



PLATEAU PC USERS GROUP, INC GAZETTE



May 2022

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 28 Issue 5

This Month's General Meeting
Tuesday, May 10, 2022
will start at 3:00 P.M. @
FFG Christ Lutheran Church

Social Distancing is recommended.
Face Mask coverings are **Suggested.**

May 10th Presentation
@ 3:00 P.M.

Looking at Broadband
Communications

The May program will be a presentation by Cumberland County Mayor, Allen Foster, on the future of Broadband communications in our area.

The Mayor has been very active in trying to improve our service and has been instrumental in getting several state and Federal grants for high speed internet service in Cumberland County.



Monday, May 30, 2022

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Please Note: Meetings will now be on the second Tuesday of each month. Starting at **3:00 P.M.**

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade TN

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group. Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 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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All images used in the newsletter, website, blogs, class materials or handouts (“media”) are obtained from a “free use” source, preferably images that have been released as “CCO Public Domain”.

2021-2022 PPCUG, Inc. Board Members



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Vice-President/	George Sengstock	(224) 760-3948
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Webmaster	Alan Baker	(931) 239-0877

Directors at Large

Gordon Botting	Jim Buxton	Richard Del Frate
Barbara Duncan	Bob Willis	



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539 West Ave. Suite 101 Crossville TN 38557

Cool Tips & Sites

Search In Windows 10 Quickly and Easily

The search feature in Windows 10 is absolutely the most useful tool on the entire OS.

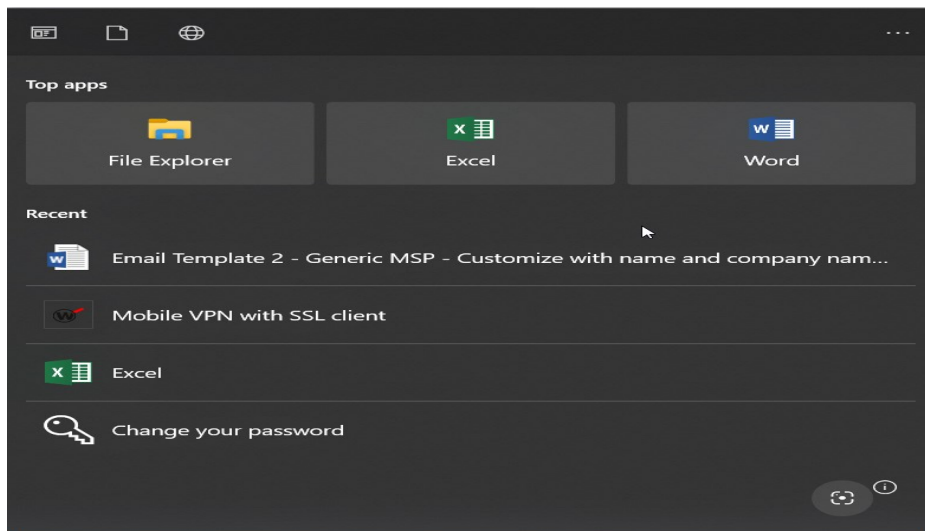
No longer just meant to help you find a misplaced file, the search is integrated into systems menus as well.

Click the search icon at the bottom left of your screen to get started. By default, the search window shows the top apps you use, as well as recent activities, so you can easily click on the programs and files you use most.

Simply start typing in the taskbar at the bottom of the search window, and Windows will get you what you need.

If you want to quickly narrow down the search by category, choose one of the 3 icons that appear on the top left of the window, as seen below.

From left to right, you can guide Windows to only search in Apps, Documents or the Web.



**** 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



Wi-Fi 7: What Is It, and How Fast Will It Be?



BENJ EDWARDS

@benjedwards



Although Wi-Fi 6E still feels bleeding edge at the start of 2022, a demonstration of the upcoming Wi-Fi 7 standard showcased transfer speeds might make Ethernet cables obsolete. Let's take a look at the proposed spec and what it promises.

What Is Wi-Fi 7? How Fast Is It?

Wi-Fi 7 is a new specification for Wi-Fi devices currently in the works. It's based on the draft 802.11be standard, published in May 2021, that has not yet been finalized or approved by the FCC.

