

Club Bytes Vol 1, Jan. 2022

Brought to you by the Lake Gaston Computer Club



Enjoy the 25th Anniversary Presentation. It's



available on our website,

<https://www.lakegastoncc.org/lgccMembership.html>

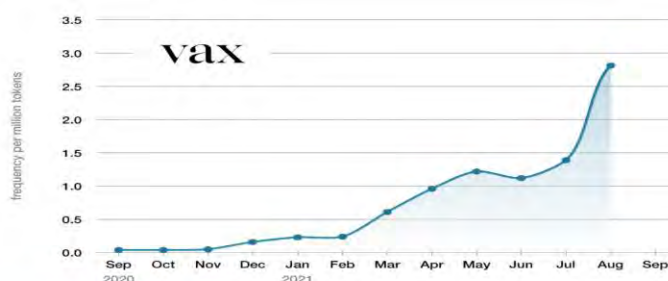
Thank you, Rob Lenahan, for putting this together for us.



Word of the Year 2021 – VAX

Vax is our 2021 Word of the Year. When our lexicographers began digging into our English language corpus data it quickly became apparent that vax was a particularly striking term. A relatively rare word in our corpus until this year, by September it was over 72 times more frequent than at the same time last year. It has generated numerous derivatives that we are now seeing in a wide range of informal contexts, from *vax sites* and *vax cards* to *getting vaxxed* and being *fully vaxxed*, no word better captures the atmosphere of the past year than vax.

<https://languages.oup.com/word-of-the-year/2021/>



Frequency of vax (noun and verb) in the Oxford Monitor Corpus of English



What Happens If I Don't Upgrade to Windows 11?

Article taken from "How-to-Geek" by Benj Edwards

With Windows 11 already here and Windows 10 support ending in 2025, you might be wondering what will happen to your PC if you don't upgrade. Let's explore our options.

Do I Have to Upgrade to Windows 11?

Microsoft says you won't have to upgrade your Windows 10 installation to Windows 11. Like previous major "Feature Updates" to Windows 10, we guess that you'll be able to decline or defer any offer Microsoft makes to upgrade your system by not starting the upgrade process in Windows Update.

Until October 14, 2025, you won't have any trouble sticking with Windows 10. Microsoft will keep supporting Windows 10 until that date, and you can still use it safely on your current PC while expecting vital security updates to arrive when necessary.

But after October 14, 2025, running Windows 10 will become a lot riskier. That's because Microsoft will stop releasing new security updates for Windows 10 on that date. If someone discovers a new exploit or vulnerability in Windows 10 after that date, Microsoft won't release a Windows 10 update to fix it.

Will Windows 10 Stop Working When Windows 11 Launches?

When Windows 11 launches, you'll still be able to use Windows 10 as you normally do now. It won't stop working automatically.

What If I Can't Upgrade to Windows 11?

You may have already checked your PC and realized that it won't be able to upgrade to Windows 11. If that's the case, you have a few options. The most secure option will be to buy a newer PC some time before that 2025 cutoff date. That way, you'll be running the latest, most secure Windows OS. The other option is to keep using Windows 10, which comes with significant security risks.



What Happens If I Keep Using Windows 10?

Every time a Windows upgrade comes along, there are always some people who prefer to stick to an older version of Windows, even when it becomes unsupported. Even today, some holdouts still use Windows 7, Windows 8, or even earlier versions like Windows XP every day. But those people take on dramatically greater security risks.

What could go wrong? A lot of things. Running an unsupported version of Windows 10, you'll be more susceptible to malware that spies on you or damages your data, ransomware that holds your data hostage, RAT software that compromises your webcam, and more.

After a few years, some applications may drop support for Windows 10, which will leave you vulnerable to other types of security exploits if you can't keep them updated to their latest versions.

What's the Safest Way to Keep Running Windows 10?

First of all, we don't recommend running Windows 10 beyond October 14, 2025. It's simply not worth the risk, and basic PCs (even used PCs) that can run Windows 11 should be inexpensive at that point. But we know that the reality doesn't always match the ideal, so here are a few tips.

