



PLATEAU PC USERS GROUP, INC GAZETTE



July 2025

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"

July 2025 Volume 31 Issue 7

This Month's General Meeting
Tuesday, July 8, 2025
will start at 3:00 P.M. @
FFG Christ Lutheran Church

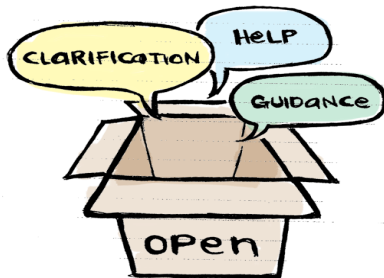
July 8th. Program
@ 3:00 P.M.

George Sengstock will be directing
this months open forum

I implore members to think about
technology issues they recently
have had and form statement and/
or questions about an experience
you have had.

Bring your questions and/or
devices for an open forum on PCs
and mobile devices.

We will also do a refresher on file
organization techniques and Win-
dows Shortcuts.



Friday, July 4, 2025

Remember—July is membership renewal month

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Please Note: 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:

<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.

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539 West Ave. Suite 101 Crossville TN 38557



Stop installing unwanted software.

By Jasmine Blue D'Katz

Lake County Area Computer Enthusiasts

<http://www.lcace.org/>

cynthia.g.simmons (at) gmail.com

I have been using several programs suggested by Bob Gostischa (Tech for Senior) and Judy Taylour (APCUG), and recently, I had to rebuild one of my computers, and the program Unchecky gave me lots of help reinstalling the software.

Unchecky is a free, open-source program that automatically unchecks unwanted, preselected boxes during software installation. It is a lifesaver for anyone who has ever been frustrated by the sneaky tactics used by some installers to trick users into installing additional software or signing up for unwanted services.

How it Works

Unchecky works by monitoring your computer for software installation processes. When it detects an installer, it automatically scans the installer for pre-selected boxes. If it finds any, it unchecks them for you. This way, you can be sure that you are only installing the software you want, without any unwanted extras.

Benefits of Using Unchecky

There are many benefits to using Unchecky. Here are just a few:

- Saves time: Unchecky can save you a lot of time by automatically unchecking unwanted boxes. No more clicking through endless installation screens!
- Saves money: Unchecky can help you save money by preventing you from installing unwanted software you might have to pay for.
- Protects your privacy: Unchecky can help protect your privacy by preventing you from installing software that tracks your activity or collects your personal information.
- Easy to use: Unchecky is extremely easy to use. There are no settings to configure, and it runs silently in the background.

Is Unchecky Safe? Unchecky is entirely safe to use. It is a reputable program with a large and active community of users. It is also open source, so you can be sure its code is clean and free of malware.

Overall

Unchecky is an essential tool for anyone who wants to take control of their software installations. It is free, easy to use, and can save you time, money, and frustration. I highly recommend it to everyone.

Here are some additional things to keep in mind about Unchecky:

- Unchecky does not work with all installers. Some installers are designed to bypass Unchecky and other similar programs.
- Unchecky may not always be able to detect all unwanted boxes. Double-checking the installation screens yourself is always a clever idea before clicking "Install."
- Unchecky is not a replacement for common sense. It is important to be careful about what software you install, even if Unchecky can uncheck the unwanted boxes.

I would also like to add that Unchecky is an excellent program for anyone concerned about their privacy. By preventing you from installing unwanted software, Unchecky can help protect your personal information from being collected and used by third parties.

**** 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

4 Reasons I Use an 18-Year-Old App to Copy and Move Files on Windows



By Aman Kumar

This Third-Party File Manager Is So Impressive That I Replaced Windows File Explorer With It

Remember TeraCopy? This utility software was quite famous back in the Windows 7 era and offered a better way to move files between locations than Windows Explorer. You might be surprised to know that the tool still exists; in fact, I still prefer it over what we have in Windows 11.

