



# PLATEAU PC USERS GROUP, INC GAZETTE



## August 2022

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 [www.PPCUGinc.com](http://www.PPCUGinc.com) August 2022  
"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 28 Issue 8

**This Month's General Meeting**  
**Tuesday, August 9, 2022**  
**will start at 3:00 P.M. @**  
**FFG Christ Lutheran Church**  
Social Distancing is recommended.  
Face Mask coverings are **optional**

**August 9th Presentation**  
**@ 3:00 P.M.**

**"Ten Incredibly Useful iPad Tips"**  
By Randy Knowles

The Apple iPad is being used more and more here in Fairfield Glade.

A lot of people use their iPads without ever knowing many of the things that help make it such a powerful device.

At today's General Meeting Randy will discuss /learn/ practice ten helpful tips.

Please bring your iPads and practice with us!



**Note: Remember to pay your "ANNUAL DUES"**

<b><u>Inside This Issue</u></b>	
<b>Club information and Phone numbers</b>	<b>Page 2</b>
<b>Cool Tips: LED Lights and Utilities</b>	<b>Page 3</b>
<b>Getting Older? Make Windows more Comfortable</b>	<b>Page 4</b>
<b>Twelve Basic Excel Functions Everybody Should Know</b>	<b>Page 7</b>
<b>Making Your Tech "Fit"</b>	<b>Page 12</b>
<b>Ctrl+Shift+V Is the Best Shortcut You're Not Using</b>	<b>Page 14</b>
<b>PPCUG 2022/ 23 Application for Membership.</b>	<b>Page 15</b>
<b>September 2022 Calendar.</b>	<b>Page 16</b>

**Please Note:** 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 1<sup>st</sup>. 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:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - 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.

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The Gazette is the monthly newsletter of the Plateau PC Users Group, Inc.

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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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Printed by, Business Equipment Clinic  
539 West Ave. Suite 101 Crossville TN 38557

## LED Lights and Utilities

Author: Andrew Cummins, President, ICON Users Group, MO  
July 2019 issue, The ICON Newsletter  
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I can't tell you how exciting I think LED lights are. They're incredible in many ways compared to older incandescent bulbs. I recently took an LED bulb and stomped on it. I wanted to open it up for a look. I then threw it down on concrete several times as hard as I could, and even took a hammer to it. Nothing, but some scuffing. I grabbed an axe that could take down a large tree. With one swing, the bulb flew some distance and I had merely dinged the aluminum base. I took another swing, and landed the axe up on the plastic dome. Success! The plastic dome split and popped half off of the aluminum base, exposing a dozen little LEDs.

Compare the resiliency of that LED bulb to your old bulbs, the ones that can shatter just from an accidental fall to the floor. Not all LED bulbs are that tough. Some are made with glass and can break rather easily. But, if you want an incredibly tough bulb, you can now get it.

Before the turn of the century, I had used a number of third-party utilities to keep my PC running. I'd have to restart my computer sometimes several times a day to overcome problems. Occasionally, I'd have to reinstall Windows to get it working. Windows now has become very resilient. I've never needed to reinstall Windows 10. I rarely need to restart it. And, I have almost no need for third-party utilities.

We recently had an ICON class that presented a number of utilities built into Windows to keep it running smoothly. You might be able to get by without ever going out of your way to use any of them.

One such utility is CHKDSK to check your hard drive for errors. Windows 10 uses the NTFS file system, which is very reliable. Older versions of Windows used FAT, which is prone to errors. I've never needed to run CHKDSK on Windows 10.

Windows 10 has a utility to backup your hard drive. It's more than a good idea to backup your hard drive. The hardware won't last forever and Windows isn't perfect. And, you might even mess things up yourself, then a backup can save you. This you should backup before you need it. Keep a couple of backups, in case one fails. Enjoy the resilience.



**\*\* Visit the PPCUG Website \*\***  
***At: [www.PPCUGinc.com](http://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



## Getting Older? Here's How to Make Windows More Comfortable



**BENJ EDWARDS**

@benjedwards

How-To Geek



If you're getting older like me, you might find that it's harder to see what is on your computer screen than it used to be. Here are some tips to make using your Windows 10 or 11 machine easier and more comfortable with diminished sight.