There's no doubt that, even with the risks, people who practice good security hygiene will have a better chance at running Windows 10 without major issues past the 2025 cutoff date. Here are a few common-sense things that everyone can do, even now, to stay safe online:

- Keep your web browser updated, always.
- Keep your applications updated.
- Don't visit suspicious or scammy sites on the web.
- Maintain updated anti-malware software on your PC.
- Use a secure password and don't re-use passwords.
- Use two-factor authentication whenever possible.
- Keep frequent backups, including rotated offline backups.
- Don't open email attachments.

- Don't run programs you download from the Internet unless they are from a verified, trusted source.

But let's face it: How many people brush their teeth twice a day and floss after every meal like dentists recommend? Some people do, but not everybody. So, for the average Windows PC owner, it's best to upgrade to the latest version of Windows and stick to it—while also practicing everything listed above—to greatly reduce your chances of getting hit with malware, ransomware, or another security exploit.

In the End, It's Best to Upgrade after October 14, 2025.

When Windows 11 launches, Windows 10 will begin its fade into the sunset—whether we like it or not. You may feel pressure to make an upgrade decision immediately, but that's not necessarily the case. You have over four years to plan ahead before Windows 10 support ends, which is a long time in the tech world,

Windows 11 cheat sheet Preston Gralla

Get up to speed with the new interface and features in Windows 11.

Released in October 2021, Windows 11 is the first numbered update to Microsoft's operating system in more than six years. You would expect there would be dramatic changes between Windows 11 and Windows 10. But there weren't. Windows 11 looks and works much like its predecessor.

That said, there are quite a few minor differences between the two, and the new OS may take some getting used to. I'm here to help. Whether you've upgraded a Windows 10 machine to Windows 11 or you've got it on a new PC, this cheat sheet will get you up to speed on it. I've also provided quick-reference charts listing useful keyboard shortcuts, touchpad gestures, and touchscreen gestures.

https://www.computerworld.com/article/3644474/windows-11-cheat-sheet.html?utm_source=Adestra&utm_medium=email&utm_content=Read%20more%3A%20Windows%2011%20cheat%20sheet&utm_campaign=Computerworld%20US%20First%20Look&utm_term=Comput

[erworld%20US%20Editorial%20Newsletters&utm_date=20211217181201&huid=2e069a68-47a7-495a-9e62-068d680c5f4b](http://www.howtogeek.com/763146/how-to-count-cells-in-microsoft-excel/)



Office 365



How to Count Cells in Microsoft Excel

SANDY WRITTENHOUSE

Excel provides various methods for [counting cells](#) including using the Find feature or a filter. But with functions, you can count exactly what you need. From filled cells to blanks, from numbers to text, here's how to count cells in Excel.

<https://www.howtogeek.com/763146/how-to-count-cells-in-microsoft-excel/>

How to Insert, Edit, or Remove Page Breaks in Microsoft Excel

SANDY WRITTENHOUSE

If you have a large Excel spreadsheet you're going to print, you may want the pages separated at particular spots. One way to do this is to set the print area. But another is to insert manual page breaks.

<https://www.howtogeek.com/763379/how-to-insert-edit-or-remove-page-breaks-in-microsoft-excel/>

12 Basic Excel Functions Everybody Should Know

SANDY WRITTENHOUSE

Microsoft Excel contains many functions that allow you to perform tasks without a calculator or extra work. But if you're unfamiliar with formulas, it can feel intimidating. Here, we've listed 12 simple but [useful Excel functions](#) to get you started.

Table of Contents

- [1. Add Numbers in Cells: SUM](#)
- [2. Average Numbers in Cells: AVERAGE](#)
- [3. Find the High or Low Value: MIN and MAX](#)
- [4. Find the Middle Value: MEDIAN](#)
- [5. Count Cells Containing Numbers: COUNT](#)




6. Insert the Current Date and Time: NOW
7. Round to a Certain Number of Digits: ROUND
8. Truncate a Number by Removing the Fraction: TRUNC
9. Find the Product by Multiplying Cells: PRODUCT
10. Use the Reference Number of a Given Cell: COLUMN and ROW
11. Eliminate White Space: TRIM
12. Count the Number of Characters in a String: LEN

How to Insert a Check Mark in Microsoft Excel

Many times, symbols can be better visuals than letters or numbers. If you want to insert a check mark symbol into your Microsoft Excel spreadsheet, it takes only a few clicks. Or in Microsoft Word use Wingdings.