Faster than File Explorer (But Only In Certain Cases)

Most people would only switch from the default file transfer mechanism in Windows 11 to TeraCopy if it offers better transfer speeds. Fortunately, TeraCopy lives up to this expectation. However, you won't notice a speed difference when transferring a small number of files. In fact, in my testing, I found that both the Windows 11 file transfer system and TeraCopy offered an average speed of 35 MB/sec when transferring 3 GB of files from one location to another.

But I started noticing the difference when trying to move large files. While moving a 100 GB folder, which was the installation folder of Borderlands 3, I observed that TeraCopy maintained a constant speed of around 45 MB/sec, whereas the Windows file transfer system speed peaked at 43 MB/sec. Furthermore, the transfer speed sometimes dropped to around 5 MB/sec. Although the same slowdown occasionally occurred with TeraCopy as well, it happened more frequently with the Windows file transfer mechanism than with TeraCopy.

While the difference between the speeds of TeraCopy and the Windows file copy system is just 2 MB/sec, this small difference can have a big impact when you zoom out and look at the overall time each takes to complete the copy process.

Let's say I get a constant transfer speed of 45 MB/sec with TeraCopy. In that situation, it'll take around 38 minutes to transfer the 100 GB folder. In contrast, the Windows file copying system will take about 40 minutes to copy the same folder at a constant speed of 43 MB/sec. If you're doing an even larger transfer, like copying an entire drive, those differences can add up—sometimes to hours.

TeraCopy Protects You From User Errors

If you've been using Windows for a long time, you've probably encountered situations where Windows automatically cancels the copy process when it encounters an error, like when the external drive you're copying files to gets disconnected. Unlike the Windows copy system, TeraCopy recognizes that the target drive may have been accidentally disconnected and pauses the process instead of canceling it altogether.

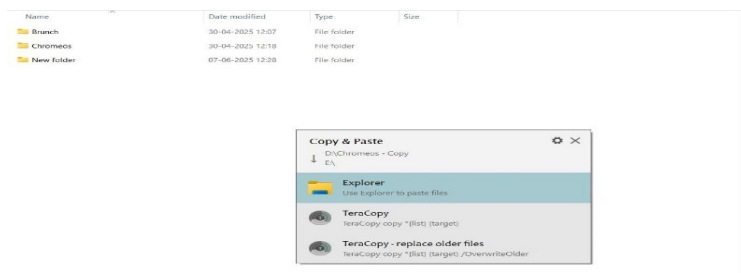
As soon as you reconnect the target device, you can click the resume button to continue the file copy process from the point where it was paused.

Another situation you might relate to is accidentally dragging folders from one location to another. But with TeraCopy as your default file-copying tool, you don't have to worry about this mess. Whenever

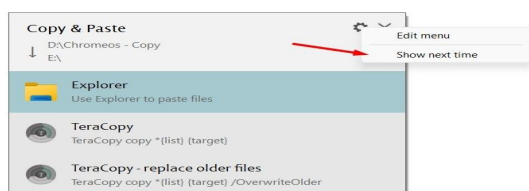
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you copy-paste or drag and drop a file or folder from one location to another, TeraCopy asks for confirmation before executing the process.



While for some this may sound like an extra step, for me it's a small extra safety mechanism to avoid accidental transfers. However, if you don't want to encounter this extra confirmation prompt, the next time you are copying files using TeraCopy, click the gear icon and uncheck the “Show Next Time” option.

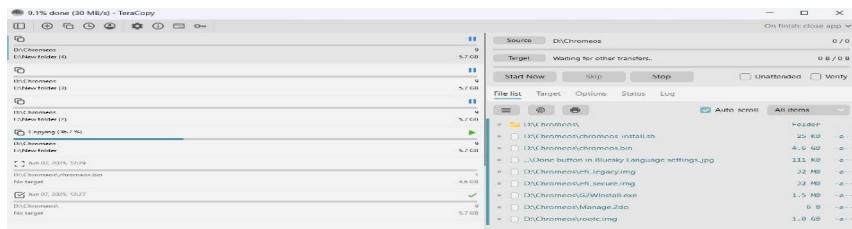


You Can Queue Transfers

Windows allows you to copy files to multiple locations simultaneously. While this may sound like the best approach, unfortunately, it's not. Although you may not notice a major difference when copying a handful of small files to multiple locations at once, things will get complicated when you do this with tens of large files.

