Bearly Bytes Newsletter

Big Bear Computer Club

April 2018 Volume 18 Issue 3

President's Message - Yomar Cleary

Hello Everyone,

The Computer Club board has finalized 13 possible Workshops; now we need you to let us know which workshops you would like to see us present (see page 2). We do one workshop a month starting in May and ending in October for a total of 6 workshops.   We need your input as soon as possible so we can schedule them for 2018. We will have a survey at the April 3rd meeting you can fill out, and I will also email you that computer fillable survey so you can fill it out and return it by attaching it to an email to me. Some of the workshops will be held at the Big Bear Chamber of Commerce and others will be at the Bear Valley Senior Center from 1:00 pm to 3:00 pm.

Do not forget to save your ink cartridges and bring them to the meeting. It is a fundraiser for the club.

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NEXT CLUB MEETING

**April 3, 2018
1:30 - 3:00 pm**

LibreOffice Software

Bill Treadwell will be presenting the meeting a comparison between LibreOffice programs and Microsoft Office programs. LibreOffice is free and is compatible with all Microsoft document formats. It has almost every feature you'll find in the latest versions of Word, Power Point and Excel.   LibreOffice is available for Windows, Mac and Linux.

**To be held at the
Big Bear Senior Center,
42651 Big Bear Blvd
Big Bear Lake**

Consider bringing a snack to share during break-time.

BIG BEAR COMPUTER CLUB <u>POSSIBLE</u> WORKSHOPS FOR 2018
Cost per Workshop $20 and/or have your own
Private Workshop by Appointment: $25

If you are interesting in attending one of these proposed workshops, Please contact Yomar. If we have enough interest in any of these workshops, then we will schedule it.

Yomar's contact information (phone &Email) is located on page 15.

Name of Workshop
Digital Photo Media / Editing Basics
Troubleshooting your Windows PC
Backup Your Devices
Settings on Mobile Devices
Image Management for MACS
Big Bear Library Services
Microsoft Office Excel 2013
Microsoft Office Excel 2016
Microsoft Office Word 2013
Microsoft Office Word 2016
Microsoft Office Publisher 2013
Microsoft Office Publisher 2016
Libre Office vs. Microsoft Office
Private Workshops by Appointment $25

Researchers find 29 types of USB attacks

Resource: **Techrepublic.com**
By **Jason Hiner**

If you ever find a lost charger, don't use it. If you need power and are tempted to plug into a public USB port, don't do it.

It's long been known that you should never insert an unknown USB drive to your computer because it could be loaded with malware. However, new research from Ben-Gurion University has exposed 29 types of USB attacks, and extends to your smartphone. It shows that you should never use a USB charger you find lying around or plug into a public USB port. Both can be compromised by attackers, as we talked about with one of the researchers on the project, Ran Yahalom.

Yahalom is the co-author of a journal article on the research with Dr. Nir Nissim, head of the Malware Lab of the Cyber Security Research Center at Ben-Gurion University, and Yuval Elovici, head of BGU's Cyber Security Research Center (CSRC).

Yahalom said, "There are many non-trivial USB-based attacks. Some are carried out by the host, the computer connecting the USB peripheral. The most common ones are infected, or malicious. Once connected, they have access and take control of your computer.

"Microcontrollers are another attacks category. Microcontrollers can impersonate a USB peripheral. For example, you can program a teensy microcontroller or an Arduino [board] to act like a keyboard or a mouse. Once you program a keyboard and connect, it actually starts injecting key presses. It's actually like having someone working on your computer."

Yahalom added, "A more complicated category to implement doesn't require any implantation. Someone can use an off-the-shelf product to find a way to reprogram firmware, update firmware, a legitimate process, supported by our protocol. It does bidding.

"A client bought the product benign but once reprogrammed by firmware update, it's malicious and it's owned and operated by someone else who has control.

"We surveyed 29 attacks, updated last year. New methods of likely developed and published attacks increase that number. The microcontroller, a reprogrammable microcontroller used to impersonate peripherals as well as an actually the firmware update. Academic circles call this 'bad USB.' It's a family of attacks based on reprogramming the firmware."

As technology changes and companies adapt, IT hiring priorities will evolve as well. In September and October 2017, Tech Pro Research conducted a survey to find out if developments in areas like artificial intelligence, big data, and cloud have changed...

He continued, "The other are electrical attacks. In 2015, showed how to generate or build an electrical component enclosed in a flash drive casing. It looks like a flash drive, but it's not a flash drive, it conducts a power surge attack once connected, and, fry the entire computer. New developments in this area of attack are also likely.

