

Chesapeake PC Users Group, Inc.

THE PRINTER



PRESIDENT'S CORNER

Seasons Greetings Everyone!

I'm going to jump right into the meeting topics.

December 8th Meeting – Holiday Party! Upgrading and repairing your computer...

Some people may have bought some goodies for their PC over the recent Black Friday sales. If you have some specific questions or need some special help, bring your system into the school, we can attempt to correct the issue.

This is also the Holiday Party! Bring your favorite Holiday treats to share with the other members of the group.

January 12th Meeting – Voice Recognition Using Windows 7

One of the little known features of Windows 7 is the ability to use voice recognition

in many applications. At the January 12th meeting, we will demonstrate this feature.

February 9th Meeting – Service Pack 1 for Windows 7

There was a delay in the release of the first Windows 7 service pack. This probably means some new features were added to the Service Pack and we will review some of the more interesting aspects of the update.

Meeting Topics

We will have more topics as time goes on. Your input as to what you would like to see demonstrated at the meetings is welcome. Please let us know.

Happy Holidays!

I hope to see you at upcoming meetings!

Michael

from our good friends at Smart Computing Computing

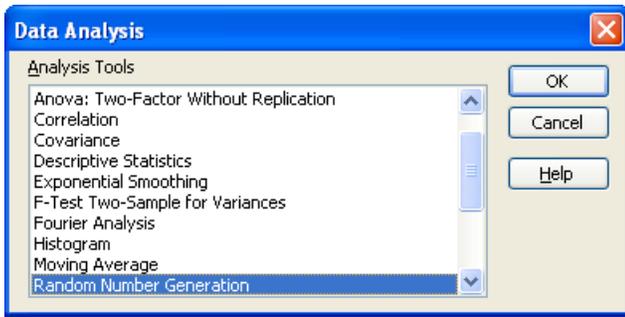
• Take A Shortcut In Excel:

If you use Excel frequently, you're probably already familiar with many basic Excel keyboard shortcuts. However, there are some little-known shortcuts that can help you work even more efficiently in selecting ranges and moving around a worksheet. For example, you can quickly select an entire data region (a range of data cells bordered by empty cells) by clicking one of the cells and then holding down CTRL-SHIFT-* (asterisk). Another way to select a data range is to place your cell pointer in the range and then press CTRL-A; press CTRL-A a second time to select the entire worksheet. You can also press CTRL-

cont'd on Page 11

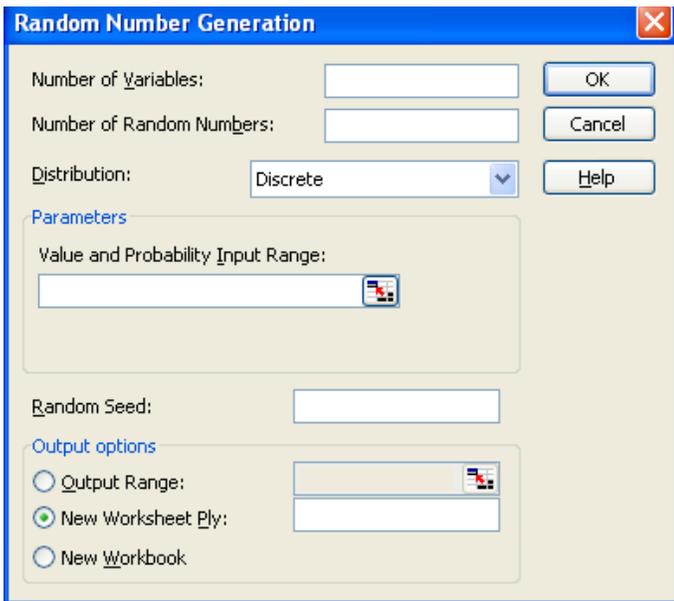
Word & Excel Tips - cont'd

you don't have the Analysis ToolPak enabled.)
Excel displays the Data Analysis dialog box.



The Data Analysis dialog box.

2. In the list of functions in the dialog box, choose Random Number Generation.
3. Click on OK. Excel displays the Random Number Generation dialog box.



The Random Number Generation dialog box.

4. Using the controls in the dialog box, indicate the parameters you want used in generating a range of random numbers. (Make sure that you specify a range of cells in the Output Options area of the dialog box.)
5. Click on OK.