$\textcircled{6} \diamond \frac{\square}{\triangle} \times \nabla \eta_0 \approx et$ $\textcircled{7}$ $\Rightarrow \nabla \Leftarrow \leftarrow \rightarrow \uparrow \nwarrow$

Those examples are from using the (a,s,d,f,g) keys with the Wingdings fonts selected. Another way to get visual symbols in your documents. I bet the kids in the group could send some secret messages. Example using the previous sentence:

Hand symbols:                                                                                                              

<https://www.howtogeek.com/765186/how-to-insert-a-check-mark-in-microsoft-excel/>

How to Dictate a Document in Microsoft Word

SANDY WRITTENHOUSE

Whether out of necessity or convenience, you can give your keyboard a break and dictate a document in Microsoft Word. You can use the feature in the desktop app, Word for the web, and in the mobile app. You will need a Microsoft 365 subscription to **dictate**. If you're using Microsoft Office, you may not have the dictation feature. 365 for the web, however, is free for anyone with a Microsoft account.

<https://www.howtogeek.com/771416/how-to-dictate-a-document-in-microsoft-word/>

How to Create and Update a Table of Contents in Microsoft Word

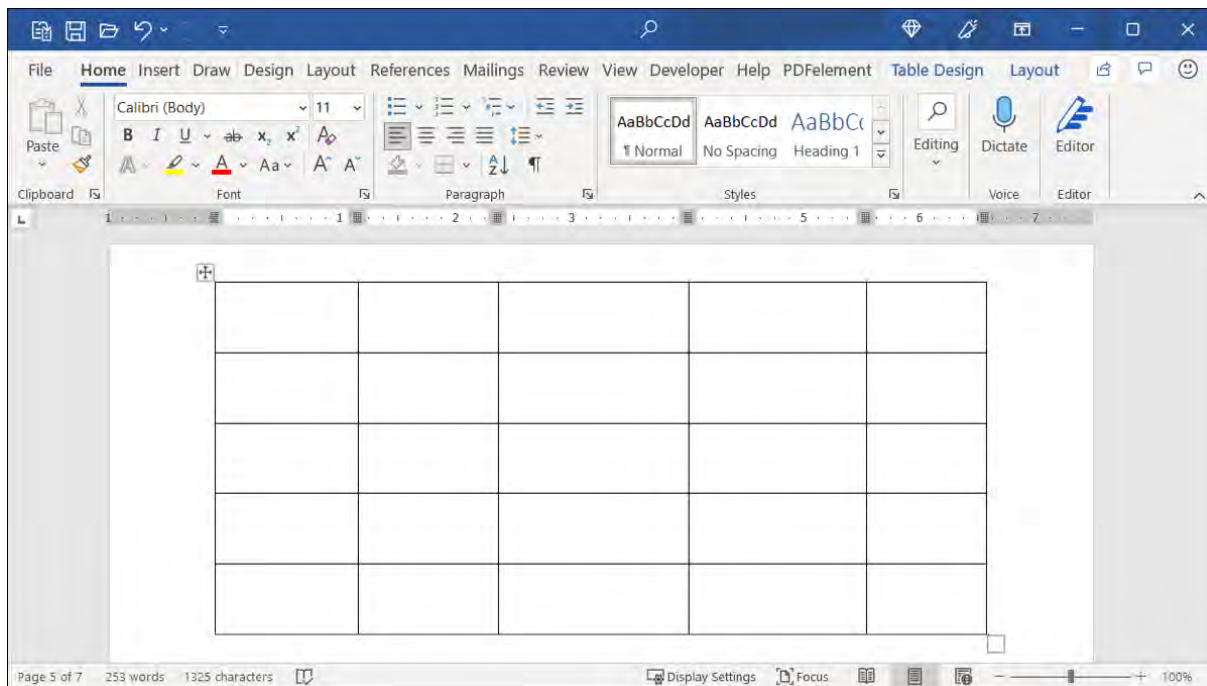
MARSHALL GUNNELL

Using a table of contents in your document makes it easier for the reader to navigate. You can insert a table of contents in Word from the headings used in your document, and then you can update it after making changes to the document. Here's how to do it.