The most show-stopping feature of Wi-Fi 7 is that it might make wired Ethernet connections obsolete for a certain class of both home users and professionals. Wi-Fi 7 can theoretically support bandwidth up to 30 gigabits per second (Gbps) per access point, which is just over three times as fast as the maximum 9.6 Gbps speed of Wi-Fi 6 (also known as 802.11ax). The draft authors call this "Extremely High Throughput," or EHT.

Currently, commonly-available wired Ethernet technology maxes out at 10 Gbps (10GBASE-T), although it's basically non-existent in consumer devices at the moment. And although higher speeds (such as Terabit Ethernet) exist in specialist settings like data centers, its arrival in the home or small business setting—if it ever happens—is likely far off. So for current users of both Gigabit and 10 Gigabit Ethernet, Wi-Fi 7 might be able to replace the need for wired connections under optimal conditions.

What Else Is Cool About Wi-Fi 7?

Aside from the theoretical potential of blazingly fast speeds of Wi-Fi 7, the Wi-Fi Alliance plans to include other notable improvements in the Wi-Fi standard. We'll cover a handful below:

- **Backward Compatibility:** The Wi-Fi 7 draft spec spells out backward compatibility with legacy devices in the 2.4 GHz, 5 GHz, and 6 GHz bands, which means you won't need all-new devices or hardware to connect to a Wi-Fi 7-enabled router.
- **6 GHz:** Full utilization of the new "6 GHz Band" (actually 5.925–7.125 GHz), first supported in Wi-Fi 6E. The 6GHz band is currently only occupied by Wi-Fi applications (although that might change), and using it results in dramatically less interference than the 2.4 GHz or 5 GHz bands.
- **Lower Latency:** The draft Wi-Fi 7 spec aims at "lower lateness and higher reliabilities" for time-sensitive networking (TSN), which is essential for cloud computing (and cloud gaming). It's also a critical requirement for replacing wired Ethernet connections.

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- **MLO:** Wi-Fi 7 offers Multi-Link Operation (MLO) with load balancing and aggregation that combines multiple channels on different frequencies to deliver better performance. This means a Wi-Fi 7 router will be able to utilize all bands and channels available dynamically to speed up connections or avoid bands with high interference.
- **Upgrades to 802.11ax:** According to the draft spec, Wi-Fi 7 will offer direct enhancements of Wi-Fi 6 technologies, such as 320 MHz channel width (up from 160 MHz in Wi-Fi 6), which allows faster connections, and 4096 quadrature amplitude modulation (QAM) technology that allows more data crammed into each hertz.

When Will Wi-Fi 7 Be Available?

According to a news release from MediaTek, which claims to have already demonstrated the maximum Wi-Fi 7 speed mentioned above, Wi-Fi 7 products are expected to hit the market in 2023. An article in IEEE Spectrum cites 2024 as a potential availability date.

Creating and Using Macros in MS Word 365

Tom Burt, Vice-President
Sun City Summerlin Computer Club
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This month we'll take a look at macros, a little-used but powerful feature of all the MS Office programs. A macro is a piece of program code that can be executed whenever you want to operate on a section of a document to perform a defined sequence of changes such as formatting or editing. For example, macros can help insert letterheads, generate pre-formatted tables, applying fonts, highlighting, or styles. In addition, macros make it easy to carry out every day repetitive actions as easily as clicking a single button.

For this article, we'll focus on Word macros.

Creating and Saving Macros using the Macro Recorder

The easiest way to create a macro in Word is to turn on macro recording, perform a sequence of formatting and/or editing steps and then stop recording. The recorded macro can be given a name and have an optional hot-key sequence or a "Quick Access" button assigned to it.