### Table of Contents

**Make Your Mouse Pointer Larger**

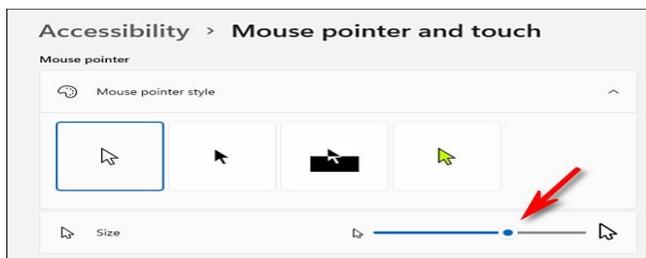
**Make Your Mouse Pointer Easier to Find**

**Make Your Fonts Larger in Windows**

**Make Fonts Larger in Browsers**

**Make Desktop or File Explorer Icons Larger**

**Make Your Mouse Pointer Larger**



If you're always losing your mouse pointer on your screen, it might be too small to comfortably see. In these days with high-resolution monitors, why suffer with a tiny pointer when it's easy to make it bigger?

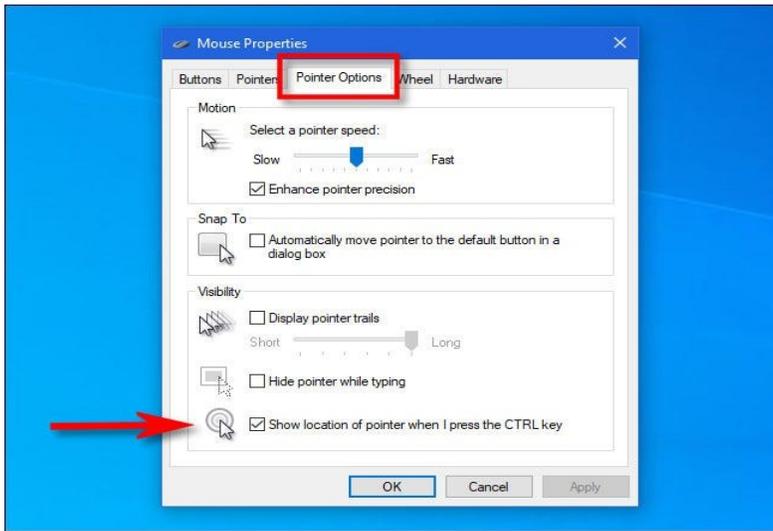
On Windows 10, open Settings and navigate to Ease of Access > Cursor & Pointer. Use the "Change Pointer Size" slider to make your mouse cursor larger or smaller. You can also change the pointer's color, which might make it easier to see as well.

On Windows 11, open Settings and navigate to Accessibility > Mouse Pointer and Touch. Use the "Size" slider to make your mouse pointer larger, and you can also choose a custom mouse pointer style just above that to change the color.

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## Make Your Mouse Pointer Easier to Find

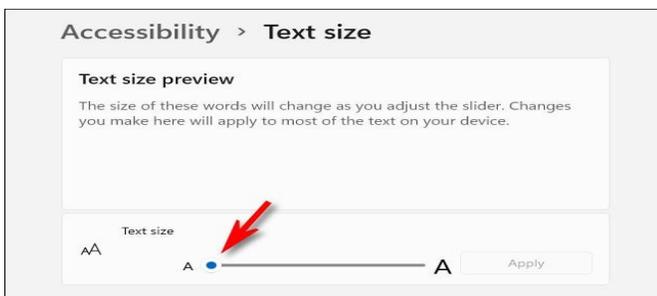


Windows has a special location option that homes in on your mouse pointer with a circle if you press the Ctrl key. But you have to turn it on first.

In Windows 10 or 11, open the Start menu and search for “Mouse Settings.” When Settings opens, click “Additional Mouse Options.” In the “Mouse Properties” window, click the “Pointer Options” tab, then place a check mark beside “Show location of pointer when I press the CTRL key.”

Also, you can turn on mouse pointer trails in this same “Mouse Properties” window. To do so, place a check mark beside “Display Pointer Trails,” then use the slider to decide how long you want the trails to be. Trails make it much easier to see where the mouse pointer moves.

