and a great time to talk about consumer protection information that helps people avoid losing money to scammers. Federal Trade Commission data show people reported losing more than \$10 billion to scams in 2023, marking the first time that fraud losses have reached that benchmark. It's now more important than ever to share information about spotting, avoiding & reporting scams. The free advice at ftc.gov/MoneyMatters will help you. Whether you're renting your first place to live, buying a car, applying for a job or mortgage, or looking for help dealing with debt, Money Matters has the tools we can all use to spot, avoid, & report scams as you venture on your way.

The information at Money Matters is here when and where you need it, on your phone or computer, and includes articles, videos, graphics to share on social media, and PowerPoint presentations on topics like:

- ◆ Buying or Renting a Home
- ◆ Avoiding a Scam When You're Looking for a Job
- ◆ Borrowing and Debt
- ◆ Buying and Owning a Car

Share the link of a video using the links below: Open the link and scroll down to see video. Please share what you learn with family, friends, and members of your community. Talking about a scam helps you avoid it, and it also helps others you care about avoid the scam. (END). https://consumer.ftc.gov/consumer-alerts/2024/03/financial-literacy-month-focus-money-matters?utm_source=govdelivery.

Continued article on page 3, Bumps on F and J Key

Practice Makes Perfect

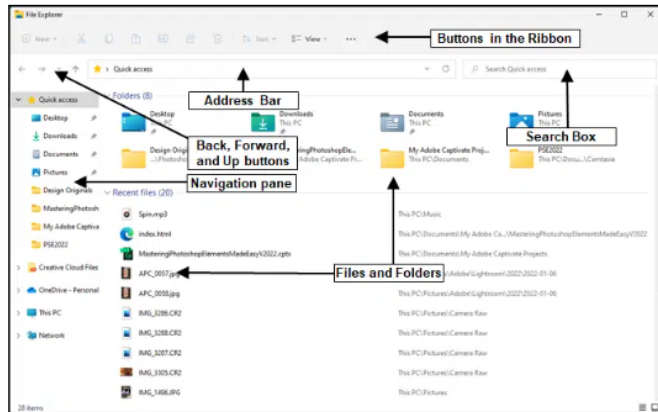
Even if you learn how to touch type "properly," the technique can only take you so far. You must spend some time practicing if your goal is to reach speeds of over 100 WPM. Accuracy also matters, as you don't want to spend half your time typing and the other half correcting gibberish. My favorite website to practice typing is TypeRacer. It prioritizes accuracy by not allowing you to type the next word until you've typed the previous one correctly. The coolest feature is that it gamifies typing by allowing you to "race" against other typists.

If your goal is to become the fastest typist in your office, check out our guide on how to type faster and our list of the best free websites for learning how to type. (source...MUO website, END)



Selecting Multiple Files in WINDOWS FILE EXPLORER, Jim Cerny, The Monitor, Sarasota Tech User Group

The File Explorer app in all editions of Windows provides us with the tools to work with files and keep things neat and organized on our computer.



Earlier, I wrote about moving and renaming files in Windows File Explorer; this article will focus on selecting MULTIPLE files at once. This feature is incredibly handy, helpful, and a great time-saver, and it's easy to do.

To begin, open up the File Explorer app and click on (open) a folder, such as "Documents," to see a bunch of files to work with. You may want to create a new folder (let's call it "Test folder") into which you can COPY a bunch of files to play with without deleting your original files.

You could even copy a bunch of files to a small USB plug-in drive (like making a backup) so you can learn using those files without deleting the originals. After reading this article, you will know how to copy many files easily.

Here are some terms to remember: Copying a file makes a COPY and does NOT delete the original file; when you MOVE a file, it is placed in the new location (folder) and is deleted from where it was.

You can copy or move a file by clicking on it to highlight it, then DRAG the file (holding down the left mouse button as you move the mouse) to any other folder you like, even to another drive.