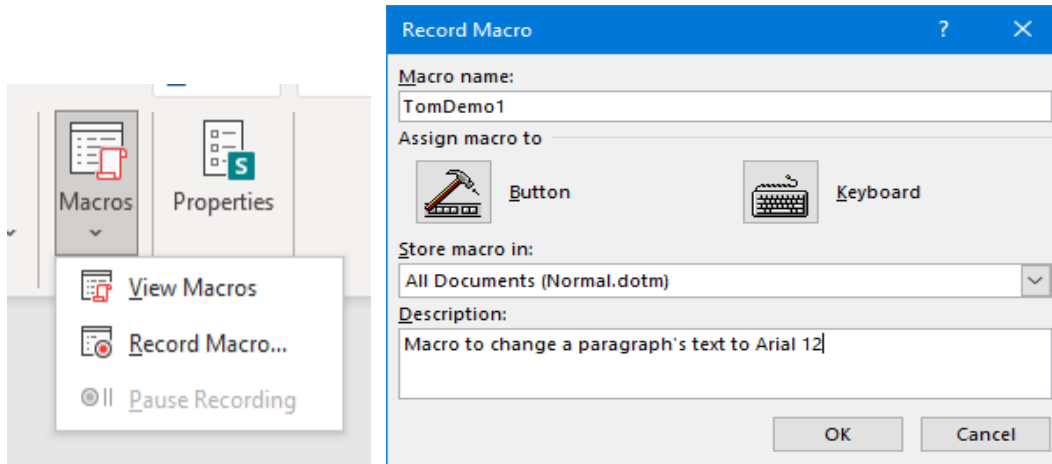
Here are the essential steps:

On the View tab of the Word ribbon, go to Macros and click the down (v) widget to open a menu; choose "Record Macro." That will open a small Record Macro dialog. Give the macro a name and optionally fill in the description.

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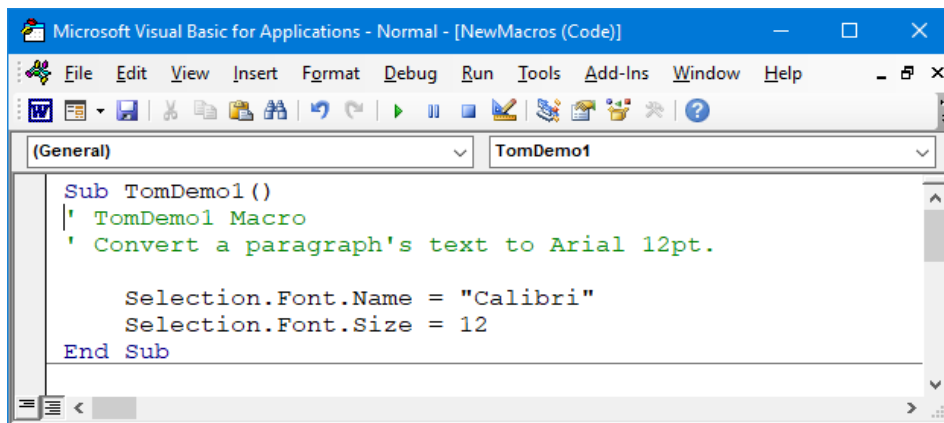
You can also click to assign a "Quick Access" button or a hot-key sequence to your macro. Finally, click OK and then begin the sequence of steps to be recorded.



When you are finished, go back to View > Macros, click the down (v) widget, and choose Stop Recording. Your newly recorded macro's name will now appear in the list of macros. You can go to this list, select your macro and then click the Run button to run it. More conveniently, if you assign the macro to a Quick Access button, click the button to run the associated macro.

Editing Macros Using the Macro Editor

Word generates a series of program statements in the Visual Basic for Applications (VBA) language when you record a macro. A Word document is organized into a hierarchical set of collections such as sections, paragraphs, sentences, words. These elements can be accessed using VBA statements, and their various properties can be changed. You can see the generated VBA code by going to View > Macros > View Macros, selecting your macro, and clicking the Edit button. This will open the VBA macro editor with your macro displayed.



Word Macro (Visual Basic) Editor

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Let's look at my very simple macro's recorded VBA statements. The green lines preceded by apostrophes are code comments.

```
Sub TomDemo1()  
' TomDemo1 Macro  
' Convert a paragraph's text to Arial 12pt.  
  
    Selection.Font.Name = "Calibri"  
    Selection.Font.Size = 12  
End Sub
```

Once a paragraph or sentence has been selected, clicking the Quick Access button to run the macro changes the selection's font name to Calibri and font size to 12 points.

Let's make this macro do a bit more work by also setting the line spacing to 1.5 lines and the text alignment to Justified. The macro would then look like this:

```
Sub TomDemo1()  
' TomDemo1 Macro  
' Convert a paragraph's text to Arial 12pt, line spacing 1.5,  
' alignment justified.  
  
    With Selection  
        .Font.Name = "Calibri"  
        .Font.Size = 12  
        .ParagraphFormat.LineSpacingRule = wdLineSpace1pt5  
        .ParagraphFormat.Alignment = wdAlignParagraphJustify  
    End With  
End Sub
```

Note that I've also modified the macro to use a VBA "With" clause to eliminate the need to explicitly specify "Selection." for each property reference. This makes the macro code easier to read and run faster and also simplifies making changes. The "wd" symbols to the right of the = signs are Word internal symbolic constants.

