

PLATEAU PC USERS GROUP, INC GAZETTE



November 2025

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB November 2025 Volume 31 Issue 11

This Month's General Meeting
Tuesday, November 11, 2025
will start at 3:00 P.M. @
FFG Christ Lutheran Church

November 11th Presentation @ 3:00 P.M.

Frontier's fiber optic

Learn about Frontier's newly installed high-speed fiber optic internet services in our area

River Burbage, regional manager, will explain the technology, services and network expansion plans.



Note: We do not publish an issue in December, so this will be the last Gazette for 2025



We wish you all A Happy Holiday Season and a successful Coming New Year

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<u>Please Note:</u> All Meetings will now be on the second Tuesday of each month. Starting at **3:00 P.M.**

Location: Christ Lutheran Church

481 Snead Drive, Fairfield Glade TN

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group. Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st. of each year. Annual dues are \$24 per single person / \$30 per family. Persons/families joining during the fiscal year have dues payable as follows:

| Join In | July - Sept | Oct - Dec | <u>Jan -</u> <u>Mar</u> | <u>Apr -</u> <u>June</u> |
|---------|----------------|--------------|----------------------------|-----------------------------|
| Single | \$24 | \$18 | \$12 | \$6 |
| Family | \$30 | \$22 | \$15 | \$7 |

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible

consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

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All images used in the newsletter, website, blogs, class materials or handouts ("media") are obtained from a "free use" source, preferably images that have been released as "CCO Public Domain".

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Bob Willis

Microsoft Excel: How to Change the Starting Page Number in a Worksheet

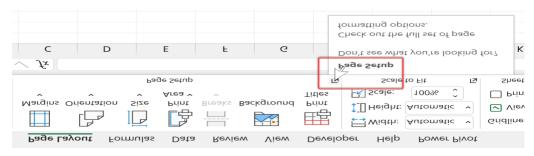
Microsoft Excel Tips & Tricks

If you're displaying page numbers in the header or footer of your Excel worksheets, did you know that you can adjust the number used as the first page number? With only a few clicks, it's easy to change the starting page number in Excel.

When printing out an Excel worksheet formatted to show page numbers, the default for the first page number in the worksheet is set to **Auto**, meaning the page numbering starts at 1. And, when more than one worksheet is selected for printing, the page numbering is continuous and consecutive across the multiple worksheets in a workbook.

Although this page numbering works for many projects, you might want different results when printing an entire workbook, a group of worksheets, or when the printout or PDF is combined with other workbooks. Fortunately, it's easy to change the starting page number for a worksheet to restart at page number 1 or even use a completely different page number as the first page number in a specific worksheet. To make this change, watch this video or follow these simple steps below:

To change the beginning page number in a worksheet:



- 1. First, move to the worksheet where you want to change the starting page number, regardless of its location in the workbook.
- 2. Then, open the **Page Setup** dialog box, which is available in a few ways: **Print Preview > Page Setup**

The **Print Layout** Ribbon tab. Click on the arrow or dialog launcher in the bottom-right of the Page Setup group and go to the Page tab.

- 3. Now, move to the **First page number** option, which has a standard setting of Auto.
- 4. Change the number to 1 or another number for the starting page number. Close the Page Setup dialog box.
- 5. Next, confirm the change by choosing the Print Preview option (Ctrl+P) and then display and navigate through the selected worksheet in the workbook.

And that's all you need to do to change the starting page number in Excel. Your choices will be saved in the work-book

** Visit the PPCUG Website **

At: www.PPCUGinc.com. Read all about our club activities and scheduled monthly meetings, also current and past issues of the Gazette Newsletter. Links also to the Meeting Handouts on past presentations. Send your comments and suggestions to the PPCUG Webmaster,

Alan Baker @ jackal33980@gmail.com (931) 239-0877

How to use Windows 10 ESU to keep getting updates after October 2025

How Tos

By Mauro Huculak

Keep Windows 10 secure with updates after 2025 by enrolling in the Extended Security Updates program.