"If you go into a coffee shop and use charger there, or an airport or a train station, any charger that is not your own, you don't know what that piece of hardware really does," Yahalom stresses. "It may not be a charger, but a microcontroller hidden inside a charger casing. It could be something

Continued USB Attacks…

else. You don't know. Once put into your phone, anything could happen.

More about cybersecurity (LINKS to other Articles)

27 ways to reduce insider security threats (free PDF)

Password managers: A cheat sheet for professionals

The 10 most common types of malware, and how to avoid them

EU General Data Protection Regulation (GDPR) policy (Tech Pro Research)

I demonstrated how to connect a keyboard to a phone. But it doesn't look like a keyboard, it looks like a

charger, but it's actually a microcontroller I reprogrammed. I programmed it to act as a keyboard, so it impersonates a keyboard and it looks like a charger. It's connected to the socket, but without an electrical part of that charger, it's just a microcontroller. I showed how to connect it to and lock the phone, a sort of 'ransomware.'"

And Yahalom means "ransom" as in, "'If you want the pin number, then to pay me,' which can really happen. There are other types of attacks,

where someone reprograms your phone and you wouldn't even know. You're carrying spyware, without knowledge of it, just because you injected something you weren't aware of.

"The general rule of thumb is: treat technology as something you don't naturally trust. As users, we have a tendency to trust technology, to trust peripherals, i.e., you trust your flash drive, you trust your keyboard, but you trust it because you're not aware. Treat it as a syringe: You wouldn't find a syringe in the parking lot, pick it up, and inject it to yourself. Because you're aware you could be infected. You have no knowledge of what could happen, but are afraid because it could be dangerous. This is exactly the same thing."

"Now that we're moving from the cyber world to the physical world, it becomes increasingly clearer and we must get the word out," he said.

"Bring your own charger.

"Use your own hardware.

"Don't trust Wi-Fi networks.

"Educate yourself about different levels of security. For example, 3G is commonly believed to be more secure than Wi-Fi, since Wi-Fi's easier to hack."

In conclusion, Yahalom said, "These are important rules that will keep you safe. Anything like that, that you can do. Again, you don't stop using technology because, obviously, that's not the idea. Until manufacturers secure hardware and regulators enforce laws to keep us safe, we need to be extra aware and follow the simple rules.

Just be careful. Don't trust anything."

New Amazon Scam is Coming After your Money

By Mike Timmermann Wpxi.com
From tugnet.org newsletter

Have you ever needed to contact Amazon's customer service department and searched Google for the phone number?

That's how some scammers are finding their victims these days.

Fake customer service numbers are showing up in search results and on social media platforms, Clark.com has confirmed.

Amazon scam:

What you need to know before calling customer service

Krebs on Security reports that victims are calling the bogus phone numbers to cancel Amazon Prime — or for other reasons — and the scammers are asking for credit card and bank account information.

TheDailyScam.com has an updated list of the phony customer service numbers. I called one of the phone numbers that's showing up in Google search results.

Read on for a play-by-play of how the conversation went…

-Man from "Online support" answered the phone and I said I wanted to cancel my membership

-He confirmed that I was talking about an Amazon Prime member-ship, asked if I was paying annually or monthly, then asked how much I pay for Prime

-He asked for my name and phone number to cancel the account

Man directed me to Google and asked me to enter "support.me" into the search bar to "connect me to the Amazon server"

-He gave me a code to enter, but I refused because it wasn't Amazon's official website

-Man then told me to sign in to my Amazon.com account, search "Google Play card," select a $100 gift card and click "Buy Now"

-He said the virtual transaction was needed to generate a code that would allow him to process the cancellation

-At this point, I had heard enough. I told the man at the call center that the number was featured on TheDailyScam.com.

-Our conversation ended a short time after I brought that up.

Once the scammers have this information they can cause all kinds of havoc, including stealing money directly from your account. A site called TheDailyScam has published a list of known fake Amazon customer service numbers.

How to Protect Yourself from the Amazon Scam

To avoid falling for this scam, make sure that you're calling Amazon's actual phone number: 888-280-4331.

Another way to ensure that you're reaching the real Amazon is to visit the retail giant's Contact Us page. You'll find the option to enter your phone number and Amazon will call you. In addition, you can cancel your Prime membership online at Amazon.com. Here's the link

In mid-August, a woman we'll call "Martha" needed help with a shipping label for a product she purchased through Amazon but wished to return. She searched Google for the Amazon customer support phone number and easily found 888-341-6651.

