

# Chesapeake PC Users Group, Inc.

# THE PRINTER

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## PRESIDENT'S CORNER

### Hello Autumn!

I hope everyone had a safe and enjoyable summer! The seasons are changing and changes continue to take place in the technology realm. Recently the Board of Directors held its monthly meeting and we had a heck of time coming up with topics for the meeting agenda. We need to hear from you! What do you want to see demonstrated? What can you demonstrate? Are the meeting topics too advanced for the things that interest you? Please send feedback to any of the Board members. Listed below are some meeting ideas we came up with, but I would be happy to change any or all of them.

**October** – Synchronizing data across different platforms.

Mike Young will show how data can be synchronized across different platforms (home, mobile, social media, etc.). This is useful for keeping contacts and calendars up to date and accurate.

**November** – Still open at this time.

**December** – Windows 8 (pre-release)

Mike Young will demonstrate the next release of Microsoft's flagship product, Windows 8. Details are a little fuzzy right now, but are becoming clarified over time.

Let's hear your ideas!

See you at the October meeting,

*Michael*

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## Buying a New Windows PC

by

*Dick Maybach*

*Brookdale Computer Users Group, NJ*

*www.bcug.com*

*n2nd (at) charter.net*

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Sooner or later, you'll be looking for a replacement for your PC. What requirements must the hardware satisfy? This article will assume you will be using the Windows 7 operating system, although almost any PC that supports Win

7 will also support any Linux distribution. If you purchase your PC from a well-established vendor, it will arrive with Windows already installed and well checked-out. However, most of us keep our PCs for several years, which means that their

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## Buying a PC - cont'd

savings you realized by skimping on the original disk size.

Most home PC users will find that the minimum video controller specified by Microsoft is adequate, but if you play action games or have specialized needs, such as photo editing or computer-aided design (CAD) you probably need a separate high performance video card, perhaps one compatible with DirectX 10 or 11. Graphics cards have faster processors than those mounted on motherboards and their video RAM is separate from that on the motherboard. You will have to do some research into the recommendations of your software vendors, not just for what you now use, but also for what you may soon install. However, replacing your video controller is much easier than changing disks, so you can upgrade later if needed. Pay attention to the connector for the display; although VGA is still common, many high-performance controllers use Digital Visual Interface (DVI), High-Definition Multimedia Interface (HDMI), or Display Port.

Besides the basics above, you also need some peripherals, and the most important of these is the display. You will probably follow the recommendations of the PC vendor, but consider getting a larger one than standard. As we age, our vision dims and blurs, and more visual real-estate allows us to magnify images, which makes computer time more comfortable. Be a little careful here, and be sure the display interface is compatible with your video controller. Of course, you need a read-write DVD drive, and you may want to get one that handles Blue-Ray. If you have a pile of diskettes, you may also want a floppy you may not be able to transfer these from your old system.



# OFFICERS

### *President*

**Mike Young.....(410) 551-4411**  
**president@chesapeakepcusersgroup.org**

### *Vice President*

**Mike Regimenti.....(301) 509-6091**  
**vice-president@chesapeakepcusersgroup.org**

### *Co-Treasurers*

**Kathy Walker (410) 268-3860 Bill Somers (410) 647-9429**  
**treasurer@chesapeakepcusersgroup.org**

### *Secretary*

**Kris Johnson.....(410) 544-8706**  
**secretary@chesapeakepcusersgroup.org**

### *Publisher/Editor*

**Mike Regimenti.....(301) 509-6091**  
**editor@chesapeakepcusersgroup.org**

## CHAIRPERSONS

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**mscug@chesapeakepcusersgroup.org**  
*Technology SIG*

**Mike Regimenti.....(301) 509-6091**  
**internet@chesapeakepcusersgroup.org**  
*Computer Refurbishing SIG*

**Fran Damratowski.....(410) 923-1550**  
**refurbishing@chesapeakepcusersgroup.org**  
*Webmeister*

**Mike DeLucia.....(410) 721-2991**  
**webmeister@chesapeakepcusersgroup.org**

## Buying a PC - cont'd

performance should exceed what is needed today. Software vendors know that to sell new versions of their products, they must add new features, and these require more from the hardware.