Now, here is how to select multiple files, and there are TWO ways of doing this. The first way is to click on the first file name, then move your mouse arrow to the last file you want to copy, and hold down the SHIFT key while clicking on that file. Presto – ALL the files between will be highlighted or selected! Now move your mouse anywhere

on any highlighted file and drag them all at once to the new folder. All the files will move at one time.

The second way to do this is to click on the first file you want to select, then hold down the CTRL key while you click on any other files you want. Each file you click on will be highlighted. This way, the files do not have to be together or contiguous. You can “de-select” a file by clicking on it again. Now place your mouse on any of the highlighted files and drag them all to the new location. It couldn't be easier! Usually, in File Explorer, you would click on the origination folder in the left column to see the contents displayed in the right column. Then select the file(s) you want there and drag them to the destination folder in the left column. You can “scroll” up and down in each column to get what you want.

Yes, you can still use the menu options after you have selected your files. You can right-click your mouse on any selected file to get a pop-up menu of options, or you can use the options on the menu bar at the top of the window. You can use the “cut” menu option to delete the files and put them in the “clipboard” – then you can “paste” them to the new location. Use the “copy” option to keep the original files.

When you DRAG files from one place to another, a small box will appear to tell you clearly if you are COPYING or MOVING the files.

If you drag files from one folder to another on the same drive, it will be a MOVE. If you drag files from one folder to another drive, it will COPY those files to the new location.

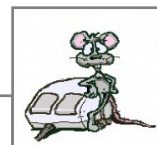
One more helpful hint – if you hold down the CTRL key while you drag, it will ALWAYS make a COPY, not a move.

Now, copy some files to a test folder as suggested and play with these easy tools; it will make moving and copying files so much easier.

Yes, you can still move a whole folder too if you want; just highlight it (select it), and off you go.

File Explorer helps with files in so many ways; it is not hard to use and saves much time in dealing with multiple files at once. Feel free to Ask Google about other fun things you can do with File Explorer! (END)

The Mouse Pad





Spring



N G V S L C T J E D F P Z O R L B
E T O I P H R A S B I J E D M V G
L Z R M T A O C N I A R G T Y Q N
I P E J S N Y K F W H S L A I F I
A Y B E G M D E P T E Q E W C K R
D S O K R E N T Y L W H J B U I P
M U P H T B I L D E N O C Z A F S
K N T C D A W D G P L D B G P L M
F S E I R Z U N O S A E S N U B L
W H Z N A P R S M Y T L F M I W S
P I F C L E A N I N G E B H K A V
T N U I B M V R Z O F R C A W H R
M E D P H C R A M B E K L N S T G
X L F J Y A S N G L S H O W E R S
H B R E A K O P L V C Z U F Y D K
C F T X M U B A S I L W D H G N E
W I H P E D L J R Y Q B S A O X R

- APRIL
- BREEZE
- JACKET
- MAY
- RAINBOW
- SHOWERS
- THAW
- BASEBALL
- CLEANING
- KITE
- PICNIC
- RAINCOAT
- SPRING
- UMBRELLA
- BREAK
- CLOUDS
- MARCH
- PUDDLES
- SEASON
- SUNSHINE
- WINDY

Answers page 16 . DON'T LOOK !



- ◆ **Community News - Journaling Class** for those interested. We now have a Facebook page if you would like to join. All kinds of ideas and sharing for Journal makers. Facebook Link: Creative Journaling, Fun w/paper, glue, scissors - <https://www.facebook.com/groups/184456324746535>.
- ◆ Sign up for our next class Monday, April 29, Meeting Room, 10 am on making “pockets and folders” for our Journals. Email Di Binder to sign up/RSVP at dbinder2004@comcast.net. MUST RSVP

Benefits of being a member of the Computer Tech Club: ONLY \$10 per household per/yr, beginning Jan. 2024.