However, what she found turned out to be one of many fraudulent numbers posted by criminals to appear as Amazon support numbers. She was victimized emotionally, financially, and felt that she couldn't trust her computer and online accounts. The fake phone number was one of dozens of scam phone numbers cleverly positioned and posted on many Internet sites, including Amazon.com, by criminal gangs to lure unsuspecting consumers.

Continued Page 5…

Out Rageous!

These Are Fraudulent Phone Numbers, Published by Scammers as "Amazon Customer Service" Numbers.
Don't Call Them!

888-341-6651	888-229-6124	855-440-444x
855-955-6617	800-230-5280	800-970-9340
855-601-0003	800-280-3321	800-280-4331
877-360-3446	844-869-6628	800-734-0842

ADDED 9-12-17

888-342-6130	866-391-8221	888-342-6130
800-943-4706	844-830-9596	888-341-6651
800-230-528	800-387-0923	

ADDED 9-17-17

888-365-0444	888-465-9994	800-590-4131
800-360-6832	844-869-6628	844-642-4290

ADDED 9-28-17

800-311-5860	800-693-9484

ADDED 10-29-17

800-311-5920	800-376-1170	800-693-9636
800-710-4075	844-241-7843	
844-781-0555	888-636-5557	

ADDED 12-1-17

800-270-9701	800-279-7234	800-311-5920
800-360-6832	800-376-1170	800-693-9484
800-734-0842	800-808-4983	844-200-3985
844-241-7843	844-579-1793	844-601-4555
844-642-4290	844-781-0555	888-241-8703
888-342-6130	888-688-2154	
888-730-0444	888-817-9611	

ADDED 1-5-18

800-290-5061	800-360-6832	800-443-2068
833-330-6358	844-782-8097	855-581-3400
855-793-5390	866-202-1499	866-217-9649
888-293-9387	877-397-3241	888-505-8642
888-818-9918		

ADDED 1-21-18

800-301-6424	805-242-5255	844-601-4333
844-784-6563	844-816-0231	866-315-5201
866-708-0370	888-372-9555	888-585-4111
888-756-2641	888-881-9033	

ADDED 2-5-18

800-419-0652	800-998-4905	844-266-7008
844-825-3999	844-831-0999	850-601-5550
866-261-1052	888-213-6278	888-247-1531
888-502-1332	888-846-2111	888-883-9566

ADDED 2-22-18

866-471-0094	877-208-3111
888-247-1228	888-405-2111

NOTE: Scam phone numbers are posted all over the web on blogs and forums but the Spotify community forum is used a lot to post fake numbers!

Some numbers are being posted online as "Firestick Tech Support Numbers"

10 Ways to Boost your Home WiFi

**By Francis Navarro, Komando.com
from tugnet.org newsletter**

We've all seen this happen one way or another - we're tucked cozily on our favorite sofa, popcorn in one hand, remote in the other, hoping to binge watch a much-hyped show on our favorite streaming service. Intro credits roll - so far, so good. Then it happens...

The dreaded buffering circle rears its ugly head again.

So we check the connection on our other gadgets. Uh oh. Phone browser is not loading, Alexa is dead, the whole network is down. We've experienced this more than we ought to - the sudden net-work hiccups caused by spotty home Wi-Fi.

There are plenty of reasons your Wi-Fi keeps slowing down (at the most inopportune times too, it seems) - signal congestion, physical location, firmware issues, hardware limitations or maybe your space is just too big for your router coverage.

If you want to boost your home Wi-Fi to stop constant video buffering or slow web page loading, here are 10 ways you can try to help speed things up:

1. Update your router's software

This should be your first order of business - checking for your router's latest firmware.

Checking for updates is a critical step to your computer, gadgets and
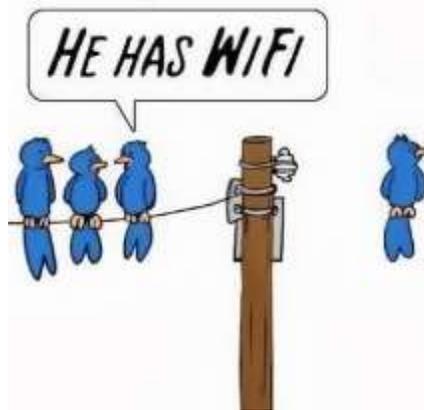
installed software and applications.

The reason for this is two-fold. First, you can take advantage of all the new features and improvements of the new version of the firm-ware. Second, your system is updated for security.

Usually, you will have the option to check, review, download, and install your router's new firmware on its administration page. It depends on your router model, so check your user manual for de-tailed directions on how to do this.