When Windows tries to copy huge files to multiple locations simultaneously, it puts a lot of strain on your system processor and your storage drive. As a result, you may experience a slowdown in overall system performance. The situation will be even worse if you have a device with a small amount of RAM, such as 8GB.

However, with TeraCopy you don't have to worry about a system slowdown, because instead of moving files to multiple locations simultaneously, it creates a queue based on the order in which you moved the files. For example, if you move four files to different locations using TeraCopy, the tool will start by moving the first file and will not touch the second file until the transfer of the first file is complete.



The only downside of this approach arises when you need to copy a handful of small files to different locations. In such cases, copying all the files simultaneously would be faster than copying them one by one.

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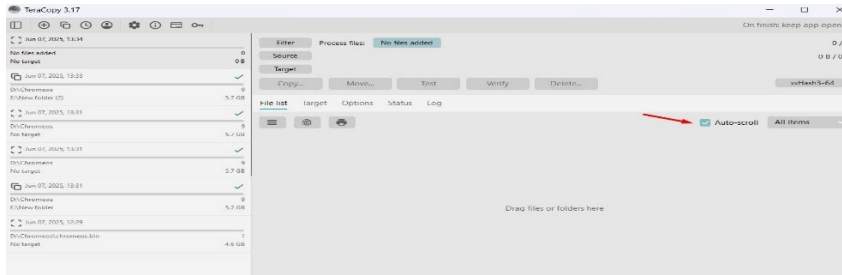
(Continued from page 5)

However, when you need to move multiple large files, TeraCopy's queue approach can be highly effective.

Maintains File Transfer History

A unique feature of TeraCopy is that it maintains a log of all the transfers you have made through it. You can check this by opening the TeraCopy app and clicking the "Log" option.

You'll find every detail about the file transfers, including the source and target folders, the date on which the transfer was executed, and whether any errors were encountered during the transfer process. Furthermore, there's an Auto Scroll feature that ensures TeraCopy automatically skips any corrupt files it comes across during the transfer process, and keeps the transfer running.



At the end of the transfer, you'll be asked what you want to do about the files that weren't copied during the process. I rely heavily on this feature when I have to transfer large files overnight. I simply start the copy process and go to sleep. Even if TeraCopy encounters a problem copying a particular file, it simply skips it and moves on to the next file, instead of waiting for my confirmation before proceeding.

Is Everything Perfect With TeraCopy?

It's almost impossible to find an application without any downsides, and TeraCopy is no exception. In terms of features, I must say it's far better than the default Windows copy mechanism. However, the interface can be confusing. Since I've been using TeraCopy for almost a decade now, I'm completely used to it, but a newcomer may find its interface a bit overwhelming.

If you want to copy a file or folder using the TeraCopy app, you first need to select the source folder and then choose the target folder. All of this may seem like a lot of work for someone who has just started using the app.

Furthermore, there are many advanced options, such as Test and Verify, which read the target and source files, create checksums, and compare them. The app also allows you to manually choose the error detection standard. While all these features may sound like a dream come true for a power user, an average user who has downloaded the app just to copy files might find them a bit intimidating.

Even though PC users use Windows File Explorer all the time, these are some features that often go unused and unrecognized.

TeraCopy also offers a premium plan that costs \$29.95. Should you consider purchasing it? Maybe not.

First, there isn't any out-of-the-box feature in the Pro plan that would justify the purchase for most people.

Second, it really doesn't make sense to spend money on an app whose only function is to copy and paste files from one location to another if you won't use any of the pro features, like advanced filtering options.

What Happens When Windows 10 Reaches Its End?

A Guide for Seniors

By Karl Seidl

If you use a computer at home, there's a good chance it's running Windows 10. This operating system has been a reliable companion for almost a decade—but all good things must come to an end. Microsoft has announced that support for Windows 10 will officially stop on October 14, 2025.

But don't worry—you're not going to lose your computer or your files. Let's walk through what this means and what you can do to stay safe and connected.