<https://www.howtogeek.com/426644/how-to-create-a-table-of-contents-in-word/>

How to Automatically Resize a Table in Microsoft Word

SANDY WRITTENHOUSE



By using a table in Microsoft Word, you can structure elements of your document or insert data in an organized format. Once you add your table, consider automatically resizing it to fit the document or the table contents.

You can manually resize a table in Word by dragging a corner or edge. But with the AutoFit feature, Word sizes your table for you, eliminating some manual work.

<https://www.howtogeek.com/771306/how-to-automatically-resize-a-table-in-microsoft-word/>



Life Savvy

The Best Security Cameras of 2021 ANDY NGUYEN

Security cameras help keep your home safe by scaring off intruders and monitoring what's going on around you. They can continuously capture video, have two-way audio, and send instant motion alerts to your phone. Here are our picks for the best security cameras.

<https://www.howtogeek.com/755585/best-security-camera/>



The Best Note-Taking Apps for Mac TIM BROOKES

Note-taking apps are essential tools for organizing things, and there are many available for macOS. A good note-taking app has all the features you need and none that you don't. There's also no single perfect app for everyone, so we've compiled a list of the best so you can make an informed decision.

<https://www.howtogeek.com/764988/the-best-note-taking-apps-for-mac/>

How to Delete Photo Albums on iPhone, iPad, and Mac KHAMOSH PATHAK

It's easy to clutter up the Photos app with various photo albums. It could be something you created years ago and forgot, or something an app created for you. Here's how to delete photo albums on iPhone, iPad, and Mac. When you delete a photo album, it doesn't delete any photos that are inside the album.

<https://www.howtogeek.com/679759/how-to-delete-photo-albums-on-iphone-ipad-and-mac/>

Buying a Used Mac or MacBook? Check These Things Before You Buy

TIM BROOKES

Buying a second-hand Mac is a great option for anyone put off by [Apple's price premiums](#) for new machines. They're well-built, they're well-supported with years of free macOS updates, and any AppleCare+ plans can be transferred to a second-hand buyer. But before you buy a second-hand Mac, you should run a few checks to make sure you don't get stung first.

<https://www.howtogeek.com/771262/buying-a-used-mac-or-macbook-check-these-things-before-you-buy/>



"Someone is using their drone to do their shopping for them. I guess holiday traffic is the mother of invention."



"Since you're a computer geek, I suggest lifting the box the weights came in."