Keep in mind, though, that router firmware updates require a re-start so make sure you don't have ongoing activities that require a network connection when you apply the update.

And lastly, for peace of mind, it is recommended that you check for router firmware updates at least once every three months.

2. Look for interferences

Did you know that common appliances like cordless phones, Blue-tooth speakers, microwave ovens and baby

monitors can impact your Wi-Fi network's speeds?

This is particularly true with older routers that can only operate on the 2.4GHz frequency and interference from other appliances can cause slowdowns and unpredictable connectivity.

Also, as much as possible, avoid placing your Wi-Fi router near 2.4GHz appliances like the ones I mentioned above.

To make your life easier, you can create an actual Wi-Fi "heat" map of your area using free tools like HeatMapper. Wi-Fi mappers like this help you see where Wi-Fi signals are strongest in your home or office.

3. Change channels

The next tweak you could do is select the channel of your router, especially if you're on the 2.4GHz frequency.

As I mentioned earlier, the 2.4GHz frequency is particularly congested because, aside from other Wi-Fi routers in your vicinity, other appliances occupy this band. Moving from one channel to a less crowded one may help speed things up.

To check the optimum 2.4GHz channel for your area or the least used channel, try using a Wi-Fi scanner.

Macs

For Macs, Apple provides a free tool called "Wireless Diagnostics." To get

Continued… WiFi

to it, hold the Option key while clicking on the Wi-Fi icon on the right-hand side of the menu bar, then choose

Copyright 2003 by Randy Glasbergen.
www.glasbergen.com

"Watch where you're going, Larry — you walked right through my wireless data stream!"

"Open Wire-less Diagnostics."

To access the Scan tool, ignore the actual Wireless Diagnostics window then immediately go to the Window tab on the top left side of the menu bar then choose Scan.

This will open a list of all the Wi-Fi signals in your vicinity and the channel they occupy, among other useful information.

Windows

For Windows, try downloading the free Wi-Fi utility, Acrylic Wi-Fi Home. Similar to the Mac's Scan tool, this application will instant-ly give you information about the Wi-Fi signals in

your area including the channels they utilize.

For Android users, there are a bunch of Wi-Fi scanning tools avail-able, but the most popular one is Network Analyzer.

Once you have the channel info you need, to prevent trampling on other channels, the recommended channels for 2.4GHz are 1, 6 and 11, since they don't overlap with each other. Just choose the one among these that is least crowded then evaluate your improvements.

4. Put the kids and guests on their own network and enable QoS

Aside from setting up parental settings to protect your kids from trouble on the web, you can put them on a separate network with its own set of

rules and settings.

You can do this by setting up a completely different Wi-Fi router or by simply enabling your router's "Guest Network" option, a popular feature for most routers.

Guest networks are meant for visitors to your home who might need a Wi-Fi internet connection but you don't want them gaining access to the shared files and devices within your network. This segregation will also work for your smart appliances and it can shield your main devices from specific Internet-Of-Things attacks.

Another setting you can turn on to speed things up for specific tasks is QoS (Quality of Service).

QoS is a feature on routers that will let you prioritize traffic ac-cording to the type of data getting transmitted.

You could set latency-sensitive applications like Skype, IP telephony, streaming media and online gaming to have higher priority over other types of activity.

Hypothetically, say you are currently downloading a file (non-latency sensitive activity) and you suddenly get a Skype video call (latency sensitive activity), your router will smartly direct band-width resources to the Skype call if needed, potentially slowing down your file download while you are on the call.

Different routers have different ways

Continued… WiFi

of handling QoS and most consumer-level routers have more simplified ways of enabling it by having presets available. Just check your manual for information on what each one.

5. Get an updated router

If you're in the market for a new router and you want improved Wi-Fi speeds and reach across your home or office, then aim for at least an 802.11 N or AC router with dual or triple band capabilities.

Newer Wi-Fi standards mean better features. "AC" routers are a step up from the older "B" and "G" models and even "N" models. They have more features and offer better performance.

AC routers have a maximum spectral bandwidth of around 8 x 160 MHz, compared to the 4 x 40 MHz standard of N routers. In other words, the increased bandwidth allows more data to be trans-mitted without slowing down.

Additionally, by having multi-bands, you could keep older 2.4GHz devices on their own bands while keeping newer devices that sup-port the latest Wi-Fi standards on the higher bands. This is essentially like having multiple routers in one and it can solve the interference and congestion issues I mentioned earlier.