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More Portable Utilities for Your Flash Drive

by

Ira Wilsker

WEBSITES:

<http://live.sunbeltsoftware.com>

<http://www.piriform.com/ccleaner/download/portable>

<http://www.piriform.com/recuva/features/portable-version>

<http://www.piriform.com/defraggler/download/portable>

<http://www.piriform.com/speccy/download/portable>

<http://www.emsisoft.com/en/software/eek>

<http://iobit.com/toolbox.html>

<http://www.superantispyware.com/portablescanner.html>

<http://www.liberkey.com>

I continue to make extensive use of the 8GB flash drive that I carry on my keychain along with my car keys. Just yesterday I was called to a relative's house to rescue a family computer that had been devastated by malware, such that the computer was nearly useless. Using the utilities on my flash drive, I was able to remove some stubborn malware, clean the hard drive, remove useless items from the startup, defragment the hard drive, and return the computer to good health. My relative had complained that the computer had previously been so sluggish that it took several minutes to boot, then another three minutes just for Internet Explorer to load, and that it took so long for web pages to load that he gave up using it. In less than an hour, using those portable utilities, the computer ran like new; my relative was pleasantly surprised when the computer booted up in a few seconds. I asked him to time how long it took for Internet Explorer to load after the fix, and he was shocked to see IE load in about two seconds! Without my flash drive loaded with portable utilities, this would have been a much more difficult and time consuming job.

Yesterday's desperate call for help from a relative was not an uncommon occurrence; just Wednesday, four days ago, another relative called in a panic saying that she had clicked on an apparent legitimate website, and her computer had been instantly hijacked by a type of malware referred to as a rogue antivirus program "Security Suite 2011". This scumware would not allow her to do anything on her computer until she "activated" the extortion-ware by paying a Russian cyber criminal \$40 to clean her computer of the hundreds of (false positive) viruses and trojans that it found. Of course the program was a scam which actively loaded other malware on her computer, and took control of it for nefarious purposes, such as sending out spam emails. This malware took over her computer even though she had a top-selling name brand security program on her computer. Within an hour, I had sequentially run three antimalware programs from my flash drive, and her computer was cleaned of malware. These two calls for urgent assistance are in-line with the norm, as I get about three such calls in a typical week. It would have been very difficult for me to quickly clean these computers if it had not been for the portable versions of popular free software that I always carry with me on my flash drive.

My 8GB flash drive attached to my keychain has been getting a lot of use lately, mostly on other people's computers. I have been steadily adding and updating software to it, enhancing its potential. One of the recent additions to my flash drive, which I used to remove the malware on the two computers discussed above, is the Sunbelt Software "Vipre Rescue" program, a free portable malware scanner and cleaner available for download from live.sunbeltsoftware.com. Vipre Rescue is an

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81MB executable file which can be downloaded to a flash drive, and then run to clean the target computer. It is the latest updated version that is available for download from the Sunbelt website. When run, the executable will install the software to a selected location, and then run itself in a DOS (command prompt) window. By default, Vipre Rescue will perform a deep scan, looking for all malware, including the otherwise difficult to detect rootkits that can often slip by more conventional security software. While the default is for Vipre to run a deep scan, which may take a substantial amount of time to thoroughly disinfect a computer, the user can manually select other options from a command line such as "VIPRERescueScanner.exe /quick" which will perform a less thorough but faster quick scan. Using the command line "VIPRERescueScanner.exe /restore" will undo any repairs and restore any quarantined items. Other command line switches allow the user to specify paths to be scanned, and display the logs of prior scans. While I prefer the default deep scan, which is very good at detecting deeply hidden malware, I often select the quick scan from the command line, knowingly sacrificing some potential detection for increased speed. Since I routinely perform multiple scans with different products, I feel reasonably confident that I will detect and neutralize any malware on the computer.

Some of the most frequently used utilities on my flash drive are the freeware portable versions of software published by Piriform, including CCleaner (one of my all-time favorites), Recuva, Speccy, and Defraggler. CCleaner (piriform.com/ccleaner/download/portable), in its different versions and builds, is likely the world's most widely used hard drive cleaning software, with over 500 million copies downloaded! The portable version is intended to be installed to a flash drive, where it can be used to clean unnecessary and obsolete files from a hard drive; it is precisely this portable version

that I used to clean the hard drives of the above computers. CCleaner will do much more than just clean the hard drive; it will also clean the registry of obsolete data, uninstall unwanted programs, clean the programs in the startup that load at boot (a critical function in enhancing performance), create or restore a system restore file, and securely wipe deleted files. All of these functions are appropriate to improve computer performance.

I frequently use the portable version of Recuva (piriform.com/recuva/features/portable-version) to undelete files that had been accidentally deleted, or to recover files from discs that had been accidentally formatted. Recuva can also be used to recover deleted emails, music files, videos, images, word processing files, and other files that had been deleted, provided that these files had not been overwritten or wiped. While Recuva offers a wizard to guide an inexperienced user in the process to recover files, I choose to directly recover them. Recuva can recover files from hard drives, flash drives and other flash media, digital cameras, MP3 players, and other devices.

The portable version of Defraggler (piriform.com/defraggler/download/portable) can defragment entire hard drives, or just selected files. When a drive is fragmented, pieces of files are written to widely separated places on the hard drive, which reduces the ability of the hard drive to quickly locate and utilize those files, making the hard drive work hard and slow. Defraggler can defragment the hard drive bringing these separated file pieces together into one orderly file; it is precisely this function that I used on the Internet Explorer installed on the computer mentioned above, which led to an almost instant loading of IE after it was defragmented.