When Microsoft ends support for Windows 10, it simply means they will stop sending out updates, including important security updates that protect your computer from viruses, scams, and other online threats. Your computer won't suddenly stop working. You'll still be able to open files, check email, browse the web, and use your favorite programs. However, without updates, your PC becomes more vulnerable to hackers over time. Think of it like this: if your house had an alarm system that stopped working, you could still live there—but you'd be more at risk for break-ins.

As technology advances, older systems like Windows 10 become harder to secure. Hackers often look for weaknesses in unsupported systems, and scammers may target people who haven't upgraded. That's why Microsoft encourages users to transition to newer, more secure versions of Windows.

So, what are your options? If your computer is relatively new—purchased in the last few years—it may be eligible to upgrade to Windows 11 for free. Windows 11 offers a more modern look but is still easy to navigate, and it will be supported well into the 2030s. If you're unsure whether your device qualifies, a tech-savvy family member or a local computer shop can help you find out.

On the other hand, if your computer is older—generally more than five to seven years—it may not be able to run Windows 11. In that case, purchasing a new laptop or desktop may be the simplest and safest solution. New computers are faster, more secure, and often come with helpful features like built-in video calling and voice assistants.

If upgrading isn't possible right away, you can still continue using Windows 10 after 2025, but you'll need to take some precautions. It's best not to use an unsupported system for sensitive activities like banking or online shopping. Be sure to back up your important documents and photos regularly. Installing third-party antivirus software can add an extra layer of protection. If possible, try to limit how often you use the internet on that device.

Many people worry that they'll lose their documents or favorite programs during a change like this. Fortunately, your files, photos, and programs will remain on your computer even after Windows 10 support ends. Most common programs like Microsoft Word, web browsers, and email will continue working for a while. However, over time, some may stop updating or supporting Windows 10, which is another reason why upgrading is a smart long-term plan.

If all of this sounds a bit overwhelming, you're not alone—and you don't have to figure it out by yourself. Help is available. Reach out to a trusted family member or friend who's comfortable with computers.

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Local computer repair shops and tech support centers can also guide you through your options. Even your library or senior center may offer free tech help sessions to assist you.

Technology changes quickly, but with the right support, you can keep up and stay safe. Whether you choose to upgrade now or take more time to decide, knowing your options will help you feel more confident. Windows 10 served us well—but the next chapter in computing is here, and it's designed to make life easier, not harder.

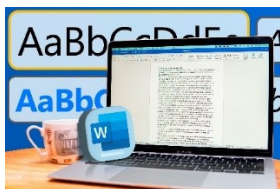


(Karl Seidl, also known as “The Senior Geek,” is originally from Wisconsin and relocated to Fairfield Glade with his wife Mary five years ago. With a lifelong career in the computer industry—including work with companies like IBM and Hub International—he now enjoys helping fellow residents navigate their digital lives.)

6 Microsoft Word Keyboard Shortcuts I Wish I Knew Earlier



By Tony Phillips



The Best Microsoft Word Keyboard Shortcuts I Use as a Power User

I'll be honest—I've only really started making the most of Microsoft Word's keyboard shortcuts over the past few years, despite having used the program for decades. As a result, I'm still discovering new ones I wish I had known earlier! Here are some that I now use every day.

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To assign new keyboard shortcuts to your most-used commands in Microsoft Word, press Alt > F > T to open the Word Options dialog box, click "Customize Ribbon," and select "Customize" at the bottom of the window. Then, choose a command within a category to see existing shortcuts and create your own.

Shift+F3 (And Alt > H > 7): Toggle Between Cases

As an academic proofreader, I often come across headings that don't have the correct title case, as well as sections of text written in block capitals.

Unfortunately, selecting some text and pressing the Caps Lock key doesn't adjust its capitalization, since this key is a toggle, not an action.



8 Must-Use Word Features for Academic Documents

Leave no stone unturned, thanks to Microsoft Word.