As the support of Windows 10 comes to an end on October 14, 2025, it's now the time to sign up for the Extended Security Updates (ESU) program to continue getting critical security updates after 2025. When a version of Windows reaches the end of life, it typically marks the time when Microsoft officially abandons the development of that specific version of the operating system and stops providing security and maintenance updates, as well as technical support.

However, this doesn't mean that the operating system will stop working. Actually, the computer will continue to work normally, but as time passes, it'll become vulnerable to hackers and malware, and eventually, the device may start experiencing compatibility problems with apps and hardware.

LATEST VIDEOS FROM WINDOWS CENTRAL YOU MAY LIKE



Sign-ups are open for a year free Windows 10 security updates — here's how to enroll



Chaotic ESU rollout leaves Windows 10 users in limbo as Microsoft pushes Windows 11



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You have less than one month to retire your Windows 10 PC — or take action



Microsoft offers free access to Windows 10 updates through October 2026

Although the next logical step is to upgrade Windows 10 to the next supported version, which in this case is Windows 11, many people are still not ready to switch, and a significant number of devices are incompatible with the newer version due to the stricter hardware requirements imposed by Windows 11.

As a result of these challenges, Microsoft is currently offering regular users access to the Extended Security Updates (ESU) program to extend support for another year, until October 13, 2026.

The program has been available for a long time. However, it was initially limited to commercial customers, allowing them to keep devices running on retired versions of the operating system for up to three years. However, the option is now available to regular consumers, but it is limited to one year since the operating system reached the end of its support.

The company offers at least three options for signing up for the program:

- Free This option is available if you're backing up files to OneDrive, regardless of whether you have a Microsoft 365 subscription.
- Microsoft Rewards You can also redeem 1,000 points if you're enrolled in the rewards program.
- Paid If you don't want to use the other options, you can pay \$30 to access the program.

You can enroll up to 10 computers tied to the same Microsoft account, regardless of the option you choose. The only requirement is that you must be signed in with a Microsoft account, since the enrollment information is stored in this account.

Also, the computer must be running Windows 10 version 22H2 with the latest updates already applied. The device doesn't have to be compatible with Windows 11 to be eligible to enroll.

In this how-to guide, I'll outline the steps to enroll your PC running Windows 10 in the Extended Security Updates program.

To sign up for the ESU program, use these steps:

- 1. Open **Settings**.
- 2. Click on **Update & Security**.

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- 3. Click on Windows Update.
- 4. Click the "Check for updates" button to ensure the device has the latest updates, and the enrollment option becomes available.

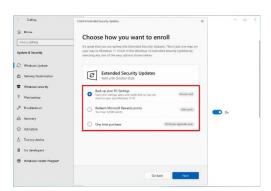


5. Click the **Enroll now** option under the end of support notification.



6. Click the **Next** button.

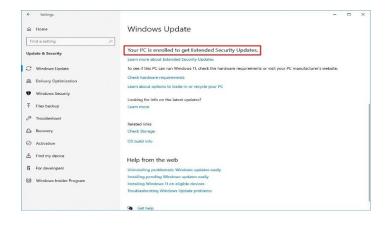




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- Quick note: If the system detects that you're already backing up files to the cloud, you'll see the "Enroll" option immediately. If you're adding a second device, you'll see the "Add device" option instead.
- 8. Click the **Next** button.
- 9. Continue with the on-screen directions, depending on the option you have selected.
- 10. Click the **Done** button.
- 11. 11. Check for the "Your PC is enrolled to get Extended Security Updates" message in the Windows Update settings to confirm the enrollment.



After you complete the steps, the computer will continue getting critical and security updates (only) until October 2026. However, consider that this program won't offer updates to improve the system, changes, or introduce new features. Also, this program doesn't include technical support.

The Microsoft Defender Antivirus definition updates are independent from Windows Update, and the company plans to continue making available updates until 2028.