Newer AC routers also have advanced features not found in older routers. Look for specifications like beamforming, Multiple-In-Multiple-Out (MIMO), Multiple USB 3.0 connectors and Gigabit Ethernet ports.

Some top-of-the-line routers are even starting to roll out support for the newer AD protocol, also known as Wi-Gig.

6. Mesh is the word

If you have a large house or office space that require consistent network speeds, a mesh Wi-Fi network is worth investing in.

Our Settings are different ....

Yes you are equipped with Wifi antenna and I have a USB port ....

Unlike standard Wi-Fi routers that require extenders for added reach, next-generation mesh routers are designed to spread a Wi-Fi network's coverage with the use of multiple access points or satellites.

These systems usually come in sets of

two or three separate units that work together to envelop your home or office with Wi-Fi coverage.

As far as your gadgets are concerned, the Wi-Fi mesh is one big continuous Wi-Fi network.

For now, a mesh Wi-Fi network setup may be a more expensive system but for its reliability, seamlessness, expandability and easy management, it's well worth the admission price.
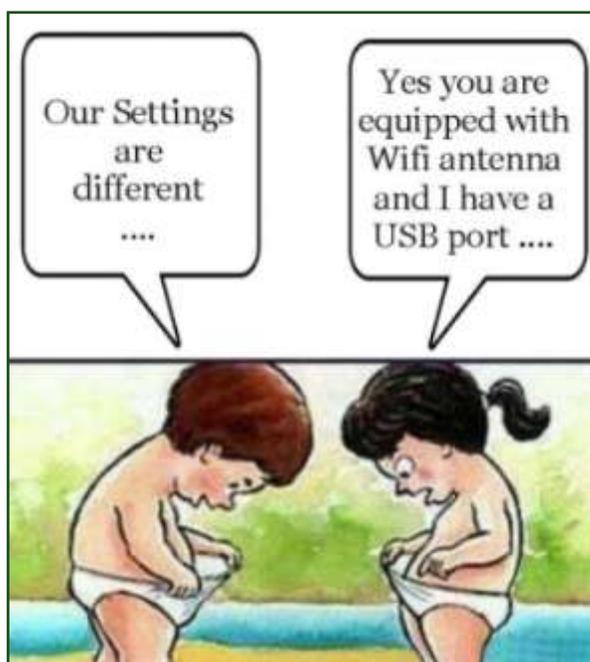
7. Check your security

Aside from protecting your network from unauthorized band-width usage, which could slow down your network without your knowledge, did you know that the type of wireless security you use could impact your overall speeds too?

First off, if your network is Open (no security) or is using WEP, please change the security setting immediately! Obviously, an open network will make it easy for someone to steal your Wi-Fi, and the older WEP security is easily hacked, so avoid it at all costs.

This leaves you with WPA, WPA2 with TKIP or WPA2 with AES.

WPA and TKIP are older protocols and are now considered insecure. Even worse, these security protocols will actually slow down your network to 54Mbps even though you have a newer N device.

The way to go, then, is WPA2 with

Continued... WiFi

AES. AES is a newer and more secure tweak you could employ and it will let you achieve the speeds you bought your new router for in the first place.

But what if you have older B or G devices that will not connect with AES enabled? Then this is where having a dual-band router will be vital again. Though not recommended (just ditch those antiquated devices), you could set the slower 2.4GHz network to WPA or TKIP temporarily without affecting your 5GHz devices.

8. Change location

Another important factor that affects your Wi-Fi network's connectivity is its physical location. If you keep dropping your signal in certain rooms in your home then relocating your router might solve your connectivity woes.

Try placing your router as close to the center of your home as possible. It's also a good idea to keep it elevated and free from any physical obstructions like furniture and appliances. Avoid reflective surfaces like glass, mirrors and metal too since Wi-Fi signals tend to bounce off these types of materials. Walls, especially those made of concrete, can also severely degrade your Wi-Fi signal.

You can also try adjusting or repositioning your router's antennas. It's important to remember that your Wi-Fi antenna is omnidirectional, i.e., the signal goes every direction equally. In other words, if you put

your router along an outside wall, you're sending half your signal outside.

Aside from choosing the optimum channel I mentioned earlier, it is also a good idea to keep your router at least a meter (3 feet) away from other 2.4GHz appliances like cordless phones, microwaves and baby monitors.

However, your house may just be too big for your router. If this is the case, no amount of tinkering can solve your connectivity problems especially in certain areas of your home. For distance issues, try installing Wi-Fi extenders around your house to boost your network's range.

