



# PLATEAU PC USERS GROUP, INC GAZETTE



## September 2020

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 [www.PPCUGinc.com](http://www.PPCUGinc.com) September 2020  
"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 26, Issue 9

### This Month's General Meeting Tuesday, September 8, 2020 FFG Christ Lutheran Church

Note:

Mask wearing is mandatory at the meeting.

September 8th Presentation @ 6:00 P.M.

### How to use on-line communities

In these days of having to stay close to home and not have large gatherings, one can get rather lonely and out of touch.

Fortunately, there are ways to share time with your friends and meet new ones while staying at home.

PPCUG President Steve Rosenstein will present the September program about how to use on-line communities.

While email, Facebook and Twitter are well known to most of us, there are many other ways to communicate.

Steve will tell us how the most popular and lesser-known web sites work.



## Monday, September 7, 2020

Inside This Issue	
Club information and Phone numbers	Page 2
Upcoming Events	Page 3
Cool Tricks: Web Browsing Tricks	Page 3
How to Make a Flyer in Microsoft Word	Page 4
How to Split or Merge Table Cells in Microsoft Word	Page 7
How to Add a Background Color or Image to Emails in Outlook	Page 11
PPCUG Revised Application for Membership	Page 15
October 2020 Calendar	Page 16

Summer Hours start at **6:00 P.M.** (April through September)

Winter Hours start at **3:00 P.M.** (October through March)

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

**Note:** Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1<sup>st</sup>. of each fiscal year. Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 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	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$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.

**DISCLAIMER:** No warranty, express or implied, is made by the PPCUG, the Gazette editorial staff or its contributing editors. This extends to all losses incidental or consequential from the use or non-use of any information in any issue of the Gazette.

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".

## 2020-2021 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
Vice-President/ Compliance	Jim Buxton	(931) 456-6009
Treasurer	John Krueger	(931) 707-3677
Acting Secretary	Richard Del Frate	(931) 456-2251
Past President	Carl Nordeen	(931) 456-5597
Membership	John Krueger	(931) 707-3677
Publicity	Mary Anne Nordeen	(931) 456-5597
Gazette Editor	Gordon Botting	(931) 456-2184
APCUG Rep	Steve Rosenstein	(931) 742-0151
Equipment Custodian	Bob Willis	(931) 456-6511
Webmaster	Alan Baker	(931) 239-0877
	Directors at Large	
Gordon Botting	Richard Del Frate	Barbara Duncan
Charlie Merrick	Bob Willis	



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



**The next General Meeting of the  
PLATEAU PC USERS GROUP  
Tuesday, October 13, 2020  
Note: Winter Hours 3:00 P.M.**

### Cool Tips & Sites

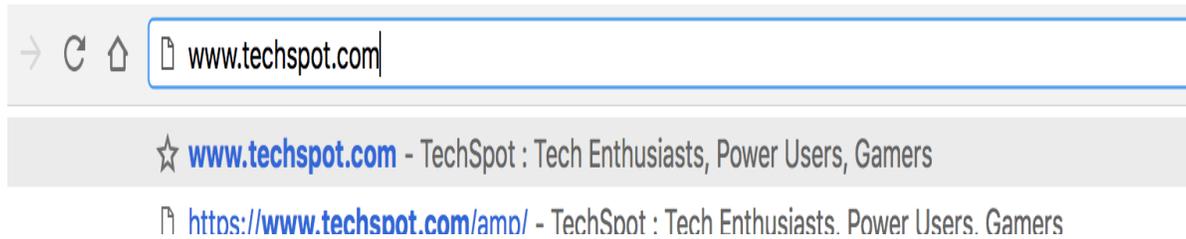
#### Web Browsing Tricks

##### Jump to address bar:

There are a number of ways to jump right to the address bar from anywhere in browser. Pressing Ctrl + L, F6, and Alt + D all accomplish this goal.

Automatically add www. and .com to a URL You can shave off a couple of seconds typing in a URL by simply click Ctrl + Enter after you type the name of the site.

Need .net instead of .com? Press Ctrl + Shift + Enter instead.



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

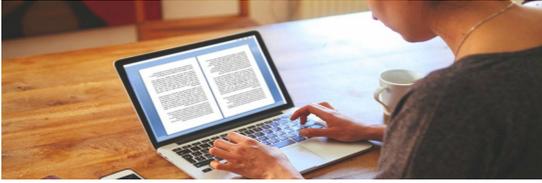
Read all about our club activities and scheduled monthly meetings, also current and past issues of the Gazette Newsletter. Links also to the Meeting Handouts on past presentations.

