

Welcome

This month's new members:

No new members this month

FAKE FLASH DRIVES

Be wary of the flash drive that you buy. Types such as USB, SD card etc are being sold by various traders purporting to be 8Gb, 16Gb, 32 Gb etc. In fact many of these are fakes. When fitted to your computer they report the size claimed but when you try to copy files to them you can only store about 1 Gb. So what is wrong? Well some rather clever people have been able to produce these using very low cost 1 - 2 Gb memory and re-working this to report much higher capacities. So how can you tell if the flash card you have is real? Other than trying copy say 8Gb to an 8Gb card there is no simple solution. Buying proven brand names such as SanDisk is no guarantee either as these have been faked right down to the serial number. Many of these are sold through on-line auction sites such as Ebay where there are warnings posted. The safest option is to buy a proven brand name such as SanDisk, Kingston, etc from a reputable retailer. More info is available from a search on Google and these two sites.

<http://tinyurl.com/our5h>

<http://tinyurl.com/25rzrp>

ZOODLE

Have you heard of this? It is new New Zealand site that lists real estate for sale with a difference. It draws its information from Terralink and realestate.co.nz and provides information on just about any property in NZ. Worth a look at:

<http://tinyurl.com/o5mpyn>

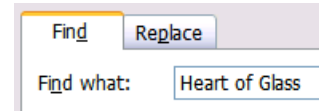
Excel As a Database

A database is simply a record of information. Excel is a flat-file type while MS Access is a relational type. These types are very complex and beyond our scope to explain how they work. In most cases all you will want to do is store a list of data. In this article we will use Excel to store a list of our music collection. We will create a spreadsheet as shown. Note that each column relates to certain information and each row relates to a music track. There are many other ways to do this but in most cases we want to find which CD has the music we want to listen to.

	A	B	C
1	Tracks	Artist	CD
2	You're so vain	Carly Simon	Super '70's Ladies
3	Heart of Glass	Blondie	Super '70's Ladies
4	Wild Thing	The Troggs	Sixties Hits Vol 1
5	Little Arrows	Leapy lee	Sixties Hits Vol 1

You could add other columns but this gives you an idea. Say that you have over 2000 tracks listed all on 100 CD's. How do you find the one you want without reading through each line? Well this is where the power of Excel's search function comes in. The simplest method is to open the file and click on **Edit|Find**. Type the words to search for in the box as shown next.

You can search by row, column or whole table. To search by row or column click on the row number or column number then click **Edit|Find**. To select all cells click the small square box in top left hand corner.



Click **Next** and the search will find what you are looking for. E.g. *Heart of Glass*

	A	B	C
1	Tracks	Artist	CD
2	You're so vain	Carly Simon	Super '70's Ladies
3	Heart of Glass	Blondie	Super '70's Ladies
4	Wild Thing	The Troggs	Sixties Hits Vol 1
5	Little Arrows	Leapy lee	Sixties Hits Vol 1

If this is not what you want click **Next** again until you find the result you want. Let's say you want to find which CD's have Heart of Glass. Select row A click **Data|Sort**. From the box that appears select Row A and click **Sort**. The contents change

	A	B	C
1	Tracks	Artist	CD
2	Heart of Glass	Blondie	Super '70's Ladies
3	Heart of Glass	Blondie	Best of Blondie
4	Little Arrows	Leapy lee	Sixties Hits Vol 1
5	Wild Thing	The Troggs	Sixties Hits Vol 1
6	You're so vain	Carly Simon	Super '70's Ladies

This just a basic introduction.

Learn more at:

<http://tinyurl.com/3gpzoz>

RSS



You will have seen this symbol on many sites but what is it? RSS means

Real Simple Syndication. It is a format for delivering regularly changing web content. Many news-related sites, and online publishers syndicate their content as an RSS Feed to whom-ever wants it. RSS allows you to stay informed by retrieving the latest content from the sites you are interested in. You save time by not needing to visit each site

individually. You ensure your privacy, by not needing to join each site's email newsletter. The number of sites offering feeds is growing rapidly and includes big names like Yahoo News. You'll need IE7, Firefox or Safari browsers. To use, double click the RSS Icon at the site and select **Subscribe**. It should place a bookmark in your browser.