The macro editor is helpful by automatically offering a menu of "Intellisense" choices after you type in a. Thus, you don't have to remember or learn every possible property of every object or collection.

Example Macro – Formatting an Article for the Gigabyte Gazette

Now let's look at a more real-world situation. Every month, when I edit the Computer Club's Gigabyte Gazette newsletter, I need to integrate articles and other content from various sources and give them a standard format. One way I simplify this is by using predefined Word styles. I have five: Heading 1, Heading 2, Heading 3, Heading 4, and GGBody.

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Here's the VBA code of a macro named GGFormat that applies the GGBody style to each paragraph in a selected area of a document, except those that already have a "Heading x" style.

```
Sub GGFormat()  
' GGFormat Macro - Convert all non-Heading paragraph Styles to "GGBody"  
Dim pg As Word.Paragraph  
  
With Selection  
  
' Iterate the document's collection of Paragraph objects  
For Each pg In.Paragraphs  
    ' Only change non-Heading paragraphs  
    If Left(pg.Style, 7) <> "Heading" Then  
        pg.Style = "GGBody"  
    End If  
Next  
  
End With  
End Sub
```

The "For Each" statement loops through the Selection's collection of paragraph objects, successively referencing each via the pg variable. Each paragraph's Style property is checked to see if it begins with "Heading." If not, the paragraph's Style property is changed to "GGBody."

Now I can open one of my submitter's documents and copy its contents to the desired place in my working copy of this month's Gigabyte Gazette newsletter. Then I select all the body text of the copied article, go to View > Macros > View Macros, and run my GGFormat macro. This formats all the body text to have Style = GGBody but leaves the rest of the document alone.

A Caution

Macros are very powerful and can sometimes affect places in your document that you did not intend. For example, while experimenting, I had a test document open but also had this document (the May Gigabyte Gazette) open. My GGFormat macro above initially operated on the entire active document rather than the current selection. I expected it just to format my test document, but it formatted both documents – NOT what I wanted when I ran it. So, I modified the GGFormat macro to only operate on the current Selection.



How to Separate Names in Excel



By Brian Burgess



If you have an Excel spreadsheet with first and last names in a single cell, you might want to separate them.

Here's how.

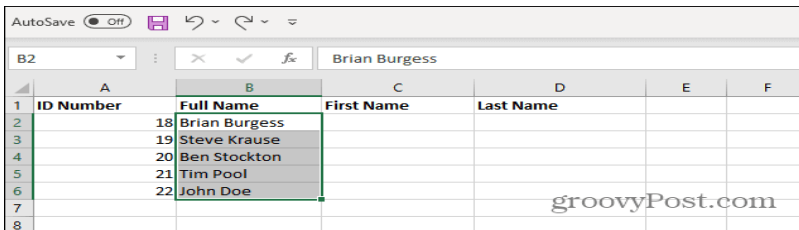
What do you do when a spreadsheet comes in that needs to be cleaned up? For example, you might need to separate names into two separate columns versus one. Or, what about having first, middle, and last names in one column? If you run across such a situation, Microsoft Excel 2013 and above has excellent built-in tools that allow you to separate them.

If you need to separate names in Excel, follow this guide, and we'll show you how.

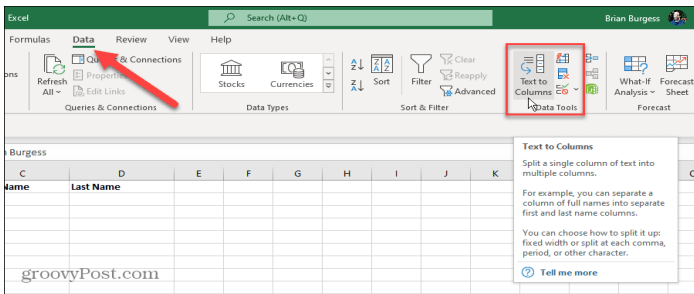
Separate Names in Excel

To separate first and last names into different columns in Excel, do the following:

1. Select all of the full names from the sheet you want to separate. Make sure not to select any headers – just the names.