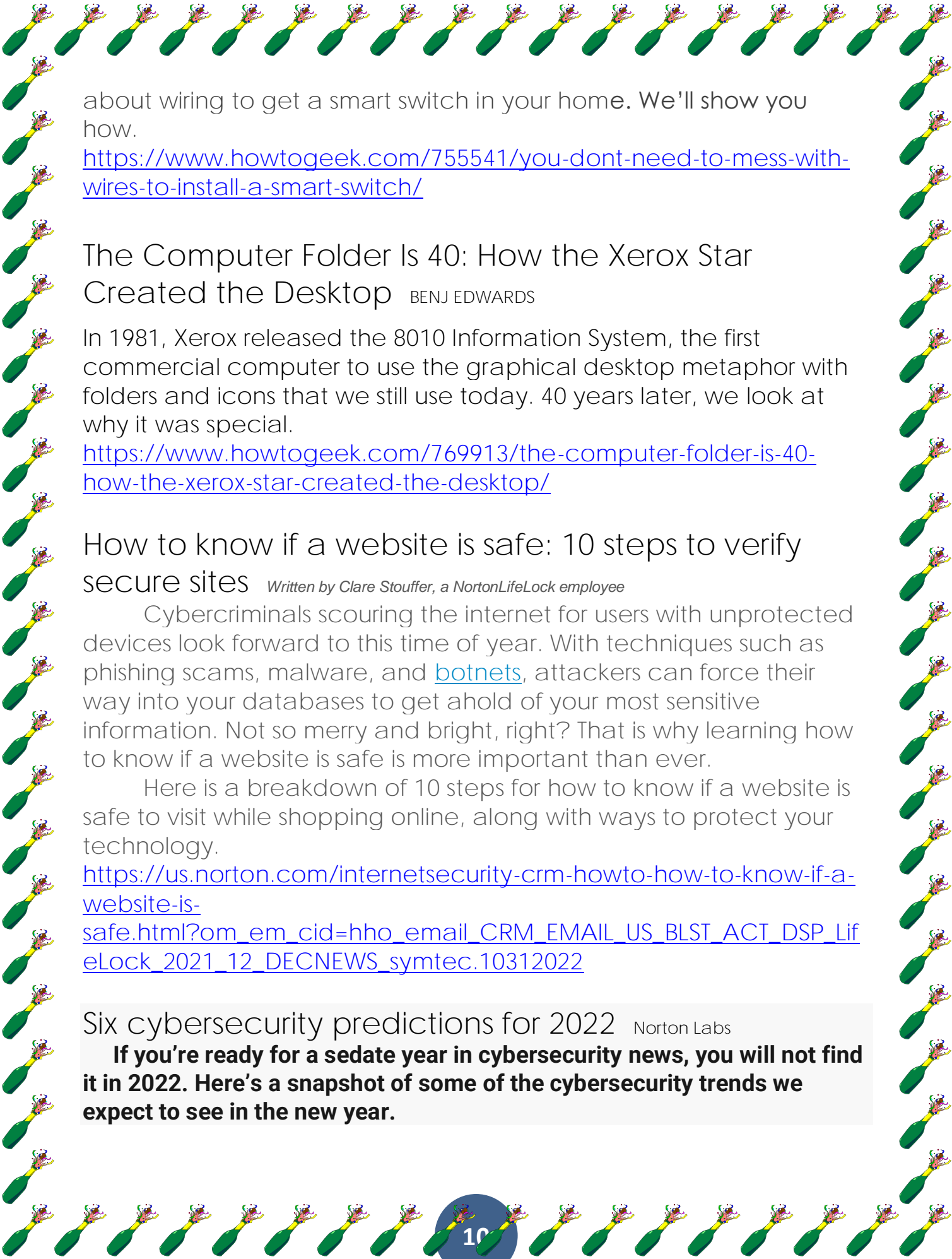


Geeky Stuff

You Don't Need to Mess with Wires to Install a Smart Switch

JOE FEDEWA

Swapping out old light bulbs for [smart bulbs](#) is easy, but light switches can be more difficult. You don't actually need to know anything



about wiring to get a smart switch in your home. We'll show you how.

<https://www.howtogeek.com/755541/you-dont-need-to-mess-with-wires-to-install-a-smart-switch/>

The Computer Folder Is 40: How the Xerox Star Created the Desktop BENJ EDWARDS

In 1981, Xerox released the 8010 Information System, the first commercial computer to use the graphical desktop metaphor with folders and icons that we still use today. 40 years later, we look at why it was special.

<https://www.howtogeek.com/769913/the-computer-folder-is-40-how-the-xerox-star-created-the-desktop/>

How to know if a website is safe: 10 steps to verify secure sites Written by Clare Stouffer, a NortonLifeLock employee


Cybercriminals scouring the internet for users with unprotected devices look forward to this time of year. With techniques such as phishing scams, malware, and [botnets](#), attackers can force their way into your databases to get ahold of your most sensitive information. Not so merry and bright, right? That is why learning how to know if a website is safe is more important than ever.

Here is a breakdown of 10 steps for how to know if a website is safe to visit while shopping online, along with ways to protect your technology.

https://us.norton.com/internetsecurity-crm-howto-how-to-know-if-a-website-is-safe.html?om_em_cid=hho_email_CRM_EMAIL_US_BLST_ACT_DSP_LifeLock_2021_12_DECNEWS_symtec.10312022

Six cybersecurity predictions for 2022 Norton Labs

If you're ready for a sedate year in cybersecurity news, you will not find it in 2022. Here's a snapshot of some of the cybersecurity trends we expect to see in the new year.