Send your comments and suggestions to the PPCUG Webmaster, Alan Baker  
[jackal33980@gmail.com](mailto:jackal33980@gmail.com) (931) 239-0877



## How to Make a Flyer in Microsoft Word

By Ben Stockton



While Microsoft Word is better known as a word processor, built to write lines and lines of text, it has other uses that you might not be aware of.

For instance, if you're looking to make flyers, you can do this in Word. There are plenty of document templates available, allowing you create the perfect flyer with minimal fuss.

If you want to make a flyer in Microsoft Word, here's what you'll need to do.

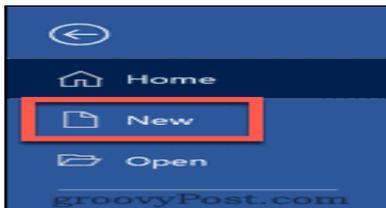
### How to Create a Flyer in Microsoft Word

The easiest way to make a flyer in Microsoft Word is to use one of the ready-made templates that are included in Word itself.

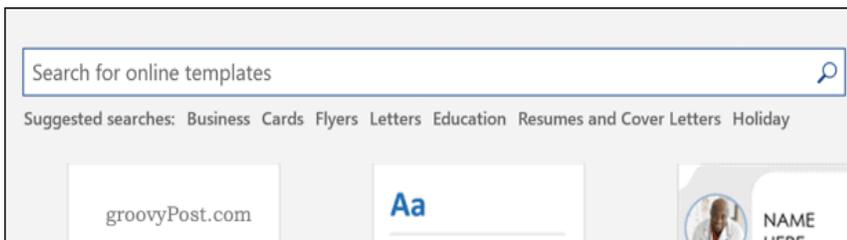
You can find these templates from the main launch screen which opens when you launch Word itself. If you're already working on a file, click the **File** tab on the ribbon bar to access this menu.



From the **File** tab, click the **New** option in the left-hand menu.



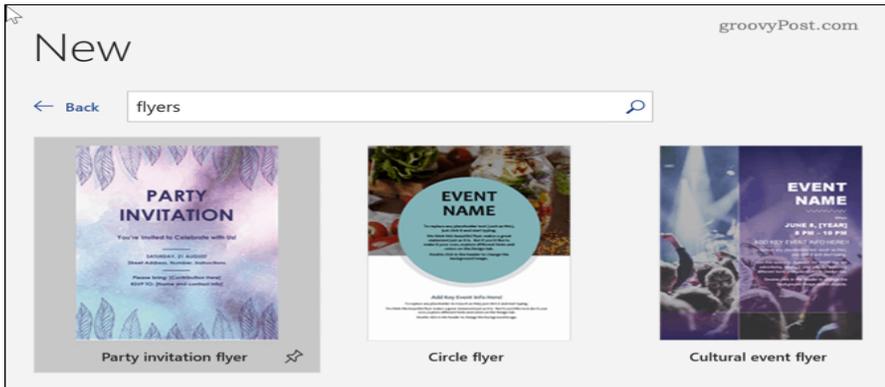
In the **Search for online templates** box, type **Flyers** to search for flyer templates, then hit the **Enter** key on your keyboard.



*(Continued on page 5)*

(Continued from page 4)

A selection of different flyer templates will become visible. You can click on any of these to find out more about the template and the options it comes with.



When you've found a template you like the look of, click the **Create** button. This will download the template and open it as a new document. Congratulations! You've just created your first flyer in Microsoft Word. From here, you can begin editing the contents of the template to fit your needs.

### How to Edit a Flyer in Microsoft Word

You've got the basic template, now you need the content. To begin editing your flyer, you'll need to work within the confines of the template itself.

To change any of the placeholder text, you first need to click it using your mouse. It should show a semi-transparent highlight when this has been done correctly.



With your text box selected, you can begin typing. Any text you add or edit will appear on your flyer.