## Make Your Fonts Larger in Windows



If you’re finding it harder to read tiny fonts on your screen, it’s easy to make them larger system-wide. To do so, open Settings and select “Accessibility” in Windows 11 or “Ease of Access in Windows 10.

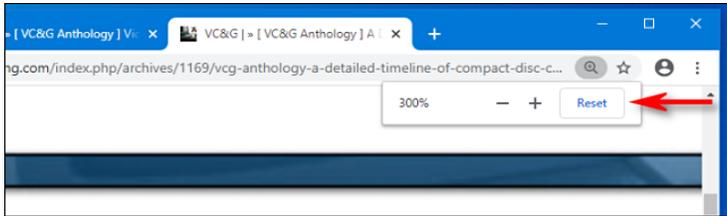
In Windows 10, use the “Make it Bigger” slider. In Windows 11, click “Text Size” and use the “Text Size” slider to make fonts larger or smaller. Click “Apply” when you’re ready, and you’ll see the results

(Continued on page 6)

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immediately once your open windows refresh. You can come back and adjust the font size any time if you find them too large or too small.

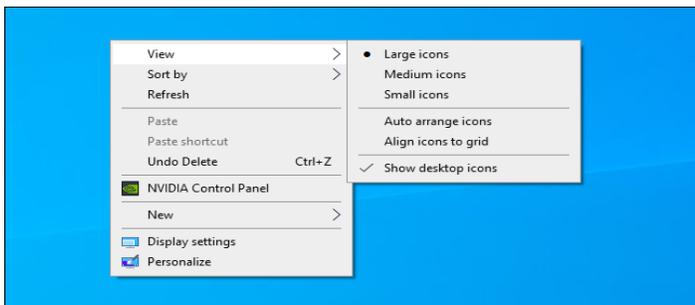
## Make Fonts Larger in Browsers



If you don't want to make all your fonts larger in Windows, you can alternately just make them larger in your web browser by changing their default size (such as in Chrome), or on a site-by-site basis with the [Zoom feature](#).

To make text larger quickly with the "Zoom" feature in your browser, click a browser window and hold down the Ctrl key on your keyboard while you scroll your mouse wheel. Or you can use a special option in the address bar of Firefox or Chrome, or Edge.

## Make Desktop or File Explorer Icons Larger



If you have trouble seeing icons on your desktop or in File Explorer, it's easy to make them larger. In File Explorer on Windows 10 or 11, open a new window and click "View" in the menu bar, then select an icon size, such as "Large Icons," or "Extra Large Icons."

On the Desktop, you can quickly resize all icons by holding down the Ctrl key and scrolling your mouse wheel, making them much larger or much smaller. Or you can right-click the desktop, select "View," and choose an icon size from the list.

And if all else fails, a good pair of reading glasses goes a long way. Good luck!

## Twelve Basic Excel Functions Everybody Should Know



SANDY WRITTENHOUSE

@sandystachowiak

How-To Geek



Microsoft Excel contains many functions that allow you to perform tasks without a calculator or extra work. But if you're unfamiliar with formulas, it can feel intimidating. Here, we've listed 12 simple but useful Excel functions to get you started.

### Table of Contents

1. Add Numbers in Cells: **SUM**
2. Average Numbers in Cells: **AVERAGE**
3. Find the High or Low Value: **MIN** and **MAX**
4. Find the Middle Value: **MEDIAN**
5. Count Cells Containing Numbers: **COUNT**
6. Insert the Current Date and Time: **NOW**
7. Round to a Certain Number of Digits: **ROUND**
8. Truncate a Number by Removing the Fraction: **TRUNC**
9. Find the Product by Multiplying Cells: **PRODUCT**
10. Use the Reference Number of a Given Cell: **COLUMN** and **ROW**
11. Eliminate White Space: **TRIM**
12. Count the Number of Characters in a String: **LEN**

### 1. Add Numbers in Cells: **SUM**

One of the most basic things you can do with numbers is add them. Using the SUM function in Excel you can add numbers in cells.

The syntax is SUM(value1, value2,...) where value1 is required and value2 is optional. So for each argument, you can use a number, cell reference, or cell range.

For example, to add the numbers in cells A2 through A10, you would enter the following and press Enter: =SUM(A2:A10)

You then get your result in the cell containing the formula.