Moore's Law, which says that integrated circuit performance doubles every 18 months, has been true for 30 years and shows no signs of changing in the near future. As a consequence, six years from now, PCs will be eight times as powerful as today's models, and software designers know and depend on this. Buying a barely adequate PC means that it may not adequately run any software on it that it wasn't delivered with.

Let's begin by looking at what hardware Microsoft recommends as a minimum for Win 7:

- **1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit processor**
- **1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)**
- **16 GB available hard disk space (32-bit) or 20 GB (64-bit)**
- **DirectX 9 graphics device with WDDM 1.0 or higher driver**

We see that the first choice is between a 32-bit and a 64-bit processor. At present, most home applications are available only in 32-bit form, and while these will run in a 64-bit environment, doing so provides little advantage, except that 64-bit CPUs can handle more RAM. (See the RAM discussion below.) This will probably change, perhaps as early as the next release or so of Windows. You might be tempted to go for a 64-bit processor, thinking that you will be able to upgrade to Win 8 or 9; however, don't forget Moore's law. When the time comes to upgrade, you will certainly find that your PC is hopelessly under-powered. A 32-bit processor is the correct choice, unless you have special requirements.

Processor clock speeds can now exceed 3 GHz, but processor architecture also greatly affects its computing rate, with the result that clock speed is not as good an indication of computing power as in the past. Indeed, AMD has stopped using clock speed to characterize its processors. Manufacturers achieve higher performance by putting multiple processors (called cores) on a single chip. Get at least a 2-core processor and preferably a 4-core one. You may not see much advantage initially, but Windows slows down as the number of updates increase, and you probably will add new applications, which become more resource-hungry with each release. Note the important difference between multi-core processors and multiple processors. The former are single packages with more than one computing component; the latter are multiple packages, each with its own stacks, cache memory, and input/output. Only the Professional, Enterprise, and Ultimate versions of WIN 7 can make use of more than one processor, although all 32-bit versions of WIN 7 can use up to 32 cores.

Finally, consider getting a CPU with a Intel-VT or AMD-V supported and enabled. Without this, you can't run Windows Virtual PC, <https://www.microsoft.com/windows/virtual-pc/default.aspx>.

to use a 64-bit CPU and operating system, which is why I think that we will soon see a move to this configuration.

I recommend at least a 2000-GB (2-TB) hard disk. You do not want to run out of disk space and have to port all your software and data to a new one. Faced with this, most home PC users would decide to purchase a new PC. A competent PC shop can do this for you, and while the cost is reasonable, it will certainly exceed any

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# Excel & Word Tips from Our Friends at Sharon Parq

## Monthly Close-Out Dates

Different companies handle their work load differently. Some companies are tied to the regular calendar, with a “work month” beginning on the first and concluding on the last workday of the month. Other companies adjust the monthly starting and ending dates to meet particular needs for accounting or other purposes.

You may have a need to figure out your particular close-out date for a month. By using a couple of functions from Excel’s Analysis ToolPak, you can make quick work of this task.

The primary function to use is the WORKDAY function. This function allows you to determine a particular workday before or after a starting date. For instance, if you needed to know the workday three days before today, you could use the function in this manner:

**=WORKDAY(TODAY(),-3)**

The first argument for WORKDAY is TODAY, which provides today’s date. The second argument indicates how many days before or after today you want. Remember that WORKDAY only returns actual workdays, Monday through Friday. (Well, it returns the dates for those workdays. It’s not like the WEEKDAY function, which returns 0 through 7 for the day of the week.) In this particular instance, if today is a Tuesday, then three workdays before Tuesday is Thursday, and WORKDAY returns the date for that Thursday.