- 
- **Cyber activism will gain momentum.**
 - **Scammers will target people suffering through natural disasters.**
 - **Online tracking will continue its slow demise.**
 - **Crypto scams will increase as more users buy in.**

The next 12 months promise to be busy ones in the world of cybersecurity. Here are our six predictions for what will be the most important cyber trends of 2022.

[https://www.nortonlifelock.com/blogs/norton-labs/2022-cybersecurity-predictions?om em cid=hho_email_CRM_EMAIL_US_BLST_ACT_DSP_LifeLock 2021 12 DECNEWS symtec.10312022](https://www.nortonlifelock.com/blogs/norton-labs/2022-cybersecurity-predictions?om em cid=hho_email_CRM_EMAIL_US_BLST_ACT_DSP_LifeLock_2021_12_DECNEWS_symtec.10312022)

How to Read a Zip Disk on a Modern PC or Mac BENJ EDWARDS

Is your priceless data locked away on an Iomega Zip disk from the 1990s or 2000s? There are several easy ways you can copy files from Zip disks over to a modern PC or Mac yourself. We will show you how.

<https://www.howtogeek.com/707818/how-to-read-a-zip-disk-on-a-modern-pc-or-mac/>

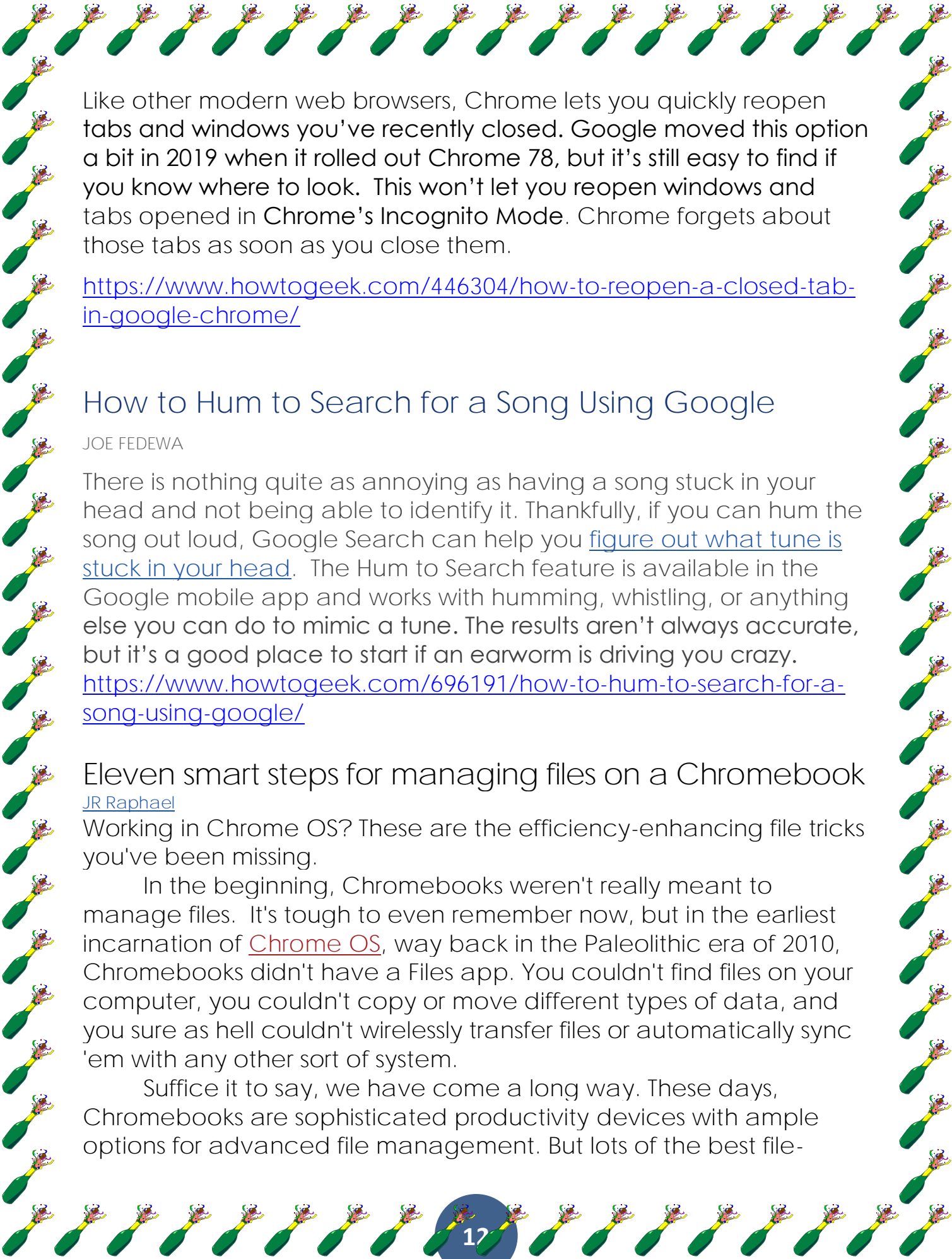
Update Teams on Android to Make Sure You Can Call 911 DAVE LECLAIR