	A	B	C	D	E
1	Sales				
2	\$ 450.00				
3	\$ 550.00				
4	\$ 440.00				
5	\$ 500.00				
6	\$ 600.00				
7	\$ 700.00				
8	\$ 500.00				
9	\$ 450.00				
10	\$ 550.00				
11	\$4,740.00				

(Continued on page 8)

(Continued from page 7)

## 2. Average Numbers in Cells: AVERAGE

The syntax is the same for the AVERAGE function in Excel as with the SUM function, AVERAGE (value1, value2,...) with value1 required and value2 optional. You can enter cell references or ranges for the arguments.

To average the numbers in cells A2 through A10, you would enter the following formula and press Enter:

=AVERAGE(A2:A10)

You then get your average in the cell containing the formula.

	A	B	C	D	E
1	Sales				
2	\$ 450.00				
3	\$ 550.00				
4	\$ 440.00				
5	\$ 500.00				
6	\$ 600.00				
7	\$ 700.00				
8	\$ 500.00				
9	\$ 450.00				
10	\$ 550.00				
11	\$ 526.67				

## 3. Find the High or Low Value: MIN and MAX

When you need to find the minimum or maximum value in a range of cells, you use the MIN and MAX functions.

The syntaxes for these functions are the same as the others, MIN(value1, value2,...) and MAX(value1, value2,...) with value1 required and value2 optional.

To find the minimum, lowest value, in a group of cells, enter the following replacing the cell references with your own. Then, hit Enter:

=MIN(B2:B10)

And to find the maximum, highest value, use:

=MAX(B2:B10)

You'll then see the smallest or largest value in the cell with the formula.

	A	B	C	D	E
1		Sales			
2		\$ 450.00			
3		\$ 550.00			
4		\$ 440.00			
5		\$ 500.00			
6		\$ 600.00			
7		\$ 700.00			
8		\$ 500.00			
9		\$ 450.00			
10		\$ 550.00			
11	MIN	\$ 440.00			
12	MAX	\$ 700.00			

## 4. Find the Middle Value: MEDIAN

Instead of the minimum or maximum value, you may want the middle one.

As you may have guessed, the syntax is the same, MEDIAN(value1, value2,...) with the first argument required and the second optional.

(Continued on page 9)

(Continued from page 8)

For the middle value in a range of cells enter the following and press Enter:

=MEDIAN(A2:A10)

You'll then see the middle number of your cell range.

	A	B	C	D	E
1	Inventory				
2	450				
3	550				
4	440				
5	500				
6	600				
7	700				
8	500				
9	450				
10	550				
11	500				

## 5. Count Cells Containing Numbers: COUNT

Maybe you'd like to count how many cells in a range contain numbers. For this, you would use the COUNT function.

The syntax is the same as the above two functions, COUNT(value1, value2,...) with the first argument required and the second optional.

To count the number of cells that contain numbers in the range A1 through B10, you would enter the following and press Enter:

=COUNT(A1:B10)

You then get your count in the cell containing the formula.

	A	B	C	D	E
1	Inventory	Product			
2	450	caps			
3	550	shirts			
4	440	pants			
5	500	shorts			
6	600	shoes			
7	700	socks			
8	500	bags			
9	450	sandals			
10	550	slippers			
11		9			

## 6. Insert the Current Date and Time: NOW

If you'd like to display the current date and time whenever you open your spreadsheet, use the NOW function in Excel.

The syntax is NOW() because the function has no required arguments. You can, however, add or remove from the current date and time if you like.

To return the current date and time, enter the following and press Enter:

=NOW()

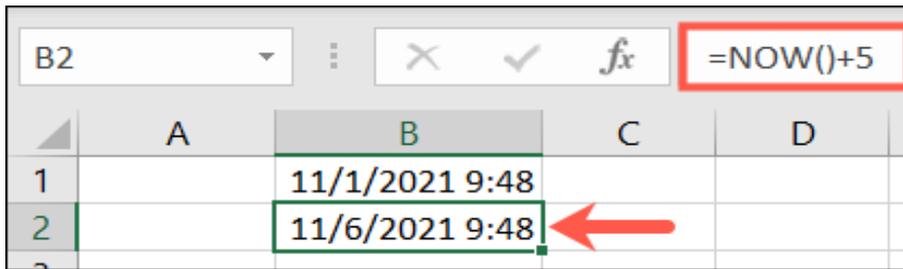
To return the date and time five days in the future from the current date and time, enter this formula and hit Enter:

(Continued on page 10)

(Continued from page 9)

=NOW()+5

And here's how the results would look for each of the above formulas.



