East SIG Report – September 2016

Members plus one guest (from England) were welcomed to our September meeting by **Paul Woolard,** back from holidays, followed as usual by **George Skarbek** with Q&A.

The majority of questions to George related to the Special General Meeting of MelbPC held the night before. There was however one computer question.

Q: When Windows 10 starts, 3 programs start up automatically. I've managed to stop 2 of these but the third, WinZip I cannot stop. Can you suggest a solution?
A: WinZip may be running under Services and you can delete it from there. As a last resort you could search the registry for the term "Run Once" and delete the record on the right hand side.

Following Q&A **Dave Botherway** demonstrate how to sort data in MS Excel using Pivot tables. Dave had attended a talk given by **George Skarbek** on Pivot tables and saw the potential to analyse data in a very large spreadsheet he needed to work on. The spreadsheet contained over 6000 rows of data comprising 4 different tasks untaken by to a group of people. For each person the activity worked on, how many times the activity was conducted, the hours worked on each activity and the dates of the activity, were recorded in the spreadsheet. Manual sorting of this data in Excel would have taken hours, but using Pivot tables it proved relatively easy, when you know how. Dave demonstrated how to extract the hours each person worked on each task, the number of occasions they worked on the activity and then the total combined hours each person worked for a set period. The time spent studying how to use Pivot Tables proved well worth it when analysing such a large data set.

After a short break **Barry Horn** demonstrated how he uses MS Word to produce a multitude of documents such as Christmas letters, newsletters, brochures, greeting cards, business cards, fridge magnets etc. Barry brought along a large collection of printed items all produced using MS Word. The demonstration commenced by inserting a picture into a document. Barry then demonstrated the various ways text can be wrapped around the image and how to move, enlarge, reduce and crop the image. Other features demonstrated included adding borders, text boxes, adding text to an image, using columns to produce a more appealing newsletter, how to use section breaks and how to add clip art into a document. While many may think you need a desktop publishing program such as MS Publisher, Barry's examples proved Word is more than an adequate substitute if the Publisher is not available.

Neil Muller