Last week ended with a scary bug that [prevented users from calling 911 on their Android phone](#) under certain circumstances if they have Microsoft Teams installed. Thankfully, Microsoft released an update for Teams that fixes this serious 911 bug.

<https://www.howtogeek.com/773846/update-teams-on-android-to-make-sure-you-can-call-911/>



How to Reopen a Closed Tab in Google Chrome CHRIS HOFFMAN



Like other modern web browsers, Chrome lets you quickly reopen tabs and windows you've recently closed. Google moved this option a bit in 2019 when it rolled out Chrome 78, but it's still easy to find if you know where to look. This won't let you reopen windows and tabs opened in Chrome's Incognito Mode. Chrome forgets about those tabs as soon as you close them.

<https://www.howtogeek.com/446304/how-to-reopen-a-closed-tab-in-google-chrome/>

How to Hum to Search for a Song Using Google

JOE FEDEWA

There is nothing quite as annoying as having a song stuck in your head and not being able to identify it. Thankfully, if you can hum the song out loud, Google Search can help you [figure out what tune is stuck in your head](#). The Hum to Search feature is available in the Google mobile app and works with humming, whistling, or anything else you can do to mimic a tune. The results aren't always accurate, but it's a good place to start if an earworm is driving you crazy.

<https://www.howtogeek.com/696191/how-to-hum-to-search-for-a-song-using-google/>

Eleven smart steps for managing files on a Chromebook

[JR Raphael](#)

Working in Chrome OS? These are the efficiency-enhancing file tricks you've been missing.

In the beginning, Chromebooks weren't really meant to manage files. It's tough to even remember now, but in the earliest incarnation of [Chrome OS](#), way back in the Paleolithic era of 2010, Chromebooks didn't have a Files app. You couldn't find files on your computer, you couldn't copy or move different types of data, and you sure as hell couldn't wirelessly transfer files or automatically sync 'em with any other sort of system.

Suffice it to say, we have come a long way. These days, Chromebooks are sophisticated productivity devices with ample options for advanced file management. But lots of the best file-

related possibilities are still lurking beneath the surface and all too easy to miss.

https://www.computerworld.com/article/3643311/how-to-manage-files-on-chromebook.html?utm_source=Adestra&utm_medium=email&utm_content=Title%3A%2011%20smart%20steps%20for%20managing%20files%20on%20a%20Chromebook&utm_campaign=Computerworld%20US%20First%20Look&utm_term=Computerworld%20US%20Editorial%20Newsletters&utm_date=20211217181636&huid=2e069a68-47a7-495a-9e62-068d680c5f4b

Just a Bit More Humor



"I understand why they replaced his nose with GPS, but it just doesn't have the same charm."



"Can you give me your Christmas list on a regular sheet of paper? I don't know how to open the word document you emailed me."



"I was going to ask Santa for the latest tech gadgets, but after seeing him using a flip phone, I'm guessing he knows nothing about technology."



"Before you get too excited, all those emails aren't from adoring kids. They're spam, so don't answer them or open attachments."



"My Christmas list is short this year. But don't get too excited. It's all technology, so the price tag went way up from my doll house days."



"That's the only letter you received in the mail. Kids no longer write letters. They email or text."