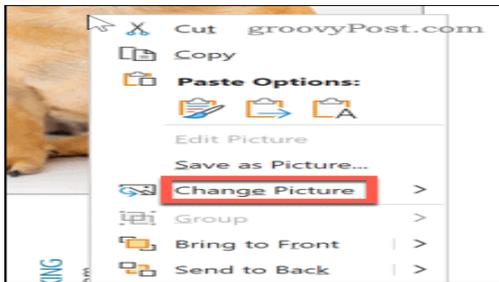


(Continued on page 6)

(Continued from page 5)

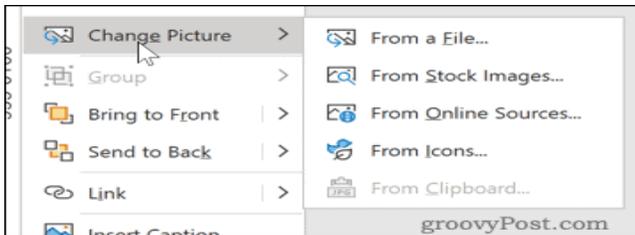
Repeat this for any (or all) of the text you're looking to change. If there are any sections you want to delete, highlight it and hit the **Delete** or **Backspace** keys on your keyboard to remove it.

If you want to change a picture on your template, right-click on the image to bring up the context menu.



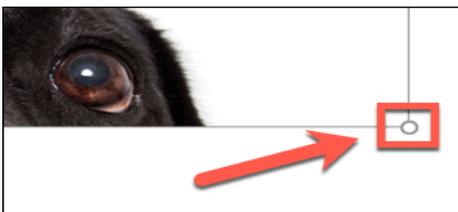
Hover over to enter the **Change Picture** menu. From there, you can select one of the available options to replace your image. These include:

- **From a File** lets you choose any file on your computer to replace the image.
- **From Stock Images** allows you to search Word's collection of stock images to find something suitable.
- For online images, the **From Online Sources** option lets you choose from a collection of online pictures powered by Bing.
- **From Icons** launches the same window as **From Online Sources**, but automatically switches to the Icons tab which includes symbols, emojis, and more.
- **From Clipboard** to paste a saved image from your clipboard into your Word document.



Once you've found the image that you want to use, click on it, then hit the **Insert** option.

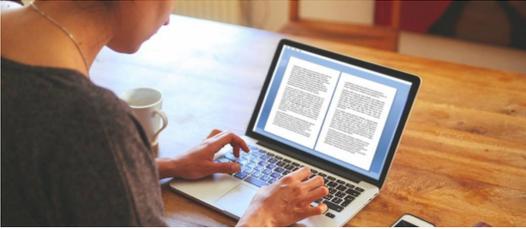
It will then be added to your flyer. You can use the white dots around the outside of your image to resize your image to fit your flyer template.



Once you're happy with your template, you can save it or print it to export it elsewhere. If you're not happy with the results, you can always choose a different template to try out instead.

## How to Split or Merge Table Cells in Microsoft Word

By Ben Stockton



Microsoft Word is a great application for creating standard text documents, but it's also very useful for other types of data, such as those presented in a table.

It's a very easy process to **create tables in Microsoft Word**, but you may need to customize them.

Thankfully, Word allows you to do this by merging and splitting table cells, letting you build your tables any way you want.

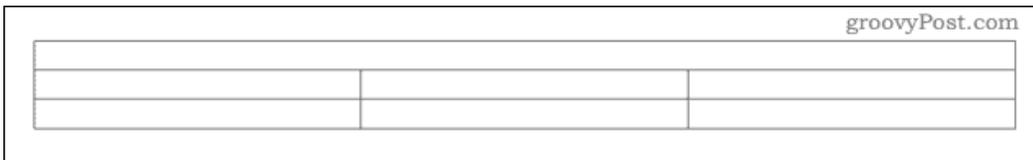
If you want to split or merge tables in Microsoft Word, here's what you'll need to know.

### **Why Merge Cells in Word?**

When you create a table in Word, it'll have the same number of rows in every column, and the same number of columns in every row.

You may want to have a single row that is the full width of your table at the top to use as the title of your table. Alternatively, you may want other combinations of rows and columns that you can't create using the default table settings.

The simplest way to do this is to merge cells together. For example, in a 3x3 table, you can merge the three cells in the top row to make one full-width row, with a 2x3 grid beneath it.



groovyPost.com		

Once you know how to merge cells, it allows you to get a lot more creative when creating tables in Word.

### **Why Split Cells in Word?**

The most obvious reason to split cells in Word is to undo any merging you have done previously, but you can split any existing cell into two.

If you no longer wish to have a single full-width cell at the top of your table, for example, then you could split those cells back up again. If you want to add one extra column to a single row of your table, you can split one of the cells in that row to do so.

Splitting cells allows you to play around with the design of your table until you've got it exactly how you want it.