The next function you need to use is EOMONTH, which returns the date for the end of the month a given number of months before or after a particular date. To find the end of the current month, you would use the function in the following manner:

**=EOMONTH(TODAY(),0)**

The first argument for EOMONTH is TODAY, which provides today’s date. The second argument indicates how many months before or after that date you want the end of month for. Since the argument is 0, this usage of EOMONTH

returns the last day of the current month.

If you combine the WORKDAY and EOMONTH, you can determine the third workday before the end of the current month, in this manner:

**=WORKDAY(EOMONTH(TODAY(),0),-3)**

If you wanted to figure out the third workday before the end of a different month, just replace the TODAY function with a date in the month you want. For instance, if cell C2 contains a date, and you want to know the third workday before that date’s end of month, you would use the following:

**=WORKDAY(EOMONTH(C2,0),-3)**

It should be noted that this formula actually returns the third workday before the last day in the month, not the third workday before the last workday in the month. This comes into play, of course, when dealing with months that end on Saturday or Sunday. If a month ends on a Saturday or Sunday, the function returns three workdays before that date, which would be a Wednesday. However, if you wanted the date three days before the last workday (which is Friday), you actually want Tuesday, not Wednesday.

In this case, the formula gets much more complex because now you need to check to see if the actual end of the month is a Saturday or Sunday. Again assuming that you are basing everything on a date in C2, you could use the following formula:

**=IF(OR(WEEKDAY(EOMONTH(C2,0))=1,WEEKDAY(EOMONTH(C2,0))=7),**

**WORKDAY(WORKDAY(EOMONTH(C2,0),-1),-3),  
WORKDAY(EOMONTH(C2,0),-3))**

If the end of the month in C2 is a Saturday (7) or Sunday (1), then the formula calculates the workday one day before (the Friday) and then figures the workday three days before that. Otherwise, the regular formula that calculates the

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## Excel & Word Tips - cont'd

third prior workday is used.

If you want the formula to be even more accommodating, remember that WORKDAY can compensate for a set of holidays, as well. The easiest way to allow for holidays is to put the dates of a set of holidays into a named range (such as "Holidays"), and then add a third parameter to the WORKDAY function, as shown here:

**=WORKDAY(EOMONTH(C2,0),-3,Holidays)**

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### Understanding Hyphens and Dashes

Word supports the use of both hyphens and dashes. Actually, it supports three types of hyphens and two types of dashes. It is important to understand how Word handles each of these, as they can affect the appearance of your document.

- **Regular hyphens.** These are created by simply typing the hyphen key. This is the key that is to the right of the zero key on the keyboard. It is sometimes mistakenly called a dash key. Regular hyphens are used to create compound words, such as "mix-up," or to indicate a minus sign in an equation. If a compound word appears near the end of a line, the second word will be displayed on the next line, if necessary, with the first word and hyphen remaining on the previous line.
- **Optional hyphens.** These are created by pressing **CTRL+-** (**CTRL** and the hyphen key). Optional hyphens are typically used in the middle of a word, between syllables, to indicate where a word should be broken between lines, if Word deems it necessary. Optional hyphens are the type inserted automatically when you use the Hyphenation tool in Word. The optional hyphen does not appear on any printout unless it is actually used at the end of a line.
- **Non-breaking hyphens.** These are created by pressing **CTRL+SHIFT+-** (**CTRL+SHIFT** and the hyphen key). Non-breaking hyphens are used in compound words to indicate that both words and the hyphen should be treated as a single word when Word is forming lines. In this case, the compound word will never be broken over two lines. It is also helpful to use non-breaking hyphens in phone numbers.
- **En dash.** An en dash is a typographic dash that is as wide as a lowercase "n" character. These dashes are typically used to denote ranges of numbers, as in 3–7. You create an en dash by pressing **CTRL** and the minus sign on the numeric keypad. You can also create it by holding down the **ALT** key as you type 0150 on the numeric keypad. If necessary, Word will break a line right after the en dash, not before it. In other words, the en dash always stays with the characters immediately preceding it.
- **Em dash.** An em dash is a typographic dash that is supposed to be as wide as a lowercase "m" character. In Word, however, the em dash is twice as wide as the en dash. (The width of the em-dash can vary from font to font.) Em dashes are used in creating breaks in sentences, between two separate thoughts. Word will substitute an em dash automatically as you are typing if you type a word, two hyphens in a row, and another word. You can also explicitly enter an em dash if you press **CTRL+ALT** and the minus sign on the numeric keypad, or you can enter one by holding down the **ALT** key as