- ◆ We have our own Website, <https://www.computerclubrhcc.com/a> Facebook Page, (Search Facebook for Royal Highlands Computer Tech Club, a Newsletter (monthly) entitled “The Mouse Pad” (Sign-up on our contact page of our website or email D. Binder at dbinder2004@comcast.net.
- ◆ Zoom meeting monthly - 1st Wednesday of each month, 3 pm. Q & A at the zoom meeting.
- ◆ As a member - you will access to additional Computer & Tech

groups and programs: such as APCUG, Association of Personal Computer User Group, Tech For Seniors, Videos and Programs from other clubs that our President, DB attends and is a member - all information is passed on to our members. Access to Videos and on-line speakers.

- ◆ Q & A at each meeting, on the Facebook page and the monthly, Mouse Pad. As a member, you can email D. Binder to find and a possible answer to your question.
- ◆ Books and tech guides to borrow from our Library. (See list in this issue)
- ◆ NEW - Membership to video tutorials on-line to use in meetings for All Windows, plus 11 and Microsoft Software.

Computer Glossary: We are going to continue this each month.

- ◆ **Antivirus Program** - A software that helps detect and destroy viruses.
- ◆ **Bookmark** - A website address saved to be revisited (also referred to as “favorite”).
- ◆ **Central Processing Unit (CPU)** - The part of the computer that serves as the pathway for all information.
- ◆ **Desktop** - (1) A non-laptop computer (2) the name for the main screen display on the computer (whether it is a laptop or a desktop).
- ◆ **Emoticon** - A playful use of keyboard characters and symbols to represent emotional responses (also referred to as smileys), usually used in e-mail or in chat room.
- ◆ **File** - A collection of information stored in one named grouping. There are many different kinds of files (example: data files, text files, image files).
- ◆ **Gigabyte (GB)** - A measurement of computer hard-drive space, roughly 1,000 megabytes.
- ◆ **Hard Boot** - To shut down the computer or device when it is frozen, either by switching it off, forced shutdown or by cutting off the electrical supply.
- ◆ **Icon** - A small picture or image seen on the screen that represents a software program, a document, image, or a command.
- ◆ **Link** - A website feature that allows you to click on text/graphic and be transferred to another page with information on the subject indicated.
- ◆ **Megahertz (MHz)** - A measurement of computer processor speed.
- ◆ **Netiquette** - Network etiquette; a protocol for how to communicate your ideas or feelings via e-mail or text/chat rooms or social media. (For example - USING CAPS INDICATES THAT YOU ARE SHOUTING. AND, CAPS ARE HARD TO READ !
- ◆ **Online Service Provider** - That is your “Internet” provider. Q: What is yours?
- ◆ **Operating Software or Operating System (OS)** - The system (such as Windows 10, 11 or MAC OSX. Also, other new buzz terms popping up as new devices emerge into the industry.
- ◆ **Paste** - An editing tool that allows you to place text or image that you have “cut” or “copied”.
- ◆ **RAM** - Random Access Memory - Temporary memory used when the computer is on; the RAM is erased/lost if the computer is turned off.
- ◆ **There will be a TEST next month. And, more...**

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YOU can “Participate” in The Mouse Pad:

Residents - Free

- Send in your tech questions to be answered in the next issue.
- Do you sell a needed item - send me your ad - Free - if space available.
- Do you offer help of any kind to residents - Send me your information.
- Do you provide a service to residents - Send me your information.
- **Thank You’s - Would you like to “Thank” someone? Send me your information.**

Sign-up to receive these issues of the Mouse Pad in your email - Contact me email: dbinder2004@comcast.net.



Photo by Anita Gerjol, Resident Thank You.