*(Continued on page 8)*

(Continued from page 7)

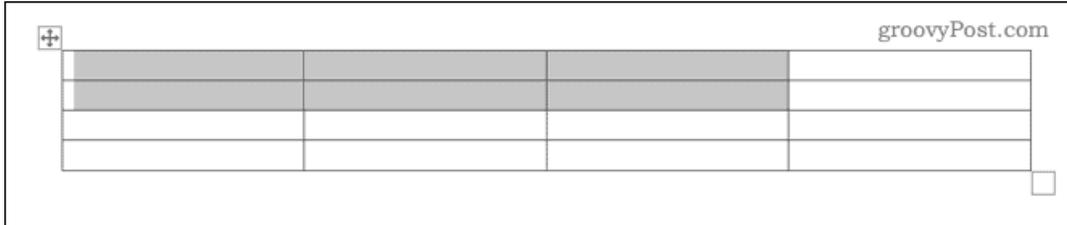
## How to Merge Cells in Word

Merging cells in Word is fairly simple to do, and there are a few ways you can do it.

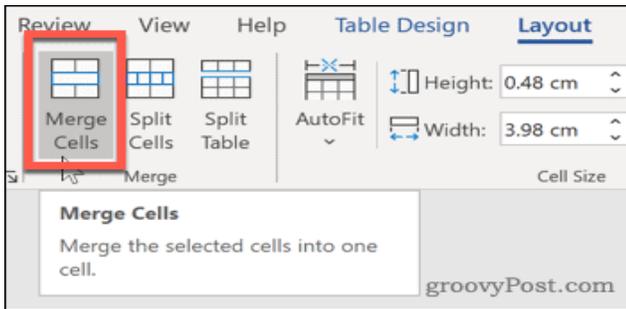
### Using the Merge Cells Button

To use the **Merge Cells** button, first find or create the table that you want to edit, then highlight those cells.

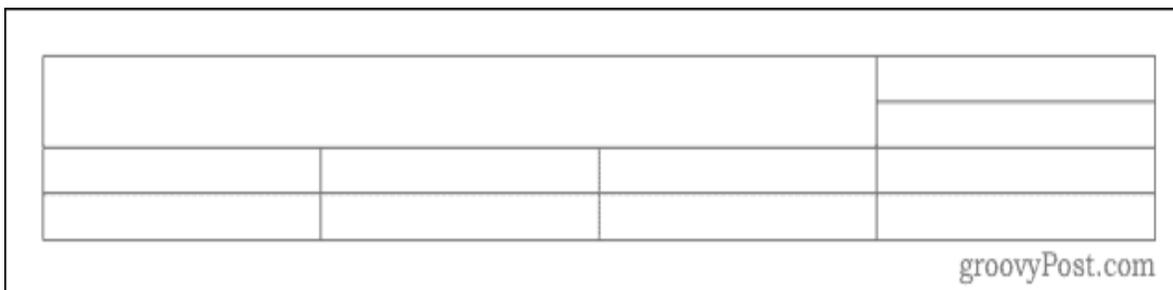
These cells must be adjacent, but you can select multiple cells both horizontally and vertically.



In the **Layout** menu, click the **Merge Cells** button.



The cells you selected will now be merged together.



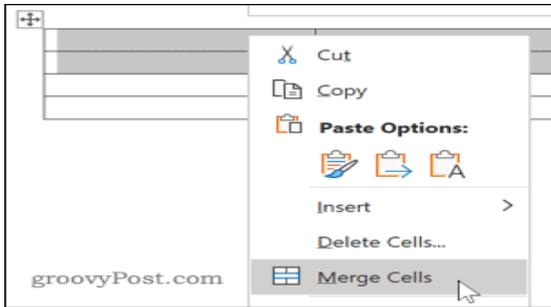
### Using the Context Menu

You can also merge cells using the context menu, which appears when you right-click your table.

To do this, select the cells you want to merge, then right-click them once they're highlighted. From the context menu that appears, click the **Merge Cells** option.

(Continued on page 9)

(Continued from page 8)



As with the method above, your cells will now appear merged after selecting this option.

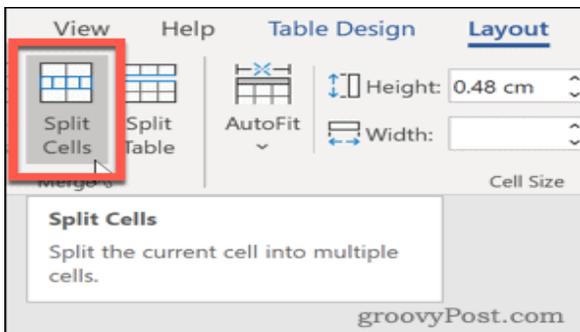
### How to Split Cells in a Microsoft Word Table

To split cells, you again have two options. You can use either method—both will split your table cells successfully.