Original Text	Shift+F3 x 1	Shift+F3 x 2	Shift+F3 x 3
BLOCK CAPITALS	lowercase	Title Case	BLOCK CAPITALS
lowercase	Title Case	BLOCK CAPITALS	lowercase
Title Case	BLOCK CAPITALS	lowercase	Title Case

Instead, to fix this issue, I can select the relevant text (if I need to change more than one word at the same time) or place my cursor within the relevant word (if I only need to change one word), and press Shift+F3 as many times as necessary until the case is correct.

In the example above, the word "Section" needs to be in block capitals. So, to change it from title case to block capitals, I can simply place my cursor anywhere within the word, and press Shift+F3 once.

Next, to change the section heading to title case, I can use my Arrow keys to move the cursor to before the word "The," press Shift+End to select all the text on that line after the cursor, and press Shift+F3 three times. The reason I need to press it three times on this occasion is that the first word is capitalized, meaning Microsoft Word recognizes this as already being in title case, whereas actually, this is only true for the first word.

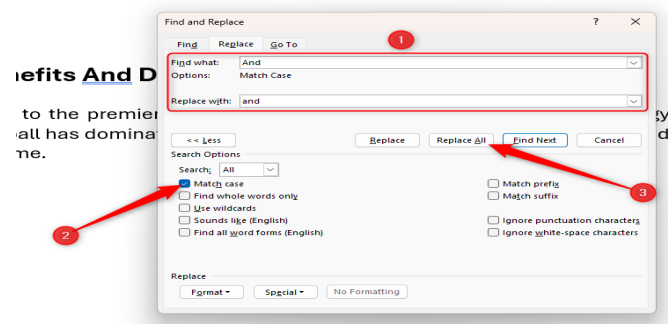
At this stage, I still need to change the "small" words ("and," "of," and "in") in the heading to lowercase, since title case makes *all* selected words begin with a capital letter.

The least efficient way to do this is to go through each word and change it manually. Alternatively, I could place my cursor within the words I want to change, and press Shift+F3 until they're lowercase. However, the method I prefer is to perform a case-sensitive Find And Replace (Ctrl+H) when I've finished proof-

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reading the whole document, and change all affected words to lowercase at the same time by clicking "Replace All."



How to Find and Replace Text in Microsoft Word

You can search for and replace more than just words.

fix the block capitals in the paragraph. To do this, first, I'll place my cursor at the start of the paragraph, and press Ctrl+Shift+Down to select the whole paragraph. One option at this point would be to press Shift+F3 until all the words are lowercase. However, this would also affect the first word of the sentence, meaning I would need to fix this manually.

Instead, I can select the paragraph, and press Alt > H > 7 > S to force it to adopt sentence case, which means that the first word is capitalized, and the rest of the sentence is lowercase.

I still need to fix other things, like capitalizing "Premier League," and changing "VAR" to block capitals. However, as before, I'll make these adjustments as wholesale changes using case-sensitive Find And Replace when I reach the end of the document.

If you're writing an academic document or for a publication, always follow the prescribed style guide.

Ctrl+Shift+Space: Non-Breaking Space

Non-breaking spaces in Microsoft Word prevent related words from being split across two lines. In this example, "Mr. E." is separated from "John", and "6" is separated from "pm," due to natural line breaks. As a result, the text looks unusual, and the flow is disrupted.

We are delighted to confirm that the guest speaker will be Mr. E.
John, one of Britain's most-loved singers, songwriters, and
pianists. Therefore, we advise that you take your seat promptly at 6
pm to ensure you're ready for the commencement of the event.

To fix this, rather than pressing the Spacebar between these words, I can press Ctrl+Shift+Space to insert a non-breaking space. Now, these elements are forced to stay together on the next line, improving the layout and maintaining the flow.

We are delighted to confirm that the guest speaker will be
Mr. E. John one of Britain's most-loved singers, songwriters, and
pianists. Therefore, we advise that you take your seat promptly at
6 pm to ensure you're ready for the commencement of the event.

To double-check where non-breaking spaces have been inserted in a Word document, press Ctrl+Shift+8. This displays non-printing characters, and a non-breaking space is represented by a superscript zero, much like the degree (°) symbol. In contrast, normal spaces are represented by a filled-in circle (·).