Many people are not aware of Speccy (piriform.com/speccy/download/portable), but I use it regularly from my flash drive to determine the specifics of the hardware and software in a computer. With this information I can find updated drivers on the component manufacturer's

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Dozens of Free Utilities from NirSoft

by
Ira Wilsker

WEBSITES;

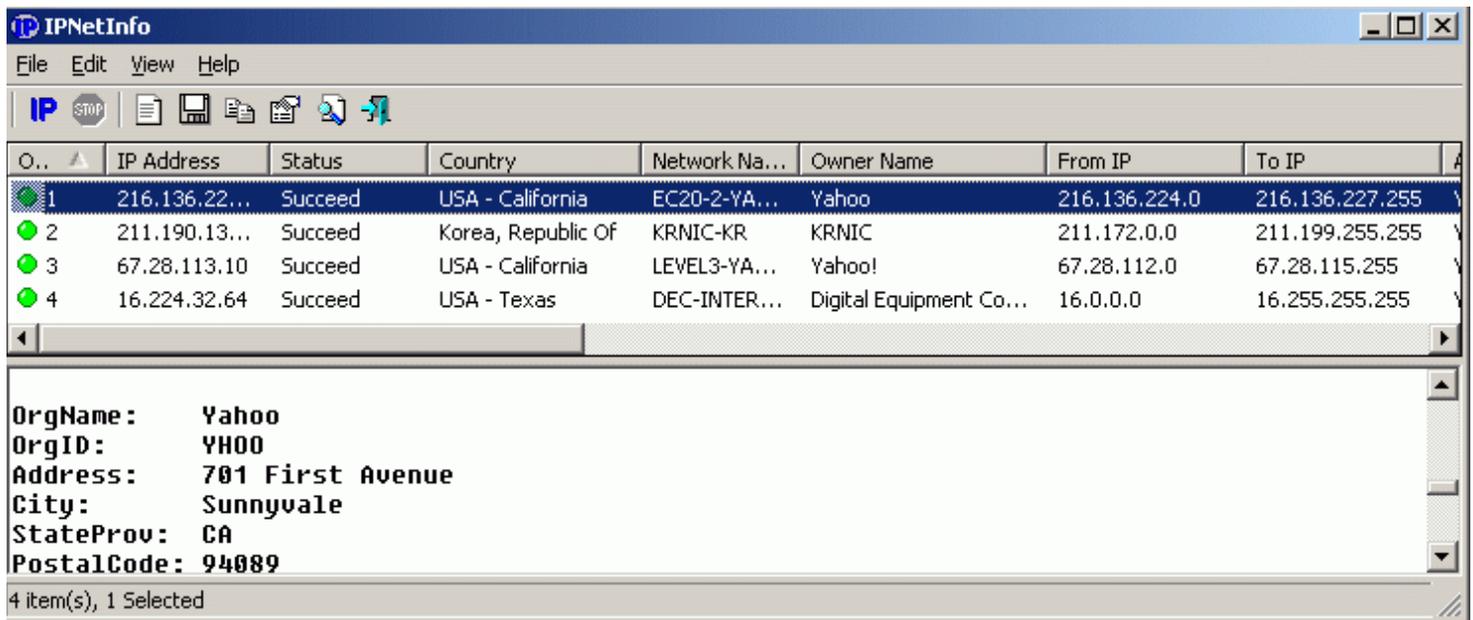
<http://www.nirsoft.net>

http://www.nirsoft.net/about_nirsoft_freeware.html

http://www.nirsoft.net/false_positive_report.html

It is no secret to regular readers of my column that I am somewhat of a software junkie, often very willing and eager to download and install interesting software. I am especially fond of free software (freeware), and recognize the great contributions that the freeware authors have made to the computing public. One of my favorite sources of freeware is a one-man software operation aptly named NirSoft, a combination of the developer's name, Nir Sofer, and the word "software". While this is a part time one-man operation, Nir Sofer has developed over one hundred excellent programs and utilities that are well written, enormously popular, lack any form of advertising pop-up or adware, and are totally free of charge.