#### Using the Split Cells Button

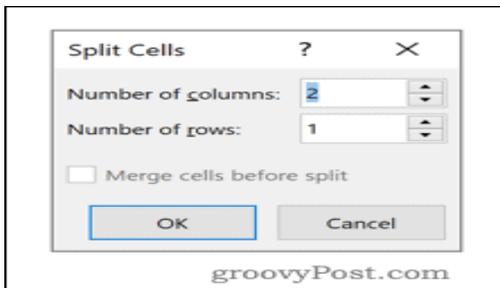
To use the **Split Cells** button on the ribbon bar, you'll first need to select the cell (or merged cells) you wish to split.

Once your cells are selected, click the **Split Cells** button in the **Layout** tab of the main ribbon bar.



This will bring up a dialog box, giving you further options to choose from.

Enter the values for the number of rows and columns that you want to split the cell (or cells) into, and then click **OK** to confirm your choice.



Your cells will now be split using the values you selected in the **Split Cells** dialog box.

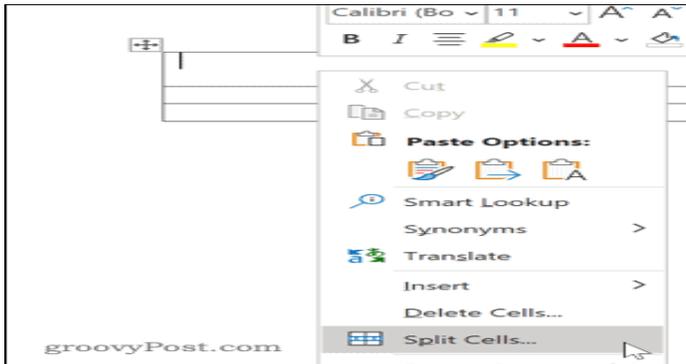
(Continued on page 10)

(Continued from page 9)

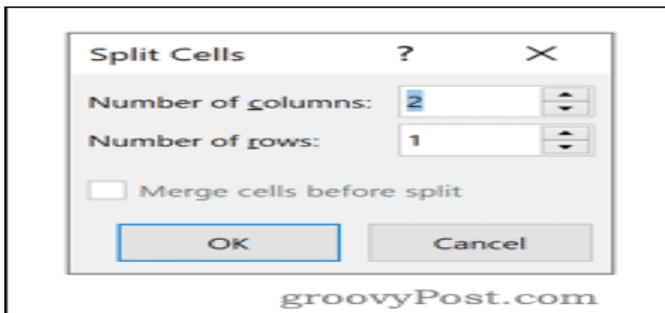
### Using the Context Menu

As with cell merging, you can also split cells by right-clicking your cells and using the context menu that appears.

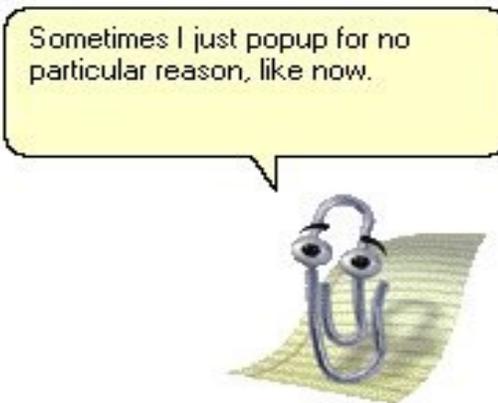
To do this, you'll need to first select your cell or cells, then right-click. From the menu that appears, click the **Split Cells** option.



This will bring up the **Split Cells** dialog box. From here, you can set the number of new cells that will be created.



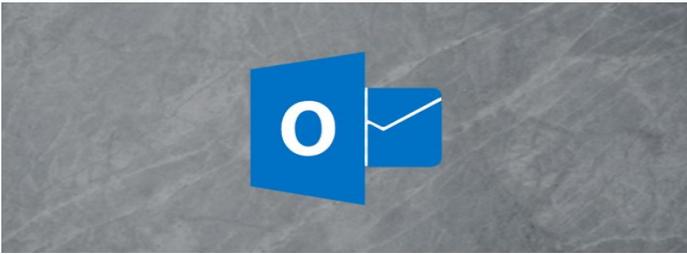
Enter the values for the number of rows and columns that you want to split the cell into, and then hit **OK** to confirm your choice.