Additionally, your Microsoft 365 apps (formerly Office) will continue to receive updates. However, after Windows 10 support ends, these apps won't receive new features.

Furthermore, on October 14, the company will end support for Office 2016 and Office 2019 for all operating systems. In addition, Office 2021 and 2024 (as well as the LTSC versions of Office) will continue to run, but they will no longer receive support on Windows 10.

If you don't find the option to enroll, it's important to note that Microsoft has previously said that the option is rolling out gradually, meaning that it could take some additional time before it's fully visible to everyone.

Finally, if you have a compatible computer, the best option is to upgrade to Windows 11 instead of using the ESU program. This process will keep your computer supported, and you'll continue to receive updates that patch vulnerabilities as well as roll out improvements, bug fixes, and new features

Complete Guide to Windows 11 Themes and Wallpapers

By Dellenny

Windows 11 brings a sleek, modern aesthetic that makes personalization more enjoyable than ever. From vibrant themes to dynamic wallpapers, Microsoft has made it easy to make your PC reflect your personality and workflow. Whether you want a minimal, professional setup or a lively, colorful desktop, this guide walks you through everything you need to know about Windows 11 themes and wallpapers.

What Are Themes and Wallpapers?

Themes in Windows 11 are collections of settings that change the overall look and feel of your desktop. A theme usually includes:

- Wallpaper (desktop background)
- Accent colors
- Mouse cursor style
- Sounds
- Dark or light mode preferences

Wallpapers, on the other hand, are the images that appear on your desktop background. You can use static images, slideshows, or even dynamic themes that change based on the time of day.

How to Change Your Theme

Windows 11 makes switching themes quick and intuitive.

Step 1: Open Personalization Settings

- 1. Right-click anywhere on your desktop.
- 2. Select **Personalize**.
- 3. You'll be taken to the **Personalization** section in Settings.

Step 2: Choose a Theme

- Scroll down and click **Themes**.
- You'll see several default options like Glow, Captured Motion, Sunrise, and Flow.
- Click on any theme to apply it instantly.

Step 3: Explore More Themes

Want more options?

- Click Browse themes to open the Microsoft Store.
- You'll find hundreds of free and premium themes, including nature, gaming, and seasonal collections.

Customizing Your Theme

If you prefer a personal touch, you can **create your own theme**:

- 1. Go to Settings > Personalization > Background.
- 2. Choose your wallpaper type: **Picture**, **Solid color**, or **Slideshow**.
- 3. Head back to **Themes**, and select **Save theme**.
- 4. Give your theme a name—now it's yours to keep or share!

Tip: You can sync your themes across multiple devices using your Microsoft account. This ensures a consistent experience everywhere you log in.

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How to Change Your Wallpaper

You can change wallpapers independently of your theme.

Here's how:

Method 1: Quick Change

• Right-click an image file and select **Set as desktop background**.

Method 2: Through Settings

- 1. Go to Settings > Personalization > Background.
- 2. Choose:
 - **Picture** to set a single image.
 - **Slideshow** to rotate between multiple images.
 - **Solid color** for a minimal aesthetic.

Pro Tip: For slideshow mode, choose a folder with your favorite images and adjust the interval (1 minute to 1 day) for automatic rotation.

Dynamic Wallpapers and Light/Dark Themes

Windows 11 integrates beautifully with **Light and Dark modes**. Some themes automatically adjust based on your chosen color mode.

To toggle modes:

- Go to Settings > Personalization > Colors.
- Under Choose your mode, select Light, Dark, or Custom.

Some third-party tools and Microsoft Store themes even include **dynamic wallpapers** that change with the time of day—mimicking sunrise, sunset, or nighttime tones.

Bonus: Best Places to Find Wallpapers

If you want something beyond the defaults, check out these sources:

- **Microsoft Store** official curated themes.
- Unsplash high-resolution photography for free.
- WallpaperHub community-made Windows 11-inspired designs.
- **DeviantArt** custom themes and icon packs for advanced users.