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# Free Online Computer Tutorials from “InPictures”

by  
Ira Wilsker

WEBSITE:  
<http://inpics.net>

I get a lot of requests from individuals on how to accomplish a myriad of tasks using popular software. I also get requests from individuals asking for help creating web pages, or writing computer programs in a variety of computer languages. Now there is an unusual free resource that can give everyone detailed instructions on how to complete his selected tasks. While there are many free online help and tutorial services, what makes this one unusual is that it is mostly based on still images (screen captures), with only a small amount of text explaining each image.

This interesting service is freely available to anyone online from “InPictures” at [inpics.net](http://inpics.net), and only requires an internet browser; all internet browsers should work equally well. There is nothing to buy, download, or install in order to use the tutorials. There are no animations, movies, videos, or music, only a logical sequence of sharp black and white images, along with some text, that explains and demonstrates how to accomplish each desired task with the listed software.

According to the website’s creator, whose name is not listed on the website, “ In Pictures tutorials began as part of a research study we conducted for the U.S. Department of Education. The goal: to make it easier for people with learning disabilities to learn computer subjects. As part of the study, we created simple, illustration-based tutorials. Everyone who tested them - not just people with learning disabilities - said the new tutorials enabled them to learn faster and easier than conventional text-heavy books.” Since all of the images are situated on individual web pages, the user can easily control the size of the images by utilizing the native zoom feature incorporated on most browsers. To zoom in with your browser, simply use the Ctrl+ or Ctrl- features (press the Ctrl key and the “+” plus key

simultaneously to enlarge the screen; Ctrl and “-” minus zooms out).

The list of software and programming is not extensive, but covers some of the most widely used titles, including Microsoft Office, Open Office (this will also substantially apply to Libre Office, an Open Office clone), HTML and CSS for webpage creators, and the programming languages MySQL, PHP, and Perl. The Microsoft Office tutorials cover both the 2003 and 2007 versions of Office, and include Word, Publisher, Excel, PowerPoint, and Access. While Office 2010 is not yet listed, a user needing help with Office 2010 tasks will likely find that most of the tutorials for 2007 will pretty much apply to 2010, although there may be some cosmetic and functional differences. Open Office users (as well as Libre Office users) will find the tutorials for Base, Calc, Impress, and Writer are comprehensive and easy to follow.

For those who would like to learn how to create web pages using HTML and CSS (Cascading Style Sheets), InPictures covers HTML basics, site navigation and layout, online forms, uploading to a server, and advanced layout techniques. For anyone who would like to learn programming, the tutorials for MySQL, PHP, and Perl are clear, concise, and easy to follow, and are easy to comprehend because they avoid “geek speak”, and incorporate a series of screen captures that clearly display the appropriate operations and functions.