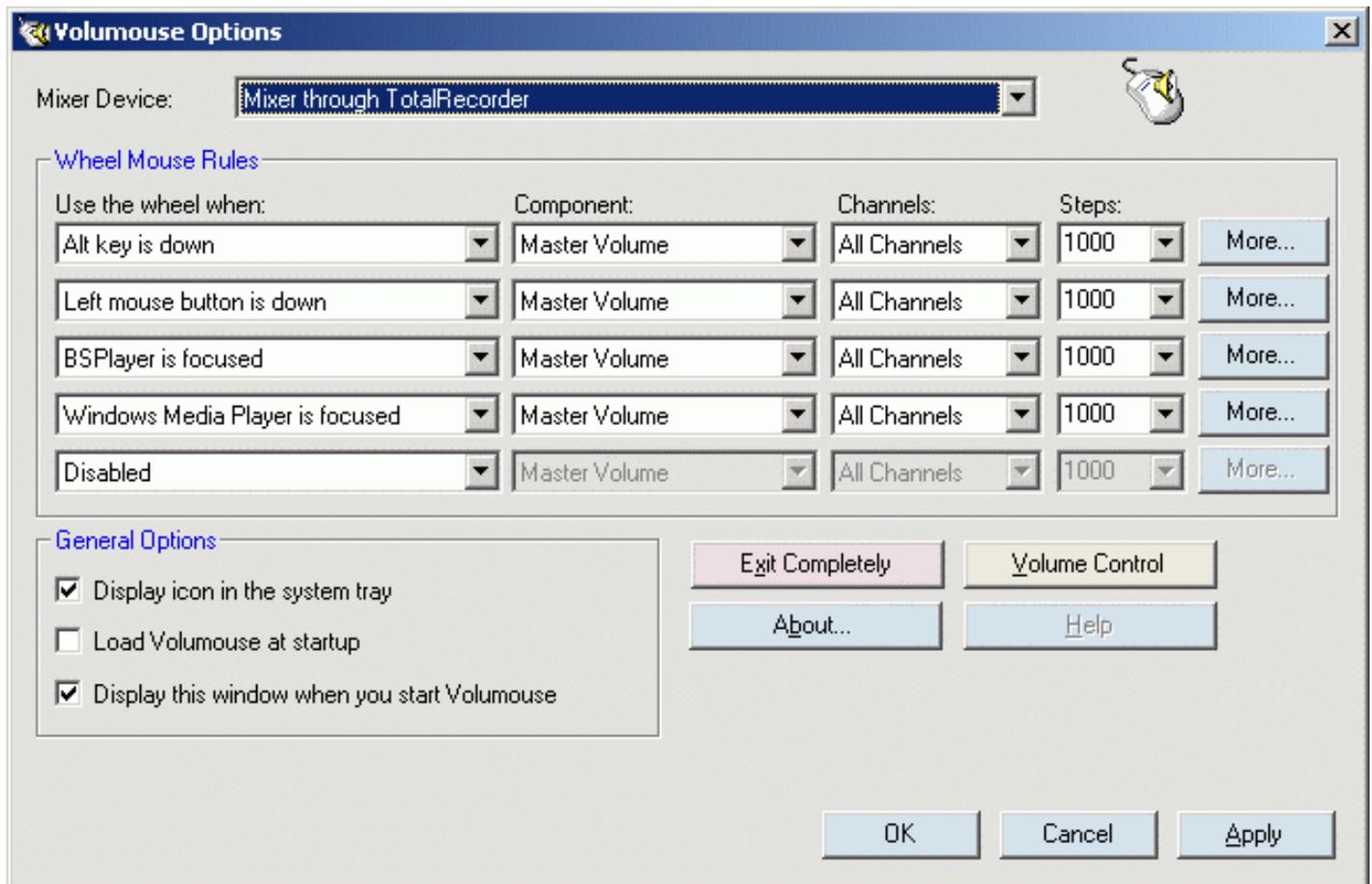
I have been using several of the NirSoft utilities since my Windows 98 days, and always found them efficient and useful. I have used some of the password recovery utilities, USB utilities, and several others. According to the website, nirsoft.net, the most popular utilities are IPNetInfo, Volumouse, MessenPass, and Protected Storage PassView.