Advanced Customization Tips

- Use **Wallpaper Engine** (Steam app) for animated or interactive backgrounds.
- Match your **accent color** to your wallpaper for a cohesive look.
- Use **Auto Dark Mode** utilities to switch between light/dark themes automatically based on sunrise/sunset.

Windows 11's visual customization options are among the best in any desktop OS. Whether you want to boost productivity with a clean setup or personalize your space with vibrant art, Windows 11 gives you all the tools you need. Dive into themes, experiment with wallpapers, and make your desktop truly yours

How to Transfer Files and Apps from Old PC to Windows 11

By Dellenny

Upgrading to a new Windows 11 PC is exciting — faster performance, smoother design, and enhanced security features. But before you can fully enjoy your new setup, you'll likely want to bring over your files, apps, and settings from your old computer. Fortunately, transferring data to a Windows 11 machine is easier than ever.

In this guide, we'll walk through several effective ways to move your files and apps — from built-in Windows tools to third-party solutions — so you can get started quickly and seamlessly.

1. Prepare for the Transfer

Before transferring anything, take a few minutes to get organized:

- Back up your data. Create a backup using an external drive or a cloud service (OneDrive, Google Drive, etc.) to protect against data loss.
- · Check Windows updates. Make sure both your old PC and new PC are running the latest versions of Windows.
- · Clean up unnecessary files. Delete old downloads and temporary files to streamline the transfer process.

2. Use OneDrive for Cloud-Based Transfer

If you've been using a Microsoft account, OneDrive is the easiest way to transfer files between PCs. **Steps:**

- 1. On your old PC, open **OneDrive** and sign in with your Microsoft account.
- 2. Drag your important folders (Documents, Pictures, Desktop, etc.) into the OneDrive folder.
- 3. On your new Windows 11 PC, sign in with the same account.
- 4. Your files will automatically sync to the new device.

Pro Tip: You can also enable **Folder Backup** in OneDrive settings to automatically sync Desktop, Documents, and Pictures folders.

3. Use an External Hard Drive or USB Drive

If you prefer a manual transfer or have a large amount of data, an external drive is a reliable option. **Steps:**

- 1. Connect the drive to your old PC.
- 2. Copy the files and folders you want to transfer.
- 3. Safely eject the drive and plug it into your new Windows 11 PC.
- 4. Paste the files into the appropriate folders.

Tip: Organize files into categories (e.g., Work, Photos, Music) before copying to save time later.

4. Use Windows Backup and Restore

For a more comprehensive migration, you can use **Backup and Restore (Windows 7)**, which is still available in Windows 10 and 11.

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Steps:

- 1. On your old PC, go to Control Panel \rightarrow Backup and Restore (Windows 7).
- 2. Create a backup and save it to an external drive.
- 3. On your Windows 11 PC, open the same tool and select **Restore my files**.

This method allows you to restore user files and some settings, but not installed apps.

5. Transfer Apps and Settings

Moving installed programs and settings can be tricky since most apps need to be reinstalled on your new PC. However, you can simplify this with tools like:

- **PCmover by Laplink:** Officially recommended by Microsoft, it can move applications, files, and settings automatically.
- EaseUS Todo PCTrans: Transfers selected apps and data between PCs via network or image files.

Note: Always reinstall security or system-critical apps manually to ensure proper configuration.

6. Use Nearby Sharing for Small Transfers

If both PCs are on the same Wi-Fi network, Windows 11's **Nearby Sharing** is a convenient feature. **Steps:**

- 1. On both PCs, go to **Settings** \rightarrow **System** \rightarrow **Nearby sharing** and turn it on.
- 2. Right-click a file \rightarrow Share \rightarrow Nearby sharing \rightarrow Choose your new PC.
- 3. Accept the transfer on your Windows 11 PC.

This is ideal for smaller files or quick transfers, not for entire backups.

7. Double-Check After the Move

After transferring your data:

- · Verify all important files are accessible.
- · Reinstall key applications.
- · Sign in to your Microsoft, Adobe, and other service accounts.
- · Set up your preferred settings and personalization options.

