THE COMPUTER CONNECTION
SAUK COMPUTER USER GROUP

OCTOBER 2022

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Club Information

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SEPTEMBER MEETING MINUTES
DATE 9/10/2022

Open Meeting: by Neal

Question and answers: 1) Don't click on page that is infected with a virus, use task manager to close page; 2) Be careful of bills/documents that are spam/phishing attempts; 3) Computer giveaway at Whiteside Career/Vocational Center on 10/07/22. Desktops are free, laptops are $20 donation; 4) Custom Guide website has shortcuts and info guides on many different software's for free, ref. customguide.com; 5) Major Windows 11 update on 09/22/22; 6)Free version of Office online (office.com); 7) A Chromebook is inexpensive, but does not have a numbers keypad or mouse and is very small. Also it has a minimum number of USB connections.

Treasurer's report: Presented by Joe 1 and approved by members.

Old business: Operation Christmas Child- shoe box gifts will be packed before October meeting at noon ($10 for shipping). Reminders will be in newsletter and emails.

New business: 1) New mini-computers are replacing existing computers at WCSC; 2) Computer lab open for problems/ training Mon-Thurs, 8:30-11:30; 3) Webcam ideas- Sinnissippi Park, Mississippi River, Fulton (approx. cost $40/mo.).

Adjournment: Motion by Nancy, 2nd by Bill.

Program: Inserting Pictures and Shapes Intro Word Documents by Neal and Terry

Putting photos into Word- place curser on document, click insert/pictures, select location of picture, select picture, click insert, resize/rotate. Inserting text is very similar except for inserting text box. Shape- insert shape, then choose particular shape to be inserted.

For additional fonts available, search web for free fonts (i.e. 1001free fonts.com).

Next month's program: TBD.

Respectfully submitted by Secretary Nancy Rich

September Board Minutes 09/14/2022

Open Meeting: by Neal

Attending the meeting were: Joe Fornero, Neal Shipley, Lorraine Armstrong, Tom and Nancy Rich, Cheryl Johnson & Janice Maves.

Treasurer's report was presented by: Joe F.

Discussion Highlights:

1) Operation Christmas Child shoe boxes- 30 boxes sponsored by cruise, 20 extra boxes available to be done by club members. Cost $10/box shipping and donation for items included

2) Santa Joe will do Christmas program.

3) Not enough interest in webcam at this time.

4) APCUG is starting up workshops again.

5) Neal is testing all links on SCUG web page and will advise of any updates.

Future Programs: Continue program on Word (i.e. defaults, review columns).

Adjournment

Respectfully submitted by

Does Hibernating My PC Save More Energy Than Sleep?
By Joe Fedwa
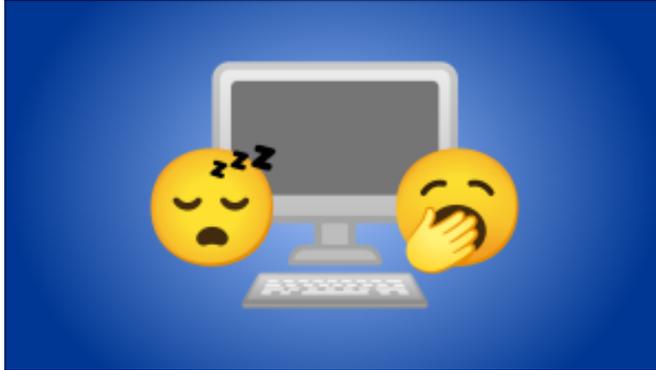
Windows has two main options for shutting down your PC without really shutting it down—"Sleep" and "Hibernate." There are some key differences between these two modes, but which one actually uses the least electricity? Let's find out.

What's the Difference Between Sleep and Hibernate?

Before we dive into energy consumption, let's talk about why these two modes exist separately. Neither mode fully shuts down your PC, but they do very different things.

Sleep is essentially a "low-power mode." The PC's state is kept in memory, but the other parts of the PC are shut down. This is what allows it to very quickly resume where you left off when your turn the PC back on. Sleep mode is sort of like a light nap.

Hibernate saves the current state to the hard drive instead of the memory. When you power the PC back on, it loads that state back to the memory. Since the state is saved to the hard drive, the PC can essentially shut down completely while still resuming where you left off when it's powered on. It does take a little longer to boot up from hibernating than sleep, though.

Sleep mode should typically be used if you're stepping away for a short time, whereas hibernate is better for situations like going to sleep for the night. Both save more energy than keeping the PC on

Does Hibernating My PC Save More Energy Than Sleep?
(cont.)

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when you're not using it.

RELATED: *What's the Difference Between Sleep and Hibernate in Windows?*

Which One Uses More Energy?

You may have already guessed from the previous descriptions, but hibernating does save more energy than sleep. Is it a considerable difference? There's only one way to find out.

A PC that is hibernating supposedly uses about the same amount of power as one that's completely shut down. As mentioned, that's why it takes longer to boot up. While both sleep and hibernate are still technically powered on, sleep mode is more "awake" than hibernate. That takes more power.

To test this, I plugged my PC into a smart plug that has a power meter feature. When the PC is powered on, I tracked it using anywhere from around **40W to over 100W**. In sleep mode, that dropped down to around **4W**. Hibernate dropped it all the way down to **0.2W and even 0W.**

RELATEDPSA: Don't Shut Down Your Computer, Just Use Sleep (or Hibernation)

Clearly, both modes are conserving more power than if you just leave the PC on. Sleep mode doesn't use much power, but hibernate uses even less. That's the mode you should be using to conserve the most power. Don't even bother with shutting down your PC.

