

\$3.00

(membership includes monthly subscription)

The Digital

# VIKING



## Twin Cities

PC USER GROUP

NEWSLETTER

Minneapolis & St. Paul, Minnesota USA • Vol. 31 No. 7 • February 2011

*TC/PC Exists to Facilitate and Encourage the Cooperative Exchange to PC Knowledge and Information Across All Levels of Experience*

**February 2011**

**General Meeting:**

**Tuesday, Feb. 8, 7 PM**

[Last Month's Meeting..... 2](#)

[Word Tips ..... 2](#)

[Space: The Final Frontier 3](#)

[Will Google Take](#)

[Over the World..... 4](#)

[Your Computer's Health . 5](#)

[Nibblers ..... 7](#)

[Discovering](#)

[Windows 7: Part 12..... 9](#)

[TC/PC Calendar.Dates... 10](#)

[Excel Tips ..... 11](#)

## General Meeting

**Tuesday, February 8, 2011**

**at 7:00 PM**

### VMWare In Depth

**Location: Summit Place**

**8505 Flying Cloud Drive**

**Eden Prairie, MN 55344**

Of all the TC/PC general meeting topics, the meeting on VMWare, software that allows you to run a virtual machine inside the Windows program, has generated the greatest number of questions, so the General Meeting in February will focus more in depth on how to install and use a VMWare program. This may be coming at just the right time. According to an article in *PC Maximized*, the computer gamers and high-end computer users see the current computer environment as the most vulnerable for identity theft from hackers. By learning to use a virtual machine to do your online banking and investing, you can make your transactions invisible to hackers on the web. Jim Grotz and Jack Ungerleider will collaborate on presenting a demo of how to set up VMWare and Jack will provide a link to a simple software download to use. If you value your identity, come to the meeting. ☞

TC/PC is a Member of



**24-Hour Information Line 612-386-3172 • [www.tpc.com](http://www.tpc.com)**

Membership info page 19 • Application form inside back cover

## Last Month's Meeting: Skype video Conference Call and PogoPlug

By Sharon Walbran, SQWalbran(at)yahoo.com

At our January meeting, Curt Trout demonstrated how Skype's video conference calls work. We watched as he added live video of Jim Grotz on a laptop across the room, Jim's friend on a computer in Florida, and a phone call without video to Jack Ungerleider on his Droid out in the hallway. To use the conference calling feature, you must be using Skype version 5.0 or later. Looks like a great way to do business or get the family together on-screen. A trial version is available free right now but a subscription may be required later on.

Jim Grotz showed us his latest gadget, the PogoPlug, a simple piece of hardware that allows you to connect up to 3 USB drives to your wireless router and then be able to connect remotely using your internet connection to gain access to your files and photos. A real advantage is in placing files in a designated folder and then making that folder accessible to clients or friends and family to whom you provided a password. Great gadget. Check online for deals under \$60 on selected versions.

Thanks to our leaders who are always willing to spend time researching hardware and software that will be of interest to our members. [\[Back to Page 1\]](#)

---

### Word Tips: Automatically Selecting Words

When you are editing your document, there are many times that Word tries to guess what you are doing and then complete your task for you. This helpfulness can be aggravating at times. One such instance is when you are trying to use the mouse to select text from the middle of one word to the middle of another. Whenever you click inside a word and then start dragging the mouse, Word assumes you want to make a selection. As soon as you move the mouse pointer outside the word, the program assumes you wanted to select the entire first word in which you originally clicked.

If you want to ensure that Word doesn't make that assumption, you need to follow these steps to turn off the offending feature in Word 97 through Word 2003:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Edit tab is selected.
3. Make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.

You can follow these steps if you are using Word 2007 or Word 2010:

1. Display the Word Options dialog box. (In Word 2007 click the Office button, then choose Word Options. In Word 2010 display the File tab of the ribbon, then click Options.)
2. Click Advanced at the left side of the screen.
3. In the Editing Options area, make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK. [\[Back to Page 1\]](#)

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

## Space, the Final Frontier

By Terry Currier, President, WINNERS (WINDOWS users), CA, October / November issue, Notepad, [www.windowsusers.org](http://www.windowsusers.org), editor(at)windowsusers.org

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

We've all heard, or said it – my hard drive is so big I'll never run out of room. I had two 250GB drives in my main computer setup as RAID 0. I hated the RAID 0, but it came set up at that. It came with Windows XP with the promise of getting a Vista upgrade. I received the Vista, but never put it on. Eventually I did put Windows 7 on the computer using PC Mover. But, I was still not satisfied. If you take a lot of video with an HD video camera it can add up to a lot of space used. With our eight day vacation to Walt Disney World I came back with 24GB of video and pictures. The folder I kept all videos in was over 200GB and that did not include many that I put onto an external drive.