Since I am typing this column using Word 2007, I decided to use the Word 2007 tutorial to demonstrate to myself the usefulness of the InPictures service. Clicking on the Word 2007 link on the left margin of the start page. When the Word 2007 main page opened, the user is presented with a simple choice; either follow a sequential tutorial covering all of the material operations and functions of Word, or to manually

*cont’d from page 7*

## “InPictures” - cont'd

select individual topics as a quick tutorial or to refresh the users' knowledge about how to perform a specific task. The novice user would be wise to use the complete tutorial, as it is comprehensive and provides a complete series of instructions on how to use Word. If the user selects individual Word tutorials, he can select from Word Basics, Long Documents, Special Features, and Advanced Word. The same four categories of tutorials can be selected from the top of any of the Word tutorial pages.

Word (2007) Basics is just what it says, and includes the most basic Word functions used, and includes new document creation, copy and paste, formatting words and paragraphs, bullets and numbering, page settings, spell checking, and page viewing. The Long Documents selections include guidance on how to format text with styles, find and replace functions, the use of tabs, and the creation of headers and footers. Many users of Word like to use some of the “Special Features” shown in the in Word tutorial, including columns, drop caps, the insertion and management of photos and other images, drawing and painting in Word, and the use of tables. The final section of the Word 2007 tutorial, “Advanced Word”, explains how to do a mail merge (create a series of personalized letters from a mail list), create and use templates, print envelopes and labels, count words, and create and insert a table of contents. A similar series of tutorials is available for other Office components (Excel, PowerPoint, Access, and Publisher), both the 2003 and 2007 versions. Likewise, similar tutorials cover Open Office (and Libre Office).

For anyone who needs basic training or some occasional help with office software, the creation of web pages, or common programming tools, the InPictures website at [inpics.net](http://inpics.net) may be a valuable, and free, resource.

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**in pictures**

Computer tutorials based on pictures, not words.

**microsoft office**

- Access 2003
- Access 2007
- Excel 2003
- Excel 2007
- PowerPoint 2003
- PowerPoint 2007
- Publisher 2003
- Publisher 2007
- Word 2003
- Word 2007

**openoffice.org**

- Base
- Calc
- Impress
- Writer

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**What People Say:**

# Review: Digital Photography Composition for Dummies

by

*Donna Kamper, Member, Tucson Computer Society, AZ*

*September 2011 issue, TCS eJournal*

*www.aztcs.org*

*donna (at) kamper.com*

What's the difference between an amateurish snapshot and a gallery-quality photograph? There are lots of variables, but the right "composition" makes the viewer's eye snap to the essential element that tells the story.

If there were only one way to tell a story photographically, it'd be easy. It used to be. Plop the subject in the middle and click. But does that really "tell the story?"

This book, by a professional photographer, breaks down and explains the subject of composition element by element. Contrast, distance and patterns as well as lines, shapes and forms are introduced and their relevance to your photography is pointed out

A minimal amount of space is spent on the equipment (camera, lenses, tripod, etc .) and the basics (aperture, focal point, ISO, etc .). I felt it was enough space/time for the subject, and the author states it's expected that the reader has a basic understanding of their equipment.

The subject of composition itself is then addressed, which covers how to use points of interest, framing and even color as an essential element.

The concept of "leading the eye" or "drawing the eye" is referenced frequently. Multiple techniques are demonstrated and illustrated.

This became particularly helpful when the subject was lighting.

The names and descriptions of lighting methods (Paramount, Rembrandt, Broad lighting) are all very well, but actually showing how the light falls on a subject allows the novice (reader) to actually understand (and remember) its effect.

This is a copiously illustrated book, as one about photography should be. The best part is not simply that there are a lot of photos, mostly in color, but that they're relevant and helped me to understand certain points.

A broad range of subject matter is covered, which I also found particularly helpful. There are a lot of large, intimidating (expensive) books out there focused solely on "landscape" or "portrait" or "still life" photography. This small and inexpensive volume covers all those subjects and more quite nicely. Each subject does differ, and there are concise descriptions not only of those differences but the methods for adapting to them.

Because Dummies books are written by different authors, I feel like it's a bit of a gamble delving into one. This one is a big winner. It's obvious the author knows his subject in a way only someone doing the work does, but he's also one of the *avis rara* who can also explain it well.