## How to Add a Background Color or Image to Emails in Outlook



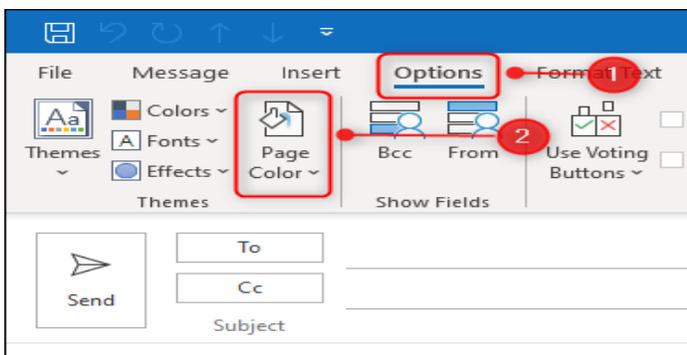
**ROB WOODGATE**



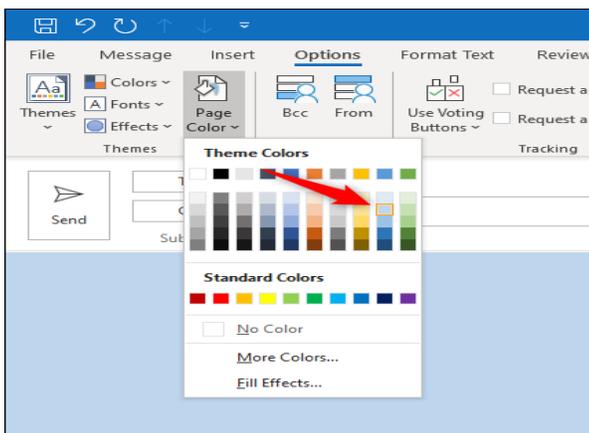
Microsoft Outlook and other modern email clients have a lot of plain, white backgrounds. It doesn't have to be that way, though. Whether you want a soothing beige, an eye-catching image, or something in-between, Outlook allows you to customize your email backgrounds.

Personalizing your email background can be a useful way to make a message stand out or advertise a personal brand. You might simply want to save your recipient from an eye-burning white background. After all, that gets a bit overwhelming after staring at a monitor all day.

Whatever the reason, adding color or an image to your email is easy. First, open a new email in Outlook. Place the cursor in the body, and then click Options > Page Color.



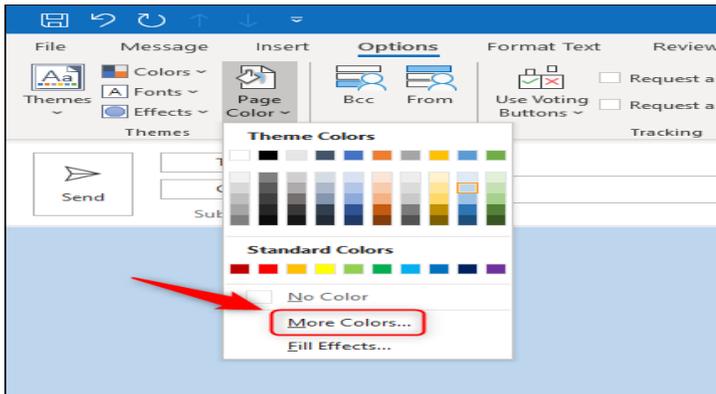
Next, select a solid color if you want something simple (we chose a shade of light blue).



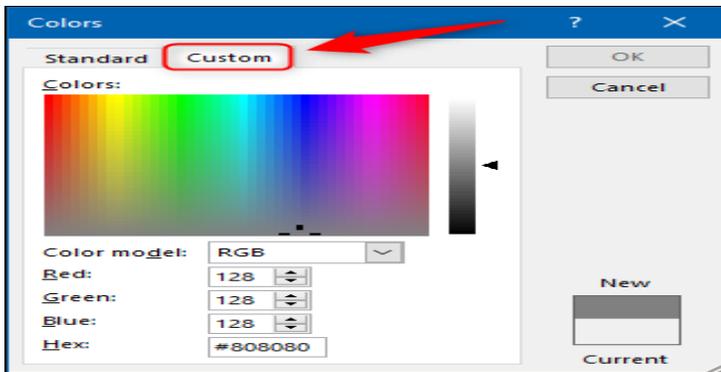
*(Continued on page 12)*

(Continued from page 11)

If you don't like the defaults, click "More Colors."