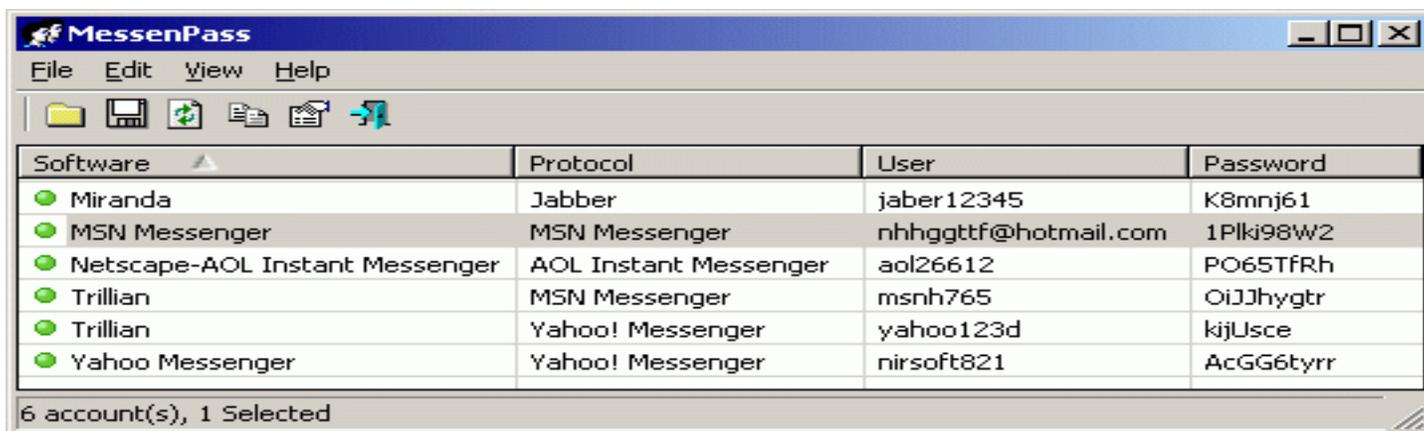
IPNetInfo, available for download from nirsoft.net/utills/ipnetinfo.html, is designed to retrieve information about IP addresses, those numerical sequences that identify a particular computer or server. Typically in the format of 123.45.678.90, these IP (Internet Protocol) addresses point to a specific computer or server location, and can be used to determine the likely source of an email, website, server, or other internet connected appliance. The program is small and written in tight code, and requires no additional installation or utilities in order to run it. Accord to Nir, "IPNetInfo is a standalone program,

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so it doesn't require any installation process or additional DLLs. In order to start using it, simply copy the executable file (ipnetinfo.exe) to any folder you like, and run it." I copied the file to my desktop, and use it mostly to determine the (mostly) true location of the sender of an email, or the (likely) real location of a website or server; while this is not typically necessary for the casual user, I use it as a quick tool to forensically locate the probable source of spam email and scam websites.



Many of us routinely watch TV or videos over the internet, and listen to a variety of audio. Sometimes we need to adjust the volume in order to better hear the audio, and the standard Windows volume controls are often inconvenient or located on an external speaker. Not all computers have a volume control in the keyboard, so NirSoft provides a small utility that can control the volume by simply using the wheel on the mouse. Most computer mice today are wheel mice, and not many people use the wheel as a scroll tool as intended. By installing Volumouse (nirsoft.net/utills/volumouse.html), the user has complete control over all of the audio volume of the system, utilizing only the wheel on the mouse along with a function key, usually the "Alt" key. If the "Alt" key is pressed, the mouse wheel is a comprehensive volume control, otherwise it functions normally as a scroll device. This has proven to be a very handy utility to improve my enjoyment of computer audio and video.



The screenshot shows the MessenPass application window with a menu bar (File, Edit, View, Help) and a toolbar. Below the toolbar is a table with four columns: Software, Protocol, User, and Password. The table lists six accounts, with the first one selected. At the bottom of the window, it says "6 account(s), 1 Selected".

Software	Protocol	User	Password
Miranda	Jabber	jaber12345	K8mnrj61
MSN Messenger	MSN Messenger	nhhggttf@hotmail.com	1Plkj98W2
Netscape-AOL Instant Messenger	AOL Instant Messenger	aol26612	PO65TfRh
Trillian	MSN Messenger	msnh765	OiJJhygtr
Trillian	Yahoo! Messenger	yahoo123d	kjJUsce
Yahoo Messenger	Yahoo! Messenger	nirsoft821	AcGG6tyrr

Many of us use one or more instant messenger programs, such as Yahoo Instant Messenger, AIM (AOL), MSN Messenger, Windows Live Messenger, and others. While I have a secure password manager on my home desktop computer, and I use difficult to guess alphanumeric passwords, sometimes I get confused or forget some of the many passwords I use while instant messaging. NirSoft has a utility to help find instant messaging passwords, MessenPass. Available for download from nirsoft.net/utills/mspass.html, MessenPass can find the passwords for all popular instant messaging programs, including MSN Messenger, Windows Messenger, Windows Live Messenger, Yahoo Messenger, Google Talk, ICQ, AOL Instant Messenger, AIM, AIM Pro, Trillian, Trillian Astra, Miranda, GAIM/Pidgin, MySpace IM, PaltalkScene, and Digsby. It should be noted that this is not a hacker or cracker utility, as it can only be used to “... recover the passwords for the current logged-on user on your local computer, and it only works if you chose the remember your password in one of the above programs. You cannot use this utility for grabbing the passwords of other users.” One warning is necessary for users of MessenPass is that sometimes antivirus and other security programs occasionally report it as a virus of some type. This is a false positive, as MessenPass is not a virus or Trojan, and this false positive is documented at nirsoft.net/false_positive_report.html.