About: Digital Photography Composition for Dummies

Author: Tom Clark

Publisher: For Dummies / [www.dummies.com](http://www.dummies.com)

ISBN-10: 0470647612

ISBN-13: 978-0470647615

Price: \$29.99, \$21.89 @ Amazon

# Microsoft FixIt

by

*Ted Wirtz, Member, ORCOPUG (Orange County PC Users' Group), CA*

*www.orcopug.org*

*twirtz (at) pacbell.net*

My home computer is an HP Pavilion running Vista SP2. It has a memory card reader built into the top faceplate on the front of the computer that is capable of reading many of the common memory cards used in a digital camera. I commonly use it to transfer images from my digital camera which happens to use either SD or SDHC memory cards. (SD cards come in capacities up to 2 GB per card. SDHC cards come in capacities greater than 2 GB.)

Recently I inserted an SDHC card, and instead of seeing pictures, Vista saw it as a blank card and wanted to format it. Not good. Obviously I didn't want to format the card because I knew there were images on it. I ejected it and inserted a SD card. Vista saw images. Reinserted the SDHC card. No images.

I put the SDHC card back in my camera fearing the worst. All the images were there. Whew!

Okay, the card is good, but for some reason, now my system would not recognize SDHC cards. Bummer. Why SD but not SDHC? I didn't have time to mess with it then. I needed to get to my pictures. I connected the camera via a USB port and transferred the images that way. Clumsy but effective.

A couple of weeks ago I decided to attempt a fix for my reader. I opened up Device Manager and looked at the readers. No exclamation marks. Windows doesn't see any problem with the devices. Okay, maybe I need to update the drivers. I asked the system to check, and it reported later drivers were available. I installed the updated drivers and tested the reader. No joy. I still could not read SDHC. Tried an SD card. Oh great, now Vista can't read either type!

I went back to Device Manager, and selected "Roll Back Driver." Vista reported the driver was

successfully rolled back. Time to test. Uh Oh. I still can't see any images on either type of card. I've gone from the frying pan into the fire!

Time to Google my problem. Google found something that sounded a lot like my problem. Solution: use Device Manager, delete the devices, reboot, let Vista re-discover the devices and all should be well. Only it didn't solve the problem.

Device Manager found the devices, reinstalled them, no exclamation marks, but they still can't read any of my cards.

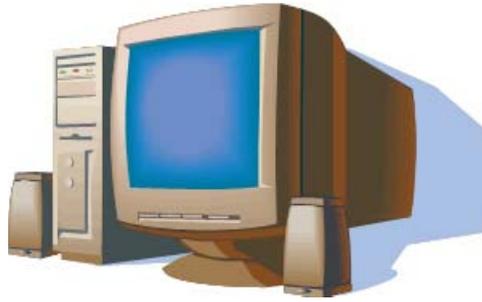
Time to search the Microsoft site. I found a somewhat similar problem listed, where somebody was having a Firewire problem. Recommended solution: Use the Microsoft Fix It program.

I downloaded and installed the program. The program opened up showing a series of problems that it could check. I scrolled down until I found "Hardware devices not detected or not working (Figure 1).

I clicked the Run button and crossed my fingers. The program reported it had found hardware changes might not have been detected, and had successfully updated. It also checked that Windows Update was configured to install drivers (Figure 2).

Okay, time to see if my problem was fixed. Yes! I can now read both types of SD cards just like when the machine was new. Problem solved.

I don't know if the Fixit program can solve other problems as easily, but I'm definitely going to keep this program installed on my computer. It's a keeper.



# Refurbished Computers

## From a Non-Profit Organization

The Chesapeake PC Users Group, a 501 (c) 3 Federally designated Non-Profit Organization, is pleased to offer individuals, & nonprofit organizations, that are unable to afford the purchase of a new computer, the opportunity to acquire a refurbished computer for a donation of **\$80.00**.