9. Choose the right band

Wi-Fi bands are not created equal. If you have a newer router, check to see if it supports the 5GHz band. Newer N or AC routers typically support this band. Unlike B/G routers that only transmit on the crowded 2.4GHz spectrum, N and AC routers could transmit on 5GHz as well.

Newer routers usually have dual-band capability. By enabling dual bands, you could keep older devices that only support the slower G specification on the 2.4GHz band and newer devices on the beefier and speedier 5GHz band. This is essentially like having two routers in one.

Why separate G and N/AC devices, you may ask? Because mixed-mode routers usually are slower and there is

evidence that an N or AC router will slow down to G/B speeds when a G/B only device connects to it.

Right now, if your device supports N or AC, you will get substantial speed improvements if you connect them to the 5GHz router band.

10. Reboot your router

Sometimes, Wi-Fi problems aren't about the signal strength or coverage. Maybe someone is having trouble connecting, or the inter-net connection has slowed down. If that's the case, rebooting your cable or DSL modem and router can help get your network back on track.

Unplug both gadgets for 15 seconds, then plug in the modem first and wait for it to come fully online. Then turn on your router. You might find that problems you were having are gone.

Bonus: Boost your Wi-Fi using a common household item

It might surprise you to learn that the direction a router's antenna is pointing does make a difference. If your router has one external antenna, you can try pointing it up or to the side and check what gives everyone a better connection.

Another well-known DIY hack to boost a Wi-Fi router's signal is by adding a reflector around its antennas. Crazy as it may sound, you can use an empty beer can or a sheet of aluminum foil to ex-tend your Wi-Fi coverage a little bit farther than usual.

Photo by Jerry Land

Big Bear Computer Club Board News

If you would like to know more in-depth information about computer technology or software programs, The Computer Club can organize a 2018 workshop around that request. To schedule the workshop we will need at least 10 people to attend the workshop.

Please direct your inquiry to Yomar. Yomar is our President. Her contact information is listed on page 15 in the key leaders section.

Your Computer Club donation is tax deductible.

Donations are accepted though Paypal.

Donate

You do not need a Paypal account to donate through Paypal.

The Computer Club can recycle you old printer cartridges and cell phones.

Bring them to a club meeting and we will take them off your hands!

A simple way for the club to raise some funds.

- Brother Lasers
- Dell Inkjets
- HP Lasers
- Samsung Laser
- Canon Inkjets
- Dell Lasers
- Lexmark Inkjets
- Canon Lasers
- HP Inkjets
- Lexmark Lasers
- Cell Phones

Big Bear Computer Club Forum

The Big Bear Computer Club has a Discussion Computer Forum on a local Big Bear internet information site. Here's a link to the directly take you into the forum:

www.socalmountains.com

You Can Support the Big Bear Computer Club at NO COST TO YOU

By using AmazonSmile!

For each Amazon purchase you, complete, Amazon will donate 0.5% of the purchase price to the Big Bear Computer Club.

Below is the link from Amazon Smile that will take you directly to the Big Bear Computer Club Amazon support page: https://smile.amazon.com/ch/74-3131147

You can consider sharing this link with your family and friends so they too can support the Big Bear Computer Club.

Big Bear Computer Club Live Website Links

- Club Bylaws
- Standing Rules & Policies
- Board Meeting Minutes
- BBC Cash Flow Statements

About Bearly Bytes

Bearly Bytes Newsletter, past winner of SWUGC & APCUG Newsletter contests, is the official publication of the Big Bear Computer Club. Views expressed in Bearly Bytes are those of the authors and do not necessarily reflect the opinions of Big Bear Computer Club. Other computer user groups are welcome to reprint our articles as long as they give credit to the author and Bearly Bytes, Big Bear Computer Club.

Submissions: All BBCC members are encouraged to send letters, articles, questions, and comments to Bearly Bytes for inclusion in future issues. Submit as plain text in the body of an email and attach any graphics as JPEG or GIF format and send to: treadwell@bigbearcc.org

Enter "Find the Bear"
contest to win a cool prize

1. **Locate this "BEAR"**
2. **Click on it**
3. **Fill in the form**
4. **and then Send**

At the next general meeting following this newsletter, a drawing will be held for all who found the bear. The selected winner will receive a surprise gift.

You will need to attend the meeting in order to receive the prize

Jerry Merino FOUND THE BEAR in the April 2018 newsletter.

Bits & Bytes

March 2018 Club Meeting

If it's Connected, it needs to be Protected!