Protected Storage PassView is another small password utility that can display “... the passwords stored on your computer by Internet Explorer, Outlook Express and MSN Explorer. The passwords are revealed by reading the information from the Protected Storage.” Available for download at nirsoft.net/utills/pspv.html, Protected Storage PassView can display the users’ registered passwords for password protected websites accessed in Internet Explorer, Outlook and Outlook Express passwords, auto-complete passwords in Internet Explorer, and MSN Explorer passwords. As with the other password utilities, this is not a hacker program, as it can only display passwords of the current logged in user, and cannot display the passwords of other users. Also as with the other password utilities, some security software displays a false positive warning when the utility is opened; using a reputable third party utility, virustotal.com, I have personally verified that these original utilities downloaded directly from the NirSoft website were indeed clean of any malware, and that any such reports were indeed false positives.

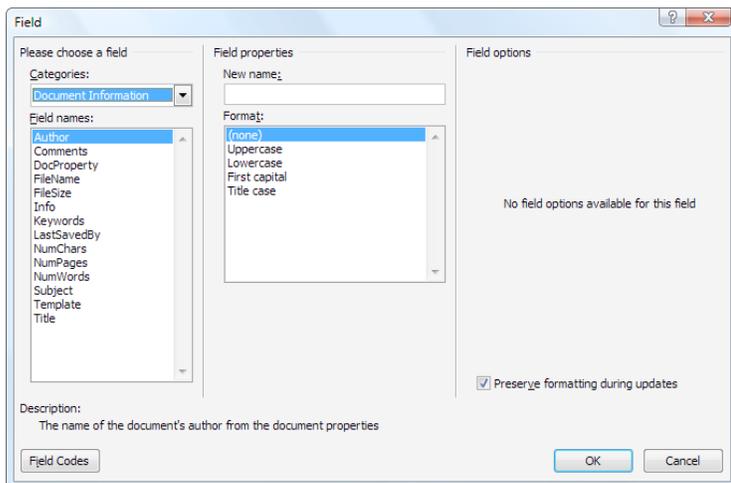
Word & Excel Tips from Sharon Parq Associates

Inserting the Template Name in Your Document

Every Word document has a template attached to it. Depending on your version of Word, this template defines things such as your menus, toolbars, macros, and styles (among other things). If you do not explicitly attach a template, then Word uses the Normal template.

The name of the template file attached to your document can be inserted into your document and updated automatically. To do this, follow these steps:

1. Position the insertion point where you want the template file name to appear.
2. Display the Field dialog box. (In Word 2007 or Word 2010 display the Insert tab of the ribbon and then choose Quick Parts | Fields from the Text group. If you are using an older version of Word, choose Field from the Insert menu.)



The Field dialog box.

3. In the Categories list, choose Document Information.
4. In the Field Names list choose Template.

5. Click on OK to close the dialog box and insert your field.

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Understanding and Creating Lists

There are two types of lists commonly used in printed material. The first is a bulleted list, and the second is a numbered list. A bulleted list is a nothing but a list of individual items with a symbol to the left side of the first line of each item in the list. For example, the following is a bulleted list:

- This is the first item in the list.
- This is the second item in the list. There is more than one line in this item. Notice that the extra lines are aligned with the line above, not with the bullet or the text margin.
- This is the third item in the list.
- This is the fourth item in the list.

In the case of this bulleted list, the symbol used as the “bullet” is a small dot. A numbered list is a little bit different. It consists of a series of items, each with a sequential number in front of it. Numbered lists are used extensively in “how to” writing to describe a sequence of steps to be followed.

This usage points out the primary way you can decide which type of list to use. If you have a sequence of steps, which must be followed in order, then you should use a numbered list. If you have a group of items to which you want special treatment given, but they don't represent a series that must be followed in sequence, then you should use a bulleted list.

Word allows you to quickly and easily create lists. To do so, follow these steps:

1. Type your list, only pressing **ENTER** at the end of each item in the list. If an item runs more than one line, do not press **ENTER** at the end of each line.

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2. Select all the items in the list.
3. Click on the Bullets list tool to create the bulleted list or the Numbering tool to create a numbered list. (If you are using Word 2007 or Word 2010, these tools are located on the Home tab of the ribbon, in the Paragraph group. In older versions of Word they are located on the Formatting toolbar.)

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Using the **CONCATENATE** Worksheet Function

Excel provides a function called **CONCATENATE** which can be used to combine the contents of several cells, or even to combine cell contents with other text. For instance, let's say you wanted to add together the contents of cells A3 and B3, separate them by a space, and have the result appear in cell C3. All you need to do is put the following formula in cell C3:

```
=CONCATENATE (A3 , " " , B3)
```

Primarily, the **CONCATENATE** function is used for compatibility with other spreadsheet programs. You can just as easily use the ampersand (&) operator to combine text values using a formula. For instance, the following is equivalent to the example of **CONCATENATE** shown above:

```
=A3 & " " & B3
```

AutoFill with Random Numbers

Excel includes a feature that allows you to automatically fill a range of cells with information you have placed in just a few cells. For instance, you could enter the value 1 in a cell, and then 2 in the cell just beneath it. If you then select the

two cells and drag the small black handle at the bottom right corner of the selection, you can fill any number of cells with incrementing numbers. This AutoFill feature sure beats having to type in all the values!