## 7. Round to a Certain Number of Digits: ROUND

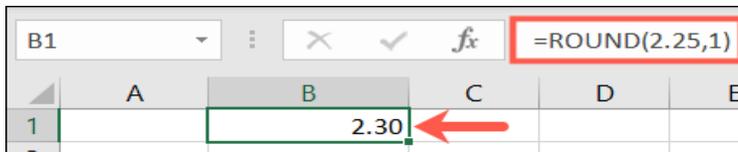
If you have decimal numbers in your sheet that you want to round up or down, use the ROUND function in Excel.

The syntax is `ROUND(value1, digits)` where both arguments are required. For `value1`, use the number you want to round. For `digits`, use the number of decimal places to round the number.

For example, to round the number 2.25 up one decimal place, enter the following and press Enter:

`=ROUND(2.25,1)`

And you have your results. If you want to round down, simply use a negative number for the `digits` argument.



## 8. Truncate a Number by Removing the Fraction: TRUNC

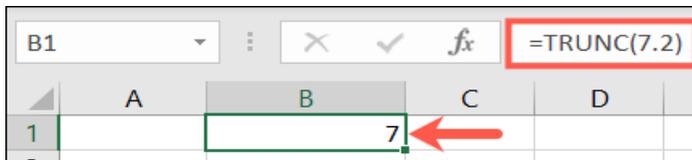
Maybe you'd prefer to truncate a number rather than round it. Using the TRUNC function, you can remove the fraction from the number.

The syntax is `TRUNC(value1, digits)` with `value1` required and `digits` optional. If you don't enter the `digits`, the default value is zero.

So, to truncate the number 7.2 you would enter the following and press Enter:

`=TRUNC(7.2)`

The result of this formula would be the number seven.



## 9. Find the Product by Multiplying Cells: PRODUCT

If you need to multiply several cells, using the PRODUCT function is more efficient than using the multiplication symbol (\*) in a formula.

The syntax is `PRODUCT(value1, value2,...)` with `value1` required and `value2` optional. You can use `value1` for the cell range and `value2` for an additional cell range if needed.

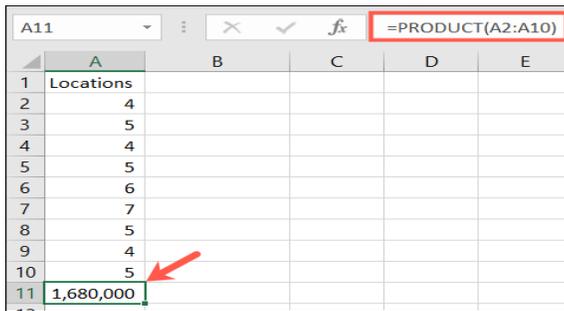
(Continued on page 11)

(Continued from page 10)

To find the product of cells A2 through A10, you would enter the following and hit Enter:

=PRODUCT(A2:A10)

As you can see, this is much simpler than entering A2 \* A3 \* A4 , and so on.



## 10. Use the Reference Number of a Given Cell: COLUMN and ROW

With the COLUMN and ROW functions in Excel, you can return the position number of a cell. These functions are useful for entering a series of reference numbers in your sheet, or row numbers, for instance.

The syntax for each is COLUMN(reference) and ROW(reference) where the argument is not required. If you don't enter an argument, the formula returns the reference for the cell containing the formula.

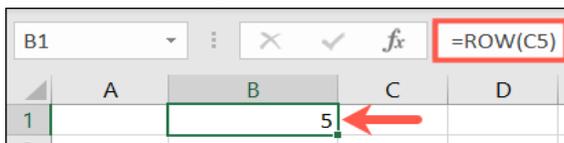
For example, if you enter the following formula into cell B2, the result would be 2 because B2 is in the second row.

=ROW()

But if you enter the following formula with an argument, you'll receive the reference number for the cell.

=ROW(C5)

You can see here; the result is 5 because C5 is in the fifth row.