We· are· delighted· to· confirm· t
Mr·°E·°ohn,·one·of·Britain's·mos
pianists·.Therefore,·we·advise·th
6·p·m·to·ensure·you're·ready·for·th

Why You Should Always Use Non-Printing Characters in Microsoft Word

Understand your document's building blocks.

7

4Alt+Shift+Up/Down: Move a Whole Paragraph

This keyboard shortcut is remarkably simple yet incredibly useful.

In this example, I have come to realize that the paragraph in red would be better placed beneath the third paragraph.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Maecenas porttitor congue massa. Fusce posuere, magna sed
pulvinar ultricies, purus lectus malesuada libero, sit amet
commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium
mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut
nonummy.

One way to fix this would be to select, click, and drag the paragraph using my mouse, but I prefer using keyboard shortcuts where possible. In this case, I could place my cursor at the beginning of the paragraph, press Shift+End, and cut (Ctrl+X) and paste (Ctrl+V) it to the new position. However, this process is laborious, requiring far too many steps.

Instead, I can use one simple keyboard shortcut to make this change in less than two seconds. After placing my cursor anywhere within the red paragraph, when I press Alt+Shift+Down, the paragraph moves down, switching it with what was previously the third paragraph.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Maecenas porttitor congue massa. Fusce posuere, magna sed
pulvinar ultricies, purus lectus malesuada libero, sit amet
commodo magna eros quis urna.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium
mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut
nonummy.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Likewise, if I later realize that the paragraph worked better in its previous position, all I have to do is place my cursor within the paragraph again, and press Alt+Shift+Up. And that's it! It really is that straightforward!



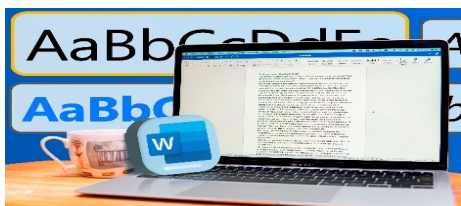
7 Tips for Structuring and Organizing Text in Word

Present your work exactly how you want it to look.

1

3Ctrl+Shift+N and Ctrl+Alt+[Number]: Apply Styles

Styles in Microsoft Word are a great way to apply consistent formatting to different parts of a document. For example, the Normal style is for the main body, while various Heading styles can be applied to chapter titles to denote sections and subsections.



Everything You Need to Know About Microsoft Word's Styles

Every Word document should use styles.

In this example, the Heading 1 style has been applied to lines two and eight, the Heading 2 style has been applied to line five, and the remaining lines are formatted in the Normal style.

1 Lorem ipsum dolor sit amet, consectetur adipiscing elit
2 **Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.**
3 Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.
4 Proin pharetra nonummy pede. Mauris et orci.
5 **Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.**
6 Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque
7 at sem venenatis eleifend. Ut nonummy.
8 **Lorem ipsum dolor sit amet**
9 Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque
10 at sem venenatis eleifend. Ut nonummy.

Although line numbers are used in these examples for demonstration purposes, styles are applied to whole paragraphs—separated by the pilcrow (¶) symbol when non-printing characters are displayed—unless you insert a style separator.

However, let's assume I actually wanted the paragraph on line two to be formatted in the Normal style. To do this, I need to place my cursor anywhere within the relevant text, and press Ctrl+Shift+N.

1 Lorem ipsum dolor sit amet, consectetur adipiscing elit
2 Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
3 Pellentesque habitant morbi tristique senectus et netus et malesuada
4 Proin pharetra nonummy pede. Mauris et orci.
5 Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Now, I want the first paragraph to be formatted in the Heading 1 style. This time, after placing my cursor within that paragraph, I need to press Ctrl+Alt+1.

- 1 **1 Lorem ipsum dolor sit amet, consectetur adipiscing**
- 2 Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
- 3 Pellentesque habitant morbi tristique senectus et netus et malesuada
- 4 Proin pharetra nonummy pede. Mauris et orci.
- 5 **Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.**

If I wanted to apply Heading styles 2 or 3, I would press Ctrl+Alt+2 or Ctrl+Alt+3. However, if I were to add more Heading styles to my document, I would need to create customized keyboard shortcuts.