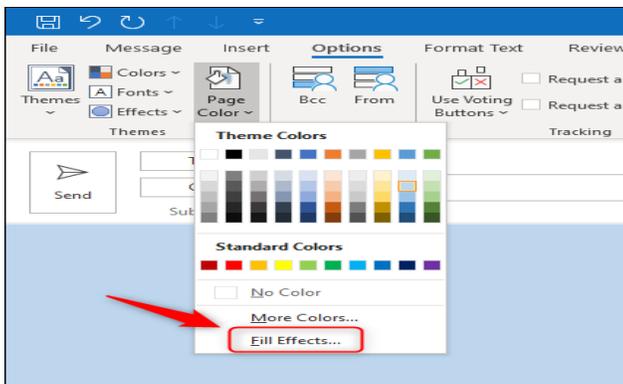


Click the "Custom" tab, and then use the controls to choose any color you want.



If you need some inspiration, here's a complete color palette with the RGB and Hex values for every color imaginable.

If the plain color background doesn't cut it for you, or you want to add an image instead, click "Fill Effects."

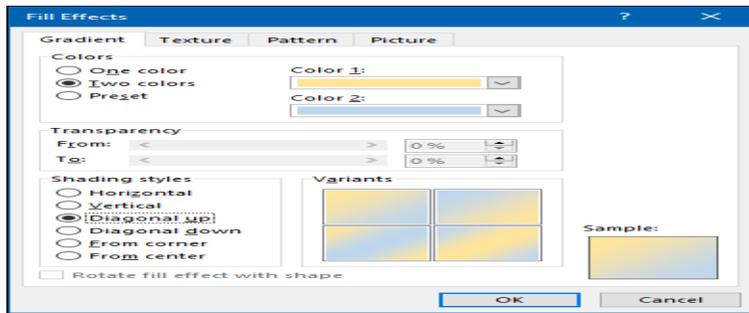


Here, you'll find four options to change the color gradient, texture, or pattern of your email background, or apply an image as a background.

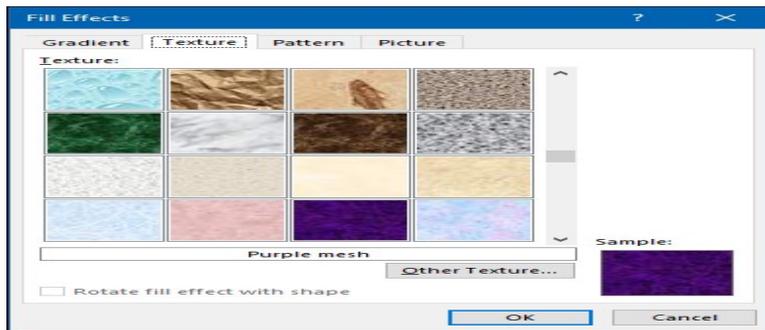
(Continued on page 13)

(Continued from page 12)

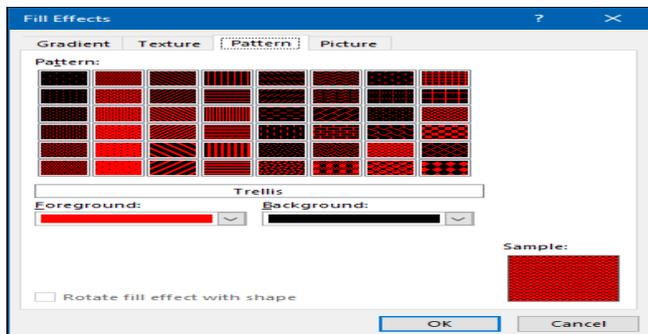
“Gradient” allows you to choose one or more colors and apply transparency and shading, such as this calming pastel yellow and blue blend with a diagonal shading.



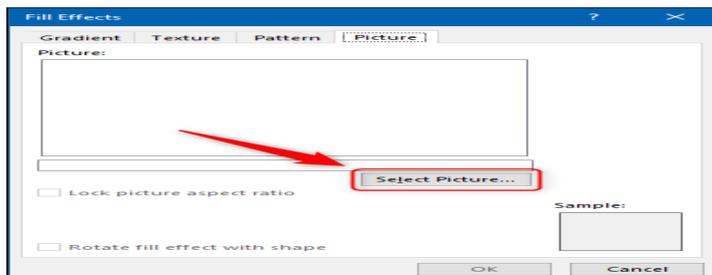
“Texture” allows you to choose backgrounds, like Papyrus, White Marble, Woven Mat, Recycled Paper, and Purple Mesh (shown below).