For eligibility requirements and an application form, visit our website at: [www.chesapeakepcusersgroup.org](http://www.chesapeakepcusersgroup.org) or [www.cpcug.org](http://www.cpcug.org)

This computer system consists of the following items and is provided with a 90-day guarantee:

- Windows XP Operating System
- Speakers
- Power Cables
- An Open Office Suite
- Monitor
- CD ROM
- Freeware
- Keyboard
- Internet Ready
- Antivirus Program
- Mouse

## Excel & Word Tips - cont'd

you type 0151 on the numeric keypad. If necessary, Word will break a line right after the em dash, not before it. The em dash always stays with the word immediately before it.

The foregoing items describe the behavior and purpose of each of the hyphens and dashes used in Word. If you are using a dash or hyphen and it does not behave as indicated here, then you may be using the wrong type. For instance, if a word will not break as you expect between two lines, you may be using a non-breaking hyphen instead of one of the other types.

### Ages in Years and Months - Excel

Many times in early childhood education, a child's age in Years.Months format is needed for reporting, admitting, and evaluation. Basically, this format shows the number of elapsed years and months since birth, separated by a period.

There are several ways you can go about getting the desired age. The formula you choose to do the work depends, quite literally, on your preference in formulas.

Assuming that you have the birth date in cell A1, you might think you could use some math on the date to determine the proper information. For instance, you might think that you could use this formula:

```
=NOW() - A1
```

This produces a value that is the difference between the two dates, but if you then apply a custom format ("yy.mm") to the result, you'll find out that it doesn't give the sought-after Years.Months. You get something close; the years are right, but the months vary from 1 to 12 when they should vary from 0 to 11. (Somebody can be 12 years and 0 months old, but it is not proper to say 12 years and 12 months old.)

This means that you need to start casting about for a formulaic approach. A simple formula would be the following:

```
=YEAR(NOW())-YEAR(A1) & "." &  
MONTH(NOW())-MONTH(A1)
```

There are many variations on the above, but the problem is that they all only look at the month of today compared to the month of the birthdate; they don't take the day of the month into account. What is that important? Because the number of elapsed months since birth is dependent on how the day of the birth month compares to the day of the present month, and the formula doesn't allow for that distinction.

So, you might consider a more complex formula that actually tries to calculate elapsed years and months, such as the following one:

```
=TEXT(INT((NOW() - A1)/365.25),"  
##0")& "." & TEXT(INT(MOD(NOW -  
A1,365.25)/31),"00")
```

This comes much closer to what is needed, but it is still possible to be off by a day or two right around the time of the month when the birth day is approached. Closer still is a formula which uses the YEARFRAC function:

```
=ROUNDDOWN(YEARFRAC(A1,TODA  
Y()),0)& "." & ROUNDDOWN((YEARFRA  
C(A1,TODAY())-ROUNDDOWN(YEARF  
RAC(A1,TODAY()),0))*12,0)
```

The best (and simplest) formulaic approach, however, is this one:

```
=DATEDIF(A1,NOW(),"y") & "." &  
DATEDIF(A1,NOW(),"ym")
```

The formula relies on the DATEDIF function, which determines the difference between two dates. The value returned by the function depends on the third parameter passed to the function. In this case, the first invocation of DATEDIF returns the number of elapsed years and the second returns the number of elapsed months. It provides the most accurate results of any of the formulas discussed so far.

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

**Wednesday**  
**October 12<sup>th</sup>, 2011**

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*

## **Synchronizing Data Across Platforms**

*by*

**Michael Young**

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**  
**Tip & Tricks**  
**Microsoft FixIt**  
**Buying a New PC**  
**Review: Digital Photography for Dummies**  
**... and a little bit more!**

**Note:** The date above your name on the mailing label is the expiration date of your membership. Contact the Membership Chairman (page 2, column 2) to update.

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