This presentation covered: Computers (Windows and Mac), Tablets, Phones and the IoT (Internet of Things). Bob Gostischa, our guest speaker, detailed the current dangers that face us every day. He also shared what he uses to keep his computers, smart devices and other connected things that are a part of the IoT secure.

The Opportunity Drawing Winners

left to right ...
Jerry Merino .... Found the Bear
Russel Teeter……….. Avast Hat
Liz Fellow……………. Avast Hat

Not in the Picture Winners were:

Elaine Vaccaro ……..Earbuds
Nancy Sanford…….. Paperclip dispenser
Jerri Buckner ………. Pill Box
Dorothy Evans………511 t-shirt
Marilyn Schubin….. Avast Lanyard
Joanne Avery…….. Avast Lanyard

APRIL 2018

S	M	T	W	T	F	S
✳	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3	Club Meeting
26	Board Meeting

MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
✳	14	15	16	17	18	19
20	21	22	23	24	25	26
27	✳	29	30	31		

1	Club Meeting
24	Board Meeting

O'REILLY®

2015 Website Contest
apcug
Second Place

bigbearcc.org

I want to
REFRESH my mind
DELETE all my problems
UNDO all my mistakes
and
SAVE the happy moments

Group Newsletter Sites

PEACHPIT
USER GROUP
PROGRAM MEMBER

RemoteCourse

apcug
An International
Association of Technology
& Computer User Groups

webucator
customized INSTRUCTOR-LED training services

PEARSON
Education
OFFICIAL MEMBER OF PEARSON EDUCATION
User Group Program

Word Tips	Excel Tips	Tip
By Rosemary Lloyd	*By Yomar Cleary*	

Write Anywhere on a Page

Did you know that you can use your Word document as a whiteboard and write your text anywhere on the page? Just double-click wherever you want to type your text and start writing.

Convert to Plain Text

When you copy a snippet from a web page into Word, all the styles and formatting are retained. There's however an easy way to remove the styling from any block of text in Word – just select the block and press Ctrl+Space Bar and the rich text will be transformed into plain text.

Select Text Quickly

You can triple-click anywhere within a paragraph to select the entire paragraph in Word. Or press the CTRL key and click anywhere within the sentence to select the entire sentence. You can also select rectangular blocks of text in a Word document, similar to the marquee tool in Photoshop, and apply formatting to the selected area. Hold down the ALT key and drag your mouse to select any rectangular area.

http://www.labnol.org/software/word-tips-tricks/28267/

Sorting Zip Codes in Excel

The solution (without resorting to formulas and additional columns for sorting) is to make sure that you force Excel to treat all your entries as text. You can do this by formatting a column as text before putting in your first ZIP Code. Simply follow these steps:

1. Select the column (or cells) you want Excel to treat as text.
2. Display the Home tab of the ribbon.
3. Click the small icon at the lower-right corner of the Number group. Excel displays the Format Cells dialog box.
4. Make sure the Number tab is selected. In the list of available formats, choose Text.
5. Click on OK.

LibreOffice is a free and open source office suite, a project of The Document Foundation. It was forked from OpenOffice.org in 2010, which was an open-sourced version of the earlier StarOffice. The LibreOffice suite comprises programs for word processing, the creation and editing of spreadsheets, slideshows, diagrams and drawings, working with databases, and composing mathematical formulae. It is available in 110 languages.

Here is the link for the LibreOffice website for more information or to download the LibreOffice suite: https://www.libreoffice.org/

Helpline

The following members have generously offered to help you with your PC problems by phone or by email:

Windows Beginners ....Yomar Cleary
909.214.6990   ycleary@charter.net

Microsoft Windows .... Rosemary Lloyd
909.547.7257   Rosemary@bigbearcc.org

MS Outlook .... Rosemary Lloyd
909.547.7257   Rosemary@bigbearcc.org

MS Excel .... Yomar Cleary
909.878.5622   ycleary@charter.net

MS Publisher .... Yomar Cleary
909.214.6990   ycleary@charter.net

CD Burning .... Rosemary Lloyd
909.547.7257   rosemary@bigbearcc.org

Computer Upgrades................... Marc Busch
949.609.9266   bigbearjedi@charter.net

The Computer Club provides training at the monthly meetings when there is no presenter.

Persons with all levels of computer knowledge are welcome to attend the club's open meetings.

**Your First 2 visits are free!
Bring a friend**.
Annual Membership is $25 and spouse $5.
All recurring membership dues are due in January.