“Patterns” offers a number of geometric designs with the option of two different colors. Sometimes, you might just need to add a little pop, like the strident red and black motif shown below.



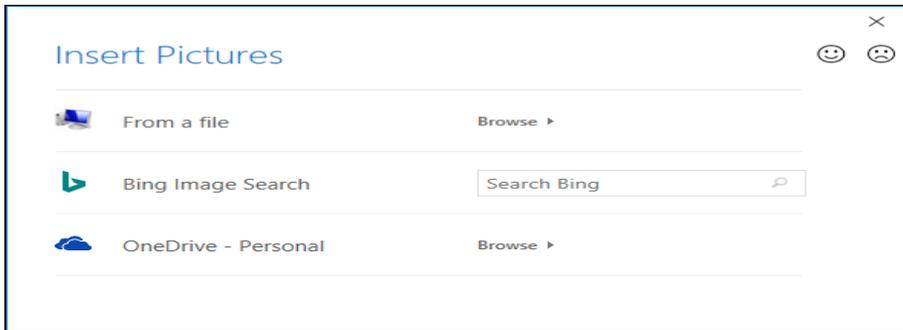
Finally, in the “Picture” tab, you can choose an image to use as your background. To get started, click “Select Picture.”



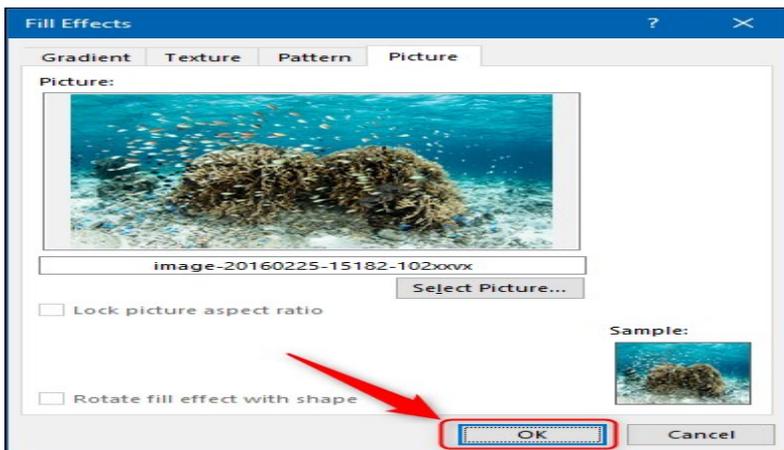
(Continued on page 14)

(Continued from page 13)

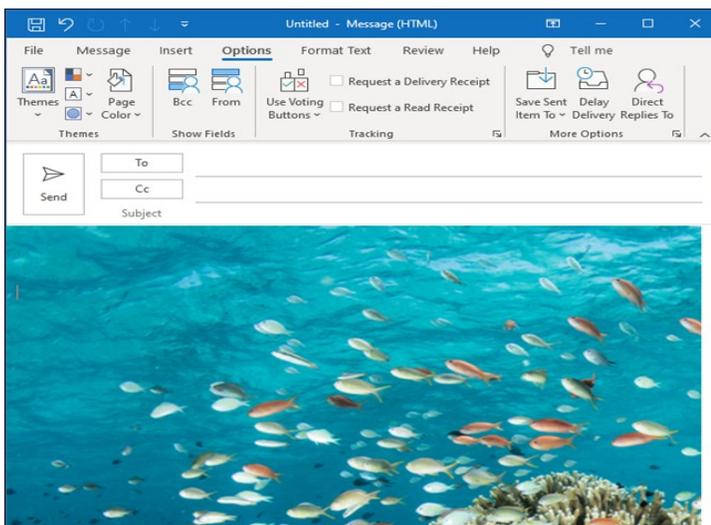
This opens a file selector, so you can navigate to the image you want to use.



Select the image you want from your device, Bing, or a cloud storage area, and then click “OK.”



The image will now be your email’s background in Outlook.



You have to apply these background effects each time you create a new email in Outlook. If you use one or more on a regular basis, you can create a template to save time and effort later.



**Plateau PC Users Group, Inc.**

**Revised Application for Membership**

----- New Member

----- Renewing Member

Return this application with 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"

**Note:** Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1<sup>st</sup>. of each fiscal year.

Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 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	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

September 2020



# October 2020



<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	31 