Category of RSS Feeds

<http://tinyurl.com/yjsysh>

How To

<http://tinyurl.com/rcfuuz>

FACEBOOK, BEBO, MYSPACE, BLOGS & TWITTERS

If you haven't heard of these words by now you are not up with the latest phenomenon to hit the internet. Recall the days when you may have had a pen-friend where we exchanged letters over time waiting sometimes weeks for a letter to arrive. Now with the speed of the internet we can do this in real time. Collectively this known as social networking. Facebook is the most popular claiming over 200M members. To take part you register and join your chosen site - there are over 1000 different sites - which can be of any topic from general through to specific. They all work in similar ways where you "post" comments and other can respond. Some types are known as forums such as Geekzone, a NZ site related to computing. Another really good one is Friends Reunited where you can catch up with old school mates. Blogs are a little different and tend to be one person's view on a subject and relate to one website. Many sites are accessible with mobiles. With these sites you have to register though.

Warning!! Never use your real name only an alias.

Social Networking explained

<http://tinyurl.com/993cgf>

Blogs

<http://tinyurl.com/f8sl9>

Social network sites

<http://tinyurl.com/k2jhx>

Facebook

<http://tinyurl.com/3jgxb8>

Bebo

<http://tinyurl.com/yrt7sc>

Twitter

<http://tinyurl.com/5zgd8>

MySpace

<http://tinyurl.com/y27u>

Friends Reunited

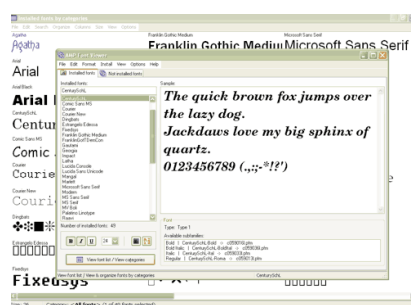
<http://tinyurl.com/24ee>

Old Friends NZ

<http://tinyurl.com/p3htqw>

Fonts pt2

Having numerous fonts on your computer can slow it down, make choosing hard as you scroll through hundreds and it's difficult to decide which to use. A handy tool is a Font Manager. They will allow you install, uninstall, preview trial and load and unload from your computer. One of the best, and it's free, is **AMP Font Viewer**.



This has won a number of awards and is well worth a look at. The link was given last month but in case you have lost it here it is again: tinyurl.com/9lxza

Choosing Fonts

The topic of font selection is vast so this article will provide just basic info. There are two types of fonts; serif and sans serif.

This is Gill Sans a sans serif font

This is Times a serif font

Note the difference? Usually serif fonts are used for body text

Genealogy Notes

Google is known for its search functions but also provides a wide range of other tools. The latest is genealogy. If you go the site they provide a number of a search functions. Heavily weighted towards US information so if you looking for people stateside try this **Google Genealogy** <http://tinyurl.com/4rx55>

If you have an interest in people from Scotland the Scottish

in printed material as they are considered to be easier to read. sans serif are used for headings and displays.

These days with computers sans serif are considered easier to read on computer screens. This font is Gill Sans. Common sans serif fonts used are Arial, Verdana and Helvetica. Popular serif fonts are Times New Roman, Goudy Old Style. Other font styles are stylistic *Brush Script*, *Lucida Handwriting*.

There are also a huge range of decorative ones such as *Harrington*. These ones are mostly not suitable for normal body text.

Some fonts are known as fun fonts, *Comic Sans*, *Mistral* are but two. A general rule is to use no more than two fonts in a document. Letters are best written in Arial, Gill Sans or Verdana. Personal letters could use Lucida. As emails are nearly always read on a screen use only a sans serif font. Arial for formal ones and Comic Sans for informal are quite acceptable.

If you have MSWord it comes with a small programme WordArt that you can use to create some neat stylistic headings.

A WordArt Object



Government has got a very good website with lots of information. **Scotland's People** <http://tinyurl.com/d5hn>

Look for someone who died during armed conflict at the Commonwealth War Graves Commission site. It has lots of useful information on burial sites and the person's details.

Commonwealth War Graves <http://www.cwgc.org/>