I brought a 1.5TB drive at the computer swap meet several months ago and finally got around to installing it. I backed up the complete drive using Rebit to one drive, and made sure I backed up the data twice. First, to one external drive I used the Seagate Manager, to a second I copied the data directly to another external drive. I put Windows 7 Ultimate on the new drive, and have been adding programs slowly, making sure I want them rather than just putting everything back on. I even held up on installing my Adobe Premiere/Photoshop Elements 7 figuring I would purchase version 9 when it went on sale. I brought it at a Black Friday (online) sale and got it two weeks later. Other software I put back on – VIPRE antivirus, Faststone graphics viewer, Total Recorder, Snagit, CyberLink's Power Director and my Microsoft Office 2003. I also updated my Applian Programs which was well worth it.

As to my scanning old photos for restoring and backup – I just finished the first of eight photo books of which most of them fit onto a CD for backup. I am recording the last five of my VCR tapes and will then edit them for putting onto DVDs. I figure I should be done about 2013.

### ClearCloud

From GFI, the company that recently brought Sunbelt (VIPRE, Counterspy), ClearCloud is a free service that checks every website address your computer tries to access, whether you're browsing the internet, clicking a link in an email, or a program on your hard drive trying to communicate with servers for information or updates.

ClearCloud prevents you from being able to access known bad websites, sites that will download malicious files to your computer. Even better, ClearCloud prevents you from being able to access malicious websites that you may not even know your computer is trying to access — and it prevents potentially nasty programs from “phoning home” and secretly communicating between your computer and cybercriminals.

Many programs legitimately phone home to get software updates: Microsoft Windows and Adobe Reader are two common programs that will check for current updates. ClearCloud knows the websites accessed by over a million safe programs and provides free passage to these sites.

How does ClearCloud know which websites are malicious?

ClearCloud is part of the DNS network, and has access to every URL in the world. When you type the URL in your browser and click “Go” or “Enter” your browser sends the URL to ClearCloud. ClearCloud looks it up in a table, checks it against the list of bad websites, and if it passes, sends back the numeric IP address so your browser knows where to go to get the web page. All in milliseconds.

If ClearCloud discovers that it's a bad URL, it sends the IP address back to their webpage and informs you about the malicious site.

<http://clearclouddns.com/Setup/> [\[Back to Page 1\]](#)

# Will Google Take Over the World?

Written by Sandy Berger, Compu-KISS, [www.compukiss.com](http://www.compukiss.com), sandy (at) compukiss.com

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

My predictions for the year 2011 is that this year Google will get one giant step closer to taking over the world! Well, perhaps, that is a little too strong a statement, but none the less, the rate at which Google is spreading their products and the scope of their reach is almost incomprehensible. I believe that in the coming year Google will become entrenched in even more areas.

The first such area is the operating system area. Those of you who watch the mobile phone market know that the Google Android operating system is now the fastest growing OS in mobile phone history. Google has already introduced their Chrome web browser, which is garnering high usage and praise as one of the fastest and safest web browsers.

Next year Google is poised to introduce their Chrome operating system, which is now in Beta testing. Google has just sent out tablet PCs with the Chrome OS to hundreds of testers. The idea behind the Chrome operating system is to create an OS that works almost completely online. Your tablet PC or small computer will be basically only used to access your online applications and information.

Google is targeting this system to businesses first. The infrastructure is already in place. Gmail is the email program. Google also has many other apps including Google Docs, an online Word substitute, Google Calendar, the iGoogle home page, and many, many more. There are even applications to track financial data, to perform asset management, to increase productivity, and to control sales and marketing. For businesses this will mean lower hardware and software costs as well as lower IT costs. Google will do this with added security and increased productivity. In a world where businesses are looking to save money, moving to the Google world will be very attractive. Once businesses are convinced to move to Google, it won't be long before home users recognize the same benefits.

Google has already reached into the area of health with Google Health, a free online system that lets you organize, track, and monitor, your health information. It lets you manage your health history online and track and monitor personal health and wellness goals.

Google owns YouTube, so it has already made its mark in the video world. Google is also laying fiber optic cable for Internet use through a project called Google Fiber. Google has said that it plans to build a trial fiber network that can move data up to 100 times faster than existing technologies. Trial projects will take place in over 1,000