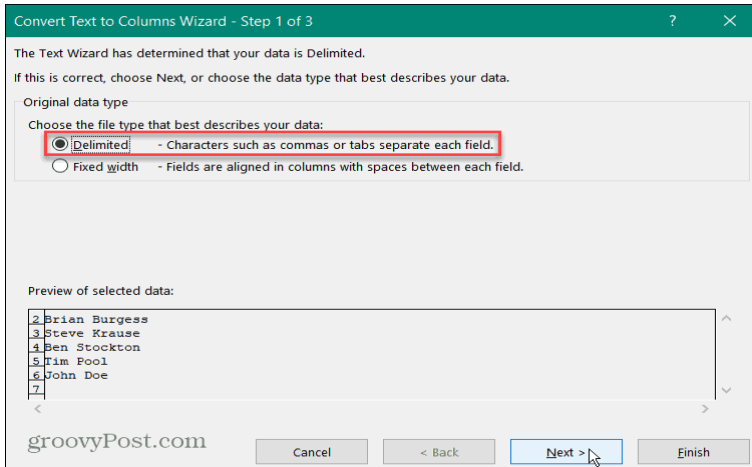
2. Click on the **Data** tab on the ribbon and then click **Text to Columns**.



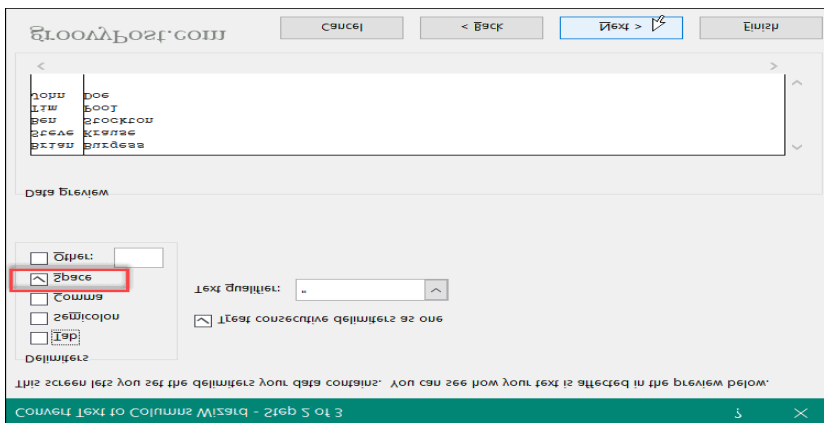
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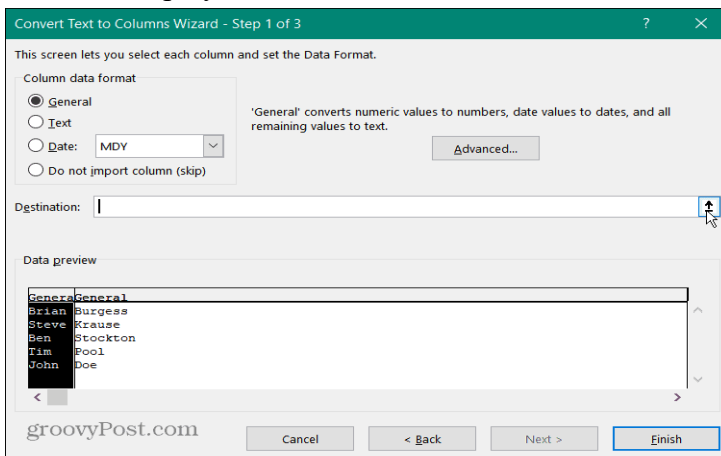
3. The **Convert Text to Columns Wizard** will start. Check **Delimited** and click **Next**.



4. On the following screen of the wizard, in the **Delimiters** list, check **Space** and uncheck any other Delimiters. You're checking Space because a single space separates the names in the selected rows. Click **Next**.