You may wonder if there is a similar way to use the AutoFill feature to place random numbers in a range. Unfortunately, the AutoFill feature was never meant for random numbers. Why? Because AutoFill uses predictive calculations to determine what to enter into a range of cells. For example, if you entered 1 into one cell and 5 into the next, highlighted the cells and then used AutoFill, the next number entered in the cell below would be 9 because Excel can deduce that the increment is 4. It is a constant increment that can be predicted.

Random numbers on the other hand are, well, random. By nature they cannot be predicted, else they wouldn't be random. Therefore the predictive nature of AutoFill cannot be applied to random numbers.

However, there are ways around this. One is to simply use the various formulas (using **RAND** and **RANDBETWEEN**) to generate random numbers. These formulas can quickly and easily be copied over a range of cells, using a variety of copying techniques.

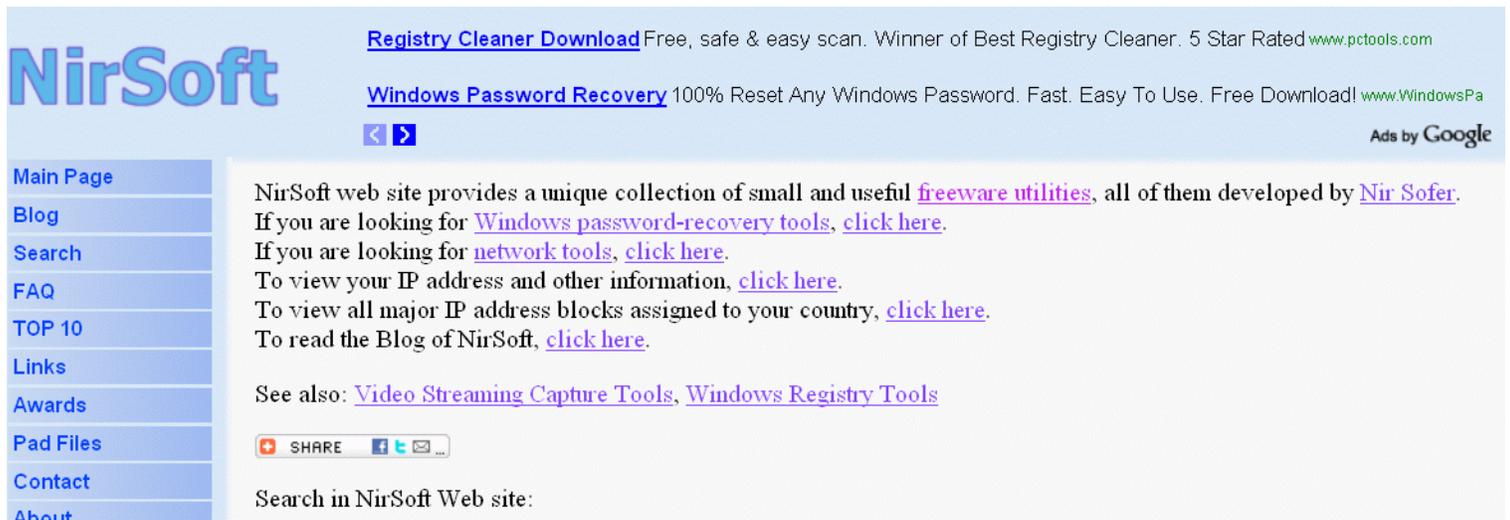
Another approach is to use a feature of the Analysis ToolPak which makes putting random numbers into a range of cells pretty easy. Just follow these steps:

1. Choose Data Analysis from the Tools menu. If you are using Word 2007 or Word 2010, you display the Data tab of the ribbon and then click Data Analysis in the Analysis group. (If you don't see the Data Analysis option on the Tools menu or, in Word 2007 or Word 2010, you don't see the Analysis group on the Data tab of the ribbon, it means that

cont'd on Page 2

Password utilities are not the only utilities available from NirSoft, as many of the one hundred plus utilities serve other functions. Some that I periodically use are the network utilities, some of which can be used to determine the actual download speed of my internet connection, view computers attached to the network, display details of wireless and Bluetooth networks in the area, and other network functions. There are about a dozen free internet related utilities available, including cookie managers, cache viewers, screen capture utilities, HTML converters, DNS utilities, and several other internet related utilities. Some of the free desktop utilities include a file search utility, uninstaller, and file type manager. NirSoft has about 10 free system tools, including a USB device manager (USBDeview, nirsoft.net/utills/usb_devices_view.html, one of my most frequently used tools), a hardware device manager, driver manager, registry scanner, and several other helpful tools. One of the system tools that I used a great deal with Windows XP was BlueScreenView, which displayed the details of Windows crashes, making them easier to resolve. NirSoft also has a selection of free tools to improve the functioning of the Outlook email program.