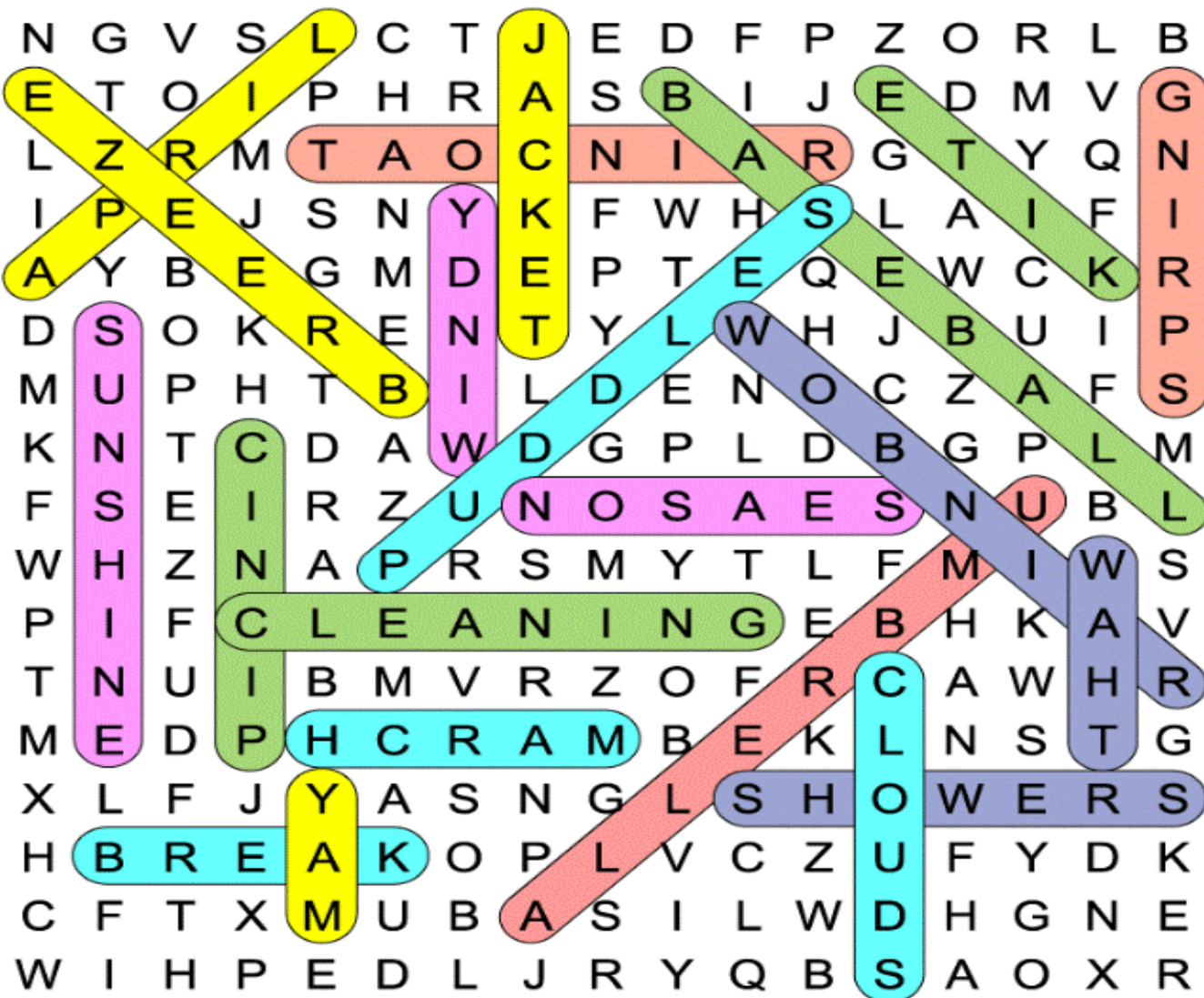


See You next Month - Know someone that would enjoy “The Mouse Pad”, Why not share it with them! *The Mouse Pad*

Tech Tip:

What's my password again? The dogsitter wants to use the Wi-Fi, but you forgot the password. On an iPhone, tap Settings > Wi-Fi, select your network and tap the password field to reveal it. In Android, go to Settings, tap the gear icon next to the network, then select Share, and the password is under the QR code.

Word Search Answers



Trivia Answers from Front page:

1. Venice, Italy
2. Frank Darabont
3. Greece
4. Blood
5. Mercury
6. Albert Einstein



Photos by John Dolan, Resident. Thank You