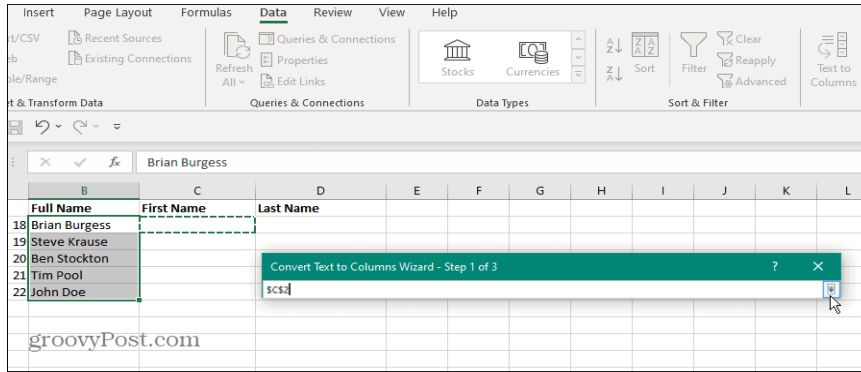
5. Now, choose where to display the separated first and last names in the spreadsheet. Start by clicking the **Destination** field and **clearing** its content. Then click the **up-arrow icon** to select the cells to display the names.



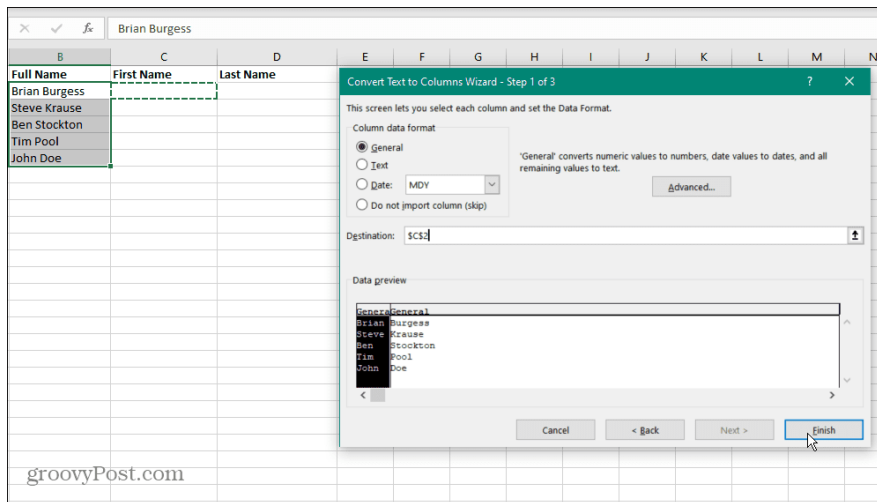
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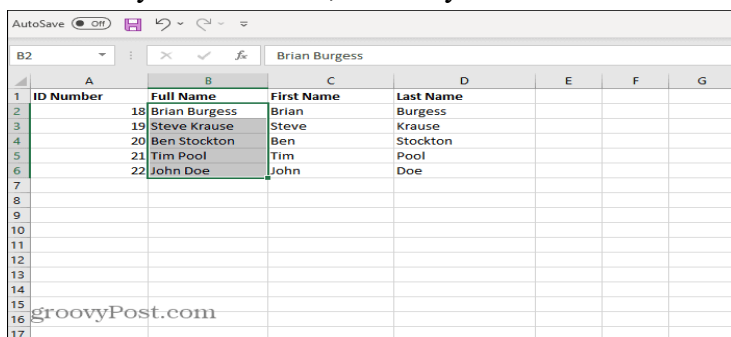
- For this simple sheet, we want to display the first name in the **C** column and the last name in the **D** column. Select the **C2** cell on the spreadsheet and click the **down-arrow icon**.



- The **Convert Text to Columns Wizard** opens again and will display the proper destination cells. Click the **Finish**



- The first and last names will populate your spreadsheet and are now separate. Continue working on your document, or save your work for later.



Separate First and Last Names with Middle Names in Excel

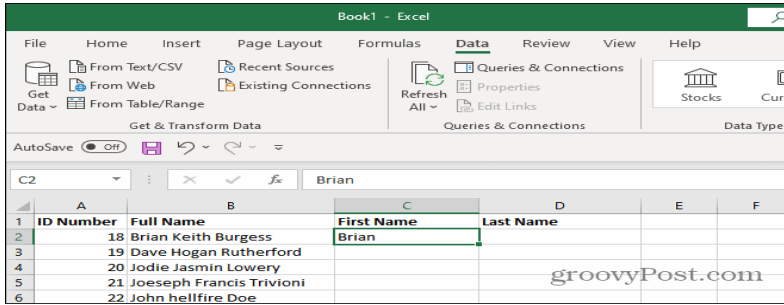
Separating first and last names is straightforward enough, but what if there are middle names too? Good news. You can use the **Flash Fill** feature in Excel 2013 or above. Unfortunately, the Flash Fill feature isn't part of older versions of Excel.