THE BEAR WANTS YOU TO SHARE A TIP
Send tips to treadwell@bigbearcc.org

Officers and Key Leaders

President .... Yomar Cleary
909.214.6990   ycleary@charter.net

Vice President.... ……………........ Marc Busch
949.609.9266…………...bigbearjedi@charter.net

Treasurer .... Tom Brandau
213.446.1315   tombran44@gmail.com

Secretary .... Sandi Ybarra
909.585.8318   sandiscabin@gmail.com

Director at Large …...…...………… Jerry Merino
909.585.8714   gmerino@charter.net

Director at Large ……...……........ Del Johnson
909.584.9017……....deljohnson_ls@yahoo.com

Director at Large …………......... Bill Treadwell
909.730.4625   treadwell@bigbearcc.org

Webmaster .... Rosemary Lloyd
909.547.7257   Rosemary@bigbearcc.org

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909.866.9379   bill@bigbearcc.org

Newsletter Editor .... Bill Treadwell
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Publicity ....Yomar Cleary
909.214.6990   ycleary@charter.net

Equipment Chair .... Marc Busch
949.609.9266…………...bigbearjedi@charter.net

Technical Advisor … .... Jim Lloyd
909.584.9358   inquiries@sugarloafpc.com

Refreshments Chair …….……… Sharon Teeter
909.585.2026   sharonteeter1@verizon.net

Historian ....Sandi Ybarra
909.585.8318   sandiscabin@gmail.com

Sunshine Chair .... Angie Pezina
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Hospitality Chair……..….……Linda Sharman
310.384.8858   lsharman49@gmail.com

BIG BEAR COMPUTER CLUB, INC.
P. O. BOX 645 – BIG BEAR CITY, CA 92314

Membership Application—$25.00 – Associate $5

You can pay your dues at the monthly meeting, by mail -- make checks to Big Bear Computer Club, or by Pay Pal (Go into our website www.bigbearcc.org and go to "Donate.")

Membership Benefits

- Monthly Meeting presentation and demonstration of popular hardware and software

- RAM (Q&A) sessions

- Tech News and Virus Alerts

- Door prize drawings

- Bearly Bytes, our award-winning monthly newsletter emailed

- Website: **bigbearcc.org**

- Free Software Review

- Member Help Line

- Member E-mail Notifications

- Member-only Discounts

- Training workshops

All this for only
$25 per year!!

☐New   ☐ Renewal   ☐ Update my Information

Full Name _____

Mailing Address _____

City, State, Zip _____

Home Phone _(_____)_____   Cell Phone_(_____)_____

E-mail address _____

Adding Associates
For each Family Member (s) add $5/year towards your dues.

I agree that Big Bear Computer Club may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, newsletter, advertising and web content.

☐ Yes ☐ No Your initials: _____

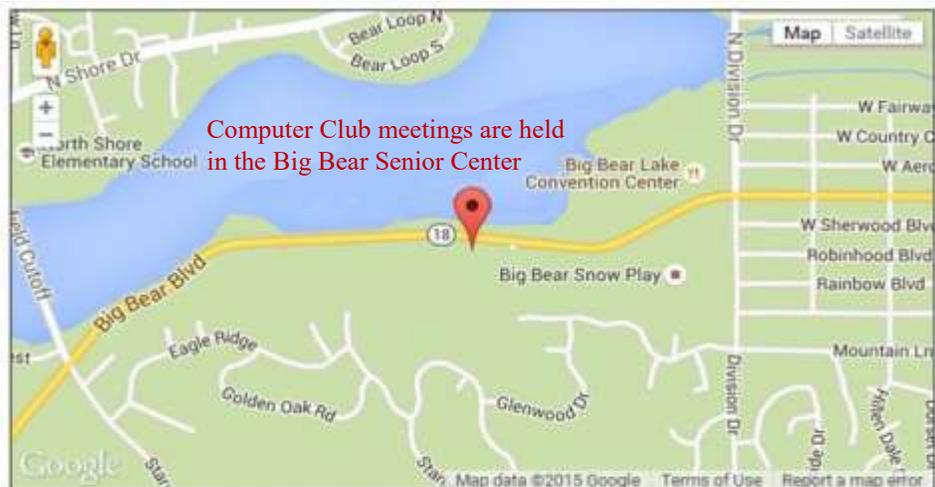Mail your application and check for dues to:
      BCC Treasurer
      PO Box 645
      Big Bear City, CA 92314
Or bring your application and dues to a monthly general meeting

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Mailing Address:
Big Bear Computer Club
PO Box 645
Big Bear City, CA 92314

Computer Club meetings are held in the Big Bear Senior Center

Big Bear Senior Center, 42651 Big Bear Blvd., Big Bear Lake, CA