## 11. Eliminate White Space: TRIM

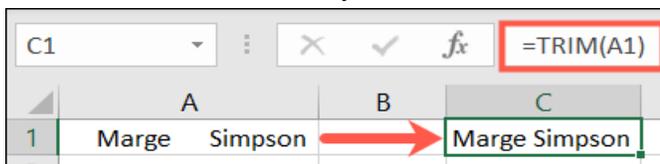
Oftentimes you when you paste or import data, it contains extra spaces. The TRIM function eliminates white space.

The syntax is TRIM(reference) with the argument required for the cell reference containing the data.

To remove extra spaces from cell A1, you would enter the following and hit Enter:

=TRIM(A1)

You'll then see the data in your referenced cell without the leading and trailing spaces.



(Continued on page 12)

(Continued from page 11)

## 12. Count the Number of Characters in a String: LEN

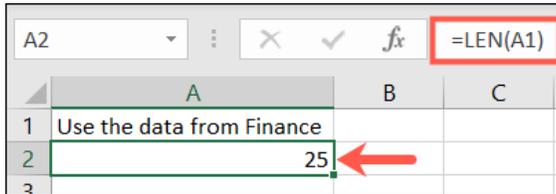
Maybe you need to find the number of characters in a string of text. Here, you'd use the LEN function in Excel.

The syntax is LEN(reference) with the argument required for the cell reference containing the text.

To find the number of characters in cell A1, enter the following formula and press Enter:

=LEN(A1)

The result is 25 because "Use the data from Finance" contains that number of characters and note that spaces *are* counted as characters.



	A	B	C
1	Use the data from Finance		
2	=LEN(A1)		
3			

There are many other useful functions in Excel such as VLOOKUP for finding a value and CONCATENATE for joining strings of text. But this list of the basics should help you with simple tasks while becoming more familiar with using functions

## Making Your Tech "Fit"

Tech and Your Eyes

Author: Debra Carlson, Technical Advisor, CVC Computer Club, CO

Q1 issue 2019, Tech-Notes

cvc.computer.club (at) gmail.com

Words like "ergometrics" and "accessibility" fly around when talking about tech devices but what does that mean practically – to the user?

First, a definition:

Ergometrics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely

— called also biotechnology, human engineering, human factors

merriam-webster.com/dictionary/ergonomics

This quarter we'll talk about how tech interacts with EYES.

COMFORT can be an important guide for dealing with eyes and tech.

1. Ambient lighting should complement light from the screen.

Lamps pointed directly at the screen cause reflection making it harder to see what is printed. If you are typing from notes, however, it is important to have that document well-lit to prevent eye fatigue. Avoid setting a monitor where it will get direct sunlight for the same reason.

(Continued on page 13)

(Continued from page 12)

2. Most monitors (*hardware*) and operating systems (*software that controls how interactions occur within various computing components like hardware or programs used to browse the internet or create documents*) have light level controls in addition to color and size settings. Tempering the background color and complexity of any graphic that “shows through” your viewing windows will lessen the need for more lumens (*the amount of light*). Sometimes changing to dark background and yellow or white print is less taxing to the eyes ... making it easier to see.

3. The position and angle of the monitor are important! You might be surprised how much raising the monitor, or tipping it slightly, will improve screen visibility.

4. Some find “computer glasses” help arbitrate the distance to a monitor if using a desktop or laptop regularly ... and some find glare is cut (*particularly with cataracts*) by using “yellow lens” sunglasses (*slipovers or clip-ons*).

Safety is assisted by comfort, but it is a **DISCIPLINE**. Eyes, balance, circulation, joint health, and physical health in general benefit from:

1. Adjusting the monitor so you can see it easily. Perhaps getting a riser for it (*if you are taller*) so you will sit straight in the chair.
2. Look away from the screen often. When you look away from the screen, shake out your hands.
3. Plan to stand and walk regularly – some suggest every 10 minutes ... most at least every half hour.

Don’t be afraid to experiment with screen resolution or font size. Just remember the following:

1. Before a change, take note of what it is you are having trouble seeing. Every solution makes “changes.” But making the **most efficient change** for your problem will be the most helpful. It also makes it easier to “undo” if your needs evolve.
2. Make one change at a time and see if (or how well) it works for you. This may seem pedantic, but it will assist you in knowing what part of the system, changed, helps you most.
3. Don’t forget – color change can be as or more effective than size change in some circumstances.
4. Many programs have “options” or “preferences” that can be set to make viewing easier. Where these do not exist, third-party “extensions” can provide additional modifications not included by the developer.