So, here's a summary of the keyboard shortcuts for switching between the Normal and Heading styles in Microsoft Word:

- **Ctrl+Shift+N:** Apply the Normal style.
- **Ctrl+Alt+1:** Apply the Heading 1 style.
- **Ctrl+Alt+2:** Apply the Heading 2 style.
- **Ctrl+Alt+3:** Apply the Heading 3 style.

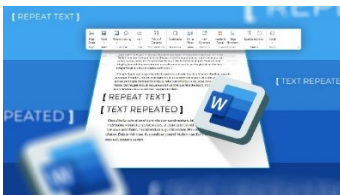
2Alt+Shift+D/T: Insert the Current Date or Time

Microsoft Word lets you insert the current date and time without needing to type it manually.

What I love most about these keyboard shortcuts is that I can make them refresh when I update the document's fields or reopen the document, and I can also make them static.

To insert the current date, press Alt+Shift+D. Similarly, it's Alt+Shift+T for the current time. These shortcuts add the date and time to your document as fields—placeholders for information that can be automatically updated.

Date: 16/05/2025
Time: 7:46 AM

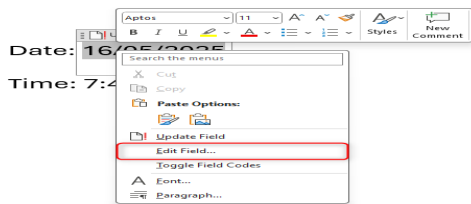


How to Repeat and Automatically Update Text Fields in Microsoft Word

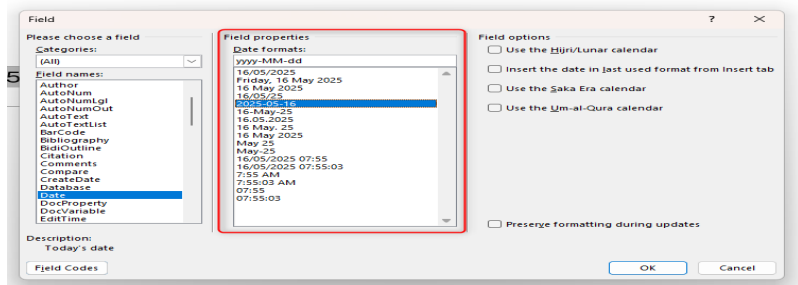
Don't waste time manually typing repeated text into a Word document.

4

At the moment, the date is displayed in the British style. To change this to the U.S. format, I'll place my cursor within the field, press the Menu key (also known as the Application key) to launch the context menu, and press E to launch the Field dialog box.



I can now press Tab until the Field Properties menu is activated, use my Arrow keys to choose the correct format, and press Enter once I'm happy.



Ctrl+A > F9 to update all fields.

On the other hand, if I want to turn the date and time fields into static, editable text, I need to press Ctrl+Shift+F9 with my cursor in the relevant field, or Ctrl+A > Ctrl+Shift+F9 to fix them all together.

1Alt+Q: Search Microsoft Word's Tools

One of the Microsoft Word keyboard shortcuts I By default, the fields update automatically to reflect the current date and time whenever the document is reopened. I can also place my cursor within a field and press F9 to update an individual field, or press probably use the most is Alt+Q, which activates the Search tool at the top of the window.



I find this particularly useful if I can't remember a keyboard shortcut for a command, or if I want to do something I don't do very often.

For example, when I added line numbers to one of my earlier screenshots, I pressed Alt+Q to activate the Search field, typed "line numbering," and used my Arrow keys and Enter to activate the tool. This meant I didn't have to trawl through the many tabs and menus on the ribbon manually, saving me a great deal of time.



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:

<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

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:



August 2025



<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 10:00 A.M. PPCUG Board MTG.	7	8	9
10	11	12 3:00 P.M. General Mtg. Presentation. Followed by Q&A Session	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						