Other than the occasional false positive warnings from some security software, I have always found that NirSoft's free utilities can efficiently carry out their intended tasks with a minimum of effort. Nir Sofer personally writes all of his software, and frequently posts updates and bug fixes, helping to insure that the software is up to date. While NirSoft is only a part-time operation, and Nir Sofer does not directly charge for any of his software, there is a link on the site for voluntary donations. For users that may need some small, free, well written, specialized utilities, NirSoft would be a worthwhile source for that



NirSoft

[Registry Cleaner Download](#) Free, safe & easy scan. Winner of Best Registry Cleaner. 5 Star Rated www.pctools.com

[Windows Password Recovery](#) 100% Reset Any Windows Password. Fast. Easy To Use. Free Download! www.WindowsPa

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NirSoft web site provides a unique collection of small and useful **freeware utilities**, all of them developed by [Nir Sofer](#).
If you are looking for [Windows password-recovery tools](#), [click here](#).
If you are looking for [network tools](#), [click here](#).
To view your IP address and other information, [click here](#).
To view all major IP address blocks assigned to your country, [click here](#).
To read the Blog of NirSoft, [click here](#).

See also: [Video Streaming Capture Tools](#), [Windows Registry Tools](#)

SHARE 

Search in NirSoft Web site:



Spacebar to select the column where your cell pointer is located. Another helpful keyboard shortcut is to press END followed by an Up, Down, Left, or Right arrow key to efficiently move the cell pointer to the outermost edge of a data range.

• Skip A Bullet Or Number In Microsoft Word:

There can be times when you're working with a bulleted or numbered list when you want to add a new line without tacking on a number or bullet. Perhaps you want to add a parenthetical note below an entry without making it part of your list. If you hold SHIFT and press ENTER, Word will add a new line to your list without a bullet a number. When you want to resume numbering or bulleting, don't hold the SHIFT key any longer.

• Save The Page:

If you're using Internet Explorer and you come across a Web page with information you want to preserve, there are two good ways to keep the information without having to use a Web browser to bring it back up. The first and simplest way is to print it; it never hurts to have a hard copy of information you need. Another method is to save the Web page as an .MHT (Multipurpose Internet Mail Extension) file, which is essentially just a snapshot of the page. In this format you can send the page to others or double-click on it to open it directly. To make a .MHT file from a Web page, click File (press the ALT key to reveal the File menu if you don't see it), click Save As, and in the dialog box be sure to select the .MHT file type. Tell the computer where to put the file and click Save.

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More Portable Utilities - cont'd

website, where the latest drivers can be downloaded for installation. Comprehensive information is presented on the operating system, motherboard, RAM, graphics card, hard drive, and other components installed in the computer. This information is often necessary to properly configure, repair, or update components.

These utilities referenced above accompany the additional utilities on my flash drive, including those that I have written about in the past. These additional utilities include the portable versions of SuperAntispyware (superantispyware.com/portablescanner.html),

LiberKey (liberkey.com) which is a graphical front end for over 300 other included portable utilities, Emsisoft Emergency Kit (www.emsisoft.com/en/software/eek) a powerful antimalware program, and IObit Toolbox (iobit.com/toolbox.html). With all of these utilities instantly available to me from the convenience of my flash drive, I am reasonably confident that I can resolve a good number of problems on most PCs that I encounter.

With the price of USB flash drives as low as they are today, there is no valid reason why users should not have these utilities available to them just in case they are needed.

The Next Regular Meeting will be at
The Severn River Middle School

Wednesday
December 8th, 2010

Meeting will be held in the large meeting room.

It starts at 7:00 P.M. with club business
and a short discussion period.

presentation on

Upgrading & Repairing Your Computer

by

Fran Damratowski

Members and their friends are welcome to
come, ask questions and become enlightened.

How to Find: Severn River Middle School

SRMS is close to the Arnold, MD campus of the Anne Arundel Community College. From Annapolis and points south, take Rte 2 (Ritchie Highway) north about 3 miles from the intersection of Rt. 50, **turn right on College Parkway**. At the first light, turn left on Peninsula Farm Road. (Of course, if you are coming from points North, you would turn left onto College Parkway) about a half-mile down the road the large SRMS school building, set back off a large two level parking lot, will be visible on your right. Park here and go to the main entrance. Signs will be posted to direct you to the **Large Group Room** where we will be meeting.

**How to find: The Technology SIG, A ChPCUG
Special Interest Group****

The meetings are held at the SRMS in the Library.



1783 Forest Drive #285
Annapolis, MD 21401

FIRST CLASS

INSIDE THIS VERY ISSUE!

President's Corner
Word & Excel Tips
More Portable Utilities
Free Utilities
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