Don’t forget about using ZOOM to make individual pages larger or smaller when needed, rather than changing the entire machine unnecessarily.



Hopefully, you got an idea or two in this.

## Ctrl+Shift+V Is the Best Shortcut You're Not Using



@BENJEDWARDS  
HOW-TO GEEK



Tired of pasting and getting weird fonts and formatting in Windows 10 or 11? Don't use Notepad as an intermediary. Try Ctrl+Shift+V, and you'll get only the text you want. Here's why.

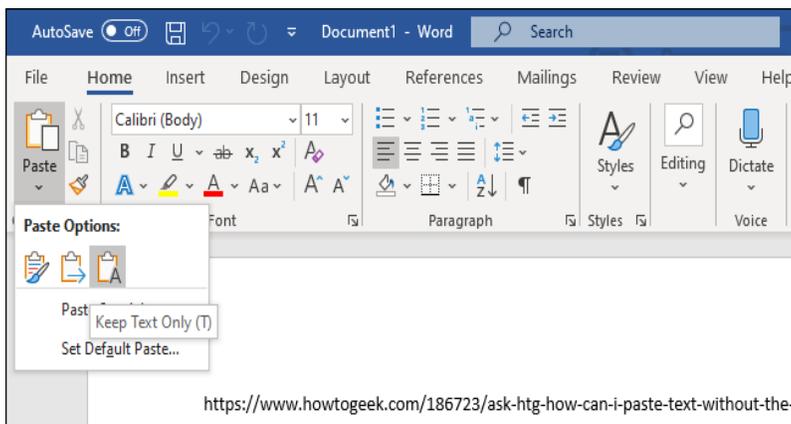
### Paste Text Without Formatting

By default, when you normally copy with Ctrl+C and Paste with Ctrl+V in Windows, the clipboard captures not only the text you've selected but also the styling that goes with it. That includes font style, text color, attributes such as bold and italics, and even bulleted lists. This behavior has been part of Windows since at least Windows 3.1 in 1992.

Luckily, there's an easy way to avoid it. The next time you want to paste only the text without any formatting or style information, press Ctrl+Shift+V on your keyboard in Windows 10 or Windows 11. (On a Mac, you can press Option+Shift+Command+V for a similar result, by the way.)

### The Word Workaround

In Microsoft Word, Ctrl+Shift+V doesn't work. Instead, you'll need to use a special option in the ribbon menu. To do so, switch to the home tab and click "Paste," then select the icon that looks like a clipboard with an "A" on it ("Keep Text Only"), which will paste without formatting.



You can also change the default behavior in Word to always paste without formatting. To do so, navigate to File > Options. In the Options menu that opens, click "Advanced" in the sidebar, then choose "Keep Text Only" in the "Cut, Copy, and Paste" drop-down menus. This way, you can make Ctrl+V always paste as "Keep Text Only" in Word. Good luck, and happy pasting!



**Plateau PC Users Group, Inc.**

**Application for Membership for 2022 / 23**

----- 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. P.O. Box 3787, Crossville TN 38557"

**Our annual dues are now payable July 1<sup>st</sup>. of each fiscal year.**

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

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

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ by Cash \_\_\_\_\_, or Check (# \_\_\_\_\_)

-----  
*Last Name*

-----  
*First Name*

-----  
*Family Member (if family membership)*

-----  
*Address:*

-----  
*City*

-----  
*State*

-----  
*Zip Code*

(-----) -----  
*Phone Number*

E-Mail address: -----

Please Print

I have belonged to a Computer Club before: Yes \_\_\_\_\_ No \_\_\_\_\_

I have used PC's since (year): \_\_\_\_\_

I have knowledge in the following areas that I would be willing to share with club members:

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# September 2022



<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
				1	2	3
4	5 	6	7 <b>2:00 P.M.</b> PPCUG Board Mtg	8	9	10
11	12	13 <b>3:00 P.M.</b> General Mtg. Presentation. Followed by Q&A Session	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	