Migrating to Windows 11 doesn't have to be a hassle. Whether you use OneDrive, a physical drive, or software tools like PCmover, you can easily bring your digital life with you.

By planning ahead and choosing the right method for your needs, your transition to Windows 11 will be smooth, safe, and stress-free

How to Fix Windows 11 Problems Without Calling IT

By Dellenny

Windows 11 is sleek, fast, and packed with features—but even the best systems have their quirks. Whether it's a laggy start menu, Wi-Fi drops, or stubborn updates, you don't always need to call IT to get back on track. Here's how to fix common Windows 11 issues yourself, safely and efficiently.

1. Restart Before You Panic

It sounds simple, but rebooting often fixes temporary system glitches, clears memory, and resets background processes.

Try this first:

- · Click Start \rightarrow Power \rightarrow Restart.
- · Wait for your PC to fully reboot before testing again.

Pro tip: If your system is frozen, hold the power button for 10 seconds to force a shutdown, then turn it back on.

2. Fix Wi-Fi and Internet Issues

If your Wi-Fi keeps dropping or won't connect, try these quick steps:

1. Run the built-in troubleshooter:

- · Go to Settings \rightarrow System \rightarrow Troubleshoot \rightarrow Other troubleshooters.
- Click **Run** next to *Internet Connections*.

2. Reset your network adapter:

- · Open Settings → Network & Internet → Advanced network settings → Network reset.
- · Restart your PC after the reset.

If that doesn't help, unplug your router for 30 seconds and plug it back in.

3. Speed Up a Slow PC

A sluggish computer often needs a little cleanup.

Try this:

- · Close startup programs:
 - · Press Ctrl + Shift + Esc to open Task Manager.
 - · Go to **Startup apps** and disable anything you don't need.
- · Free up space:
 - Go to Settings \rightarrow System \rightarrow Storage \rightarrow Cleanup recommendations.
- Run Windows Update:
 - · Sometimes new updates contain performance fixes.

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4. Fix Frozen Apps or Programs

If an app refuses to close or respond:

- 1. Press Ctrl + Alt + Delete and open Task Manager.
- 2. Find the frozen app, select it, and click **End task**.
- 3. Restart the app.

Still crashing? Try reinstalling the app or checking for updates in the **Microsoft Store**.

5. Solve Update Problems

If Windows updates fail or get stuck:

- 1. Run the Windows Update Troubleshooter:
 - · Go to Settings \rightarrow System \rightarrow Troubleshoot \rightarrow Other troubleshooters \rightarrow Windows Update \rightarrow Run.
- 2. Clear the update cache manually (advanced users):
 - · Open Command Prompt as administrator and type: net stop wuauserv net stop bits del % systemroot%\SoftwareDistribution\DataStore*.* /s /q net start wuauserv net start bits
- 3. Restart your computer and check for updates again.

6. Fix Sound Problems

If your speakers or headphones suddenly stop working:

- 1. Right-click the sound icon \rightarrow Troubleshoot sound problems.
- 2. Make sure the right output device is selected.
- 3. Update your sound driver:
 - Right-click Start \rightarrow Device Manager \rightarrow Sound, video, and game controllers \rightarrow right-click your audio device \rightarrow Update driver.

7. When All Else Fails — Use System Restore

If nothing works, roll your PC back to a time when it did:

- · Type **System Restore** in the Start menu search.
- · Select Create a restore point \rightarrow System Restore \rightarrow Choose a restore point.
- · Follow the prompts to restore.

This won't affect your personal files—it just resets system settings and drivers

Windows Tips: Must Know Windows Editing Shortcuts

Although Microsoft Windows is designed for touchscreens, thanks to a slew of keyboard shortcuts, it's easy to bypass touch and use just a keyboard and mouse. These Windows editing shortcuts can save you time and effort by letting you use keys instead of clicking on drop-down menus.