You can separate first and last names with middle names in Excel, do the following:

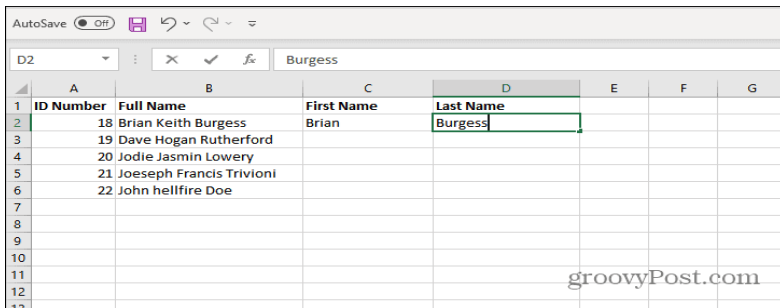
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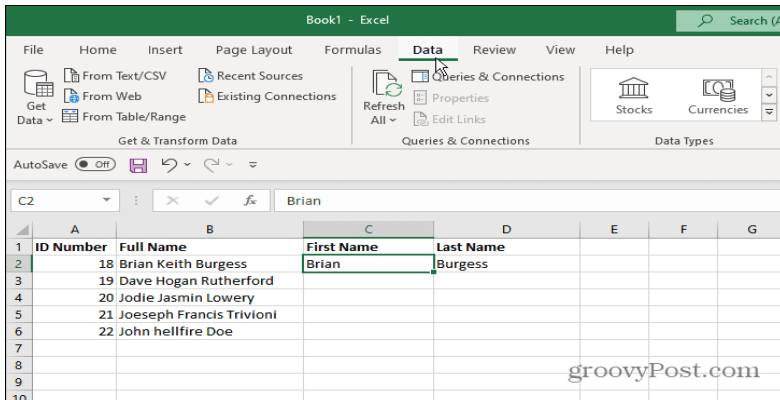
1. Open the spreadsheet with the names you want to sort. Click the cell where you want to display the first name. In the following example, it's **C2**. Then manually type in the first name. in this case, it's **Brian**.



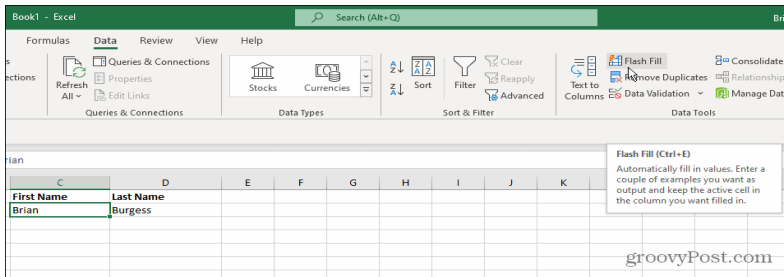
2. In the **D2** cell, manually type the last name of the **B2** record – in this instance, it's **Burgess**.



3. Now it's time to activate **Flash Fill**. Click the **C2** cell where you manually typed in the **first name** and select the **Data** tab on the ribbon.



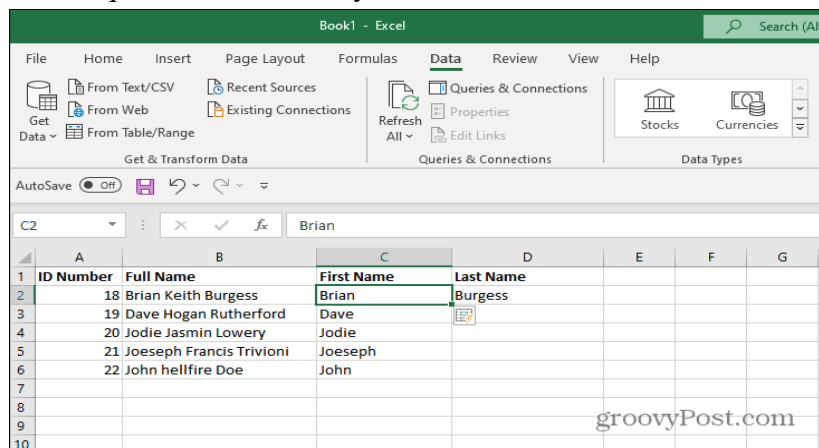
4. From the **Data** tab, click the **Flash Fill** button in the **Data Tools**