How to Geek
Joe Fedewa at tallshmo
Jul 6, 2022

The Most Useful Windows Keyboard Shortcuts
By Suzanne Kantra

Windows may be designed for touchscreens, but thanks to a slew of Windows keyboard shortcuts it's easy to bypass touch and use a just keyboard and mouse. These shortcuts let you do things on your computer by using keys instead of clicking on drop down menus and can save you a bit of time and effort.

Here are some good ones to remember, along with several important carry-overs you may remember from earlier versions of Windows. These are the ones we believe are useful, of the dozens and dozens available.

Must-Know general Windows shortcuts

You can find the full set of Windows shortcuts on Microsoft.com broken out by operating system, but these are the important ones.

Shortcuts when editing documents

Ctrl + A — Select all items in a document or window

Ctrl + C — Copies selected text or item

Ctrl + X — Cuts selected text or item

Ctrl + V — Pastes text or item on clipboard to your cursor location or designated file location.

Ctrl + D — Delete selected text or item

Ctrl + Z — Undo something

Ctrl + Y — Redo something

Ctrl + B — Turn on or turn off bold

Ctrl + I — Turn on or turn off italics

Ctrl + U — Turn on or turn off underline

Shift with any arrow key — Select more than one item in a window or on the desktop, or select text within a document

Ctrl + Shift with any arrow key — Selects blocks of text by paragraph. Keep holding down first two buttons and each time you hit the arrow key successively more paragraphs are highlighted.

Ctrl + Shift with End key — Selects all text from the cursor to the end of the document.

Ctrl + Shift with Home key — Selects all text from the cursor to the beginning of the document.

Ctrl + Right arrow — Move the cursor to the beginning of the next word.

Ctrl + Left arrow — Move the cursor to the beginning of the previous word.

Ctrl + Down arrow — Move the cursor to the beginning of the next paragraph.

Ctrl + Up arrow — Move the cursor to the beginning of the previous paragraph.

Ctrl + either the plus (+) or minus (-) signs — Zooms in or out.

Ctrl + S — Save a document.

Ctrl + P — Print a document.

Windows key + the period (.) key — Opens the Emoji panel

Shortcuts for navigating the desktop, apps and settings

Ctrl + Shift + Esc — Opens the task manager.

Ctrl+plus (+) or Ctrl+minus (-) — Zoom in or out of a large number of items, like apps pinned to the Start screen

Alt + Tab — Switch between open apps (except desktop apps in Windows 8)

Windows logo key +Tab — Cycle through open apps (except desktop apps in Windows 8)

Shift + Delete — Delete the selected item without moving it to the Recycle Bin first

Windows key + D — Pulls up or hides the Desktop.

Windows logo key + L — Lock your PC or switch users

Windows logo key + M — Minimize all windows

Windows logo key + Shift + M — Restore minimized windows on the desktop

Ctrl + Alt with any arrow key — Rotate entire screen in direction of arrow key. Helpful for viewing photos or videos that aren't right-side up.

WINDOWS 11 SHORTCUTS

Windows logo key + A — Open Quick Settings (Bluetooth, WiFi, Airplane Mode, Battery Saver, Brightness, and more)

Windows logo key + C — Open Chat from Microsoft Teams

Windows key + H — Launch voice typing

Windows key + K — Open Cast from Quick Settings

Windows logo key + N — Open notification center and calendar

Windows logo key + S — Search for any file or an app installed on your computer

Windows logo key + W — Open Widgets

Windows logo key + Z — Open the snap layouts

WINDOWS 10 SHORTCUTS

Windows logo key + A — Access the Action Center menu where you can view your notifications and access commonly used settings like Wi-Fi and Bluetooth

Windows logo key + I — Access Windows Settings

Windows logo key + C — Open Cortana in listening mode

Windows logo key + S — Search for any file or an app installed on your computer

For the past 20+ years, Techlicious founder Suzanne Kantra has been exploring and writing about the world's most exciting and important science and technology issues. Prior to Techlicious, Suzanne was the Technology Editor for Martha Stewart Living Omnimedia and the Senior Technology Editor for Popular Science. Suzanne has been featured on CNN, CBS, and NBC.

*by Suzanne Kantra on May 02, 2022
in Software & Games, Computers and Software,
Tips & How-Tos, Tech 101, Time Savers*

Zoom Sessions

Sept. 30   Oct. 7, 14, 21   **(Each Friday)**   07:30 PM Central Time (US and Canada)

https://us02web.zoom.us/j/3975898877?pwd=RjF5ZTM3R25qNXhHRjdWRVAzQ1M2Zz09

Meeting ID: 397 589 8877   Passcode: 4ukxAh

Phone users:

Dial by your location   +1 312 626 6799 US (Chicago)

Meeting ID: 397 589 8877

Passcode: 936460

October drawing will include a chance at $25 gift cards based on new criteria and some misc. items.

There will be a Question & Answer. Bring any questions you have about your computer or problems you may be having.
It will be conducted by:
Neal Shipley

The next meeting of the Sauk Computer User Group will be

October 8, 2022

Question & Answer : 1 PM

Presentation: 2 PM

Business Meeting : 3 PM

Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

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OCTOBER PRESENTATION WILL BE BY NEAL ON MICROSOFT WORD. REFRESMENTS WILL BE AVAILABLE