Try these shortcuts with your most frequently used Windows programs, including Microsoft Excel, Word, Outlook, PowerPoint, OneNote, and many other Microsoft 365 applications.

Windows Selecting Keyboard Shortcuts



- · Select all items in a document or window: [Ctrl] + A
- · Select more than one item in a window or on the desktop, or select text within a document: [Shift] with any arrow key
- · Select blocks of text by paragraph: [Ctrl] + [Shift] with any arrow key
 Keep holding down [Ctrl] + [Shift], and each time you hit the arrow key successively, more paragraphs are highlighted.
- · Selects all text from the cursor to the end of the document: [Ctrl] + [Shift] with the [End] key
- Selects all text from the cursor to the beginning of the document: [Ctrl] + [Shift] with the [Home] key

Windows Text and File Management Keyboard Shortcuts

- · Copies selected text or item: [Ctrl] + C
- · Cuts selected text or item: [Ctrl] + X
- · Pastes text or item on clipboard to your cursor location or designated file location: [Ctrl] + V
- · Undo something: [Ctrl] + Z
- · Redo something: [Ctrl] + Y
- · Save a document: [Ctrl] + S
- · Print a document: [Ctrl] + P

Windows Formatting Keyboard Shortcuts

- Turn on or turn off bold: [Ctrl] + B
- Turn on or turn off italics: [Ctrl] + I
- Turn on or turn off underline: [Ctrl] + U

Windows Navigation Keyboard Shortcuts

- · Move the cursor to the beginning of the next word: [Ctrl] + Right arrow
- · Move the cursor to the beginning of the previous word: [Ctrl] + Left arrow
- · Move the cursor to the beginning of the next paragraph: [Ctrl] + Down arrow
- Move the cursor to the beginning of the previous paragraph: [Ctrl] + Up arrow



Revised April 2025

Plateau PC Users Group, Inc.



Application for Membership for 2025-2026

----- New Member ----- Renewing Member

Return this application with a check for annual dues payable to "PLATEAU PC USERS GROUP" Return to the club Treasurer during our meeting or mail to "PPCUG Treasurer. 221 Tomlon Road, Crossville TN 38555"

Our annual dues are now payable July 1st. of each fiscal year.

Persons// families joining during the fiscal year have dues payable as follows:

| Join In | July - Sept | Oct - Dec | <u>Jan - Mar</u> | Apr - June | |
|----------------|-------------------|-----------------|------------------|------------------------------|----------|
| Single | \$24 | \$18 | \$12 | \$6 | |
| Family | \$30 | \$22 | \$15 | \$7 | |
| Date: | Amoi | ınt Paid: \$ | by Ca | sh, or Check (# |) |
| Last Name | | First Name | | ly Member (if family mem | |
| Address: | | | | | |
| City | | State | Zip (| () Code Phone Number | |
| E-Mail addres | ss: | | | | |
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| I have belonge | ed to a Compu | ter Club before | :: Yes | No | |
| I have used Po | C's since (year) |): | | | |
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January 2026



| <u>Mon</u> | <u>Tue</u> | Wed | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
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| 5 | 6 | 7 10:00 A.M. PPCUG Board Mtg. | 8 | 9 | 10 |
| 12 | 13 3:00 A.M. General Mtg. Presentation. Followed by Q&A Session | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 26 | 27 | 28 | 29 | 30 | 31 |
| | 5 12 | 5 6 12 13 3:00 A.M. General Mtg. Presentation. Followed by Q&A Session 19 20 | 5 6 7 10:00 A.M. PPCUG Board Mtg. 12 13 3:00 A.M. General Mtg. Presentation. Followed by Q&A Session 19 20 21 | 5 6 7 10:00 A.M. PPCUG Board Mtg. 12 13 3:00 A.M. General Mtg. Presentation. Followed by Q&A Session 19 20 21 22 | 5 6 7 10:00 A.M. PPCUG Board Mtg. 12 13 3:00 A.M. General Mtg. Presentation. Followed by Q&A Session 19 20 21 22 23 |