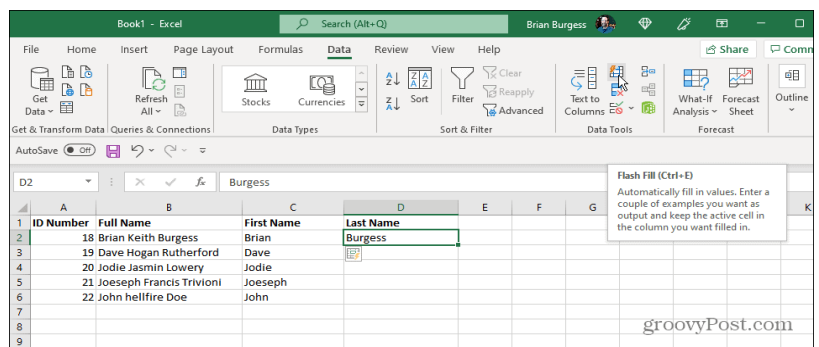
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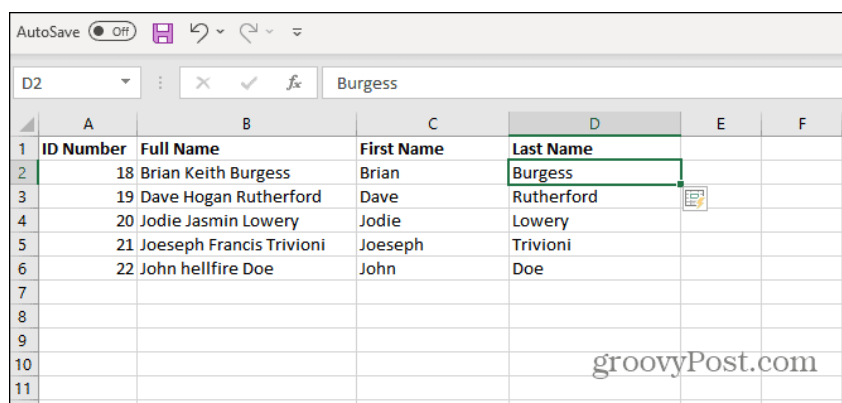
- Excel will immediately separate the first name from the middle and last and fill them into the spreadsheet section you chose.



- Since that worked so well, let's do the same thing for the last names. Click the cell where you manually typed in the last name — in this example, it's D2. On the ribbon, click the **Data** tab and click the **Flash Fill** button in the **Data Tools** section.



- Excel automatically populates the **D** column with the last names and separates them from the first and middle names.



That's all there is to it. We presented a basic spreadsheet, but the instructions will work with the most extensive and complex workbooks. If you need to separate names in Excel, follow the guide above, and you'll be set.



Vote for PPCUG Officers Election in June 2022

(For the period July 2022 through June 2023)

Suggested candidates slated for PPCUG Board include:

President:	Charlie Merrick
Vice President:	George Sengstock
Treasurer:	John Krueger
Secretary:	Richard Del Frate
Past President:	Steve Rosenstein (resigned)

Directors at Large:

Gordon Botting
 Jim Buxton
 Barbara Duncan
 Richard Del Frate
 Carl Nordeen
 Bob Willis



Important Message

PPCUG Board Election 2022/2023

The above names are the current slated names for the upcoming election in this this years June General Meeting.

We are asking (or pleading) with the membership for more nominations to join as additional board members or even replace any of the above names.

This will be your chose to have your word heard at the General Meeting on Tuesday, May 10, 2022.

Please do your bit to help keep our computer club operating into the future.





Plateau PC Users Group, Inc.

Application for Membership for 2022

----- New Member

----- Renewing Member

Return this application with check for annual dues payable to "PLATEAU PC USERS GROUP" Return to the club Treasurer during our meeting or mail to "PPCUG Treasurer. P.O. Box 3787, Crossville TN 38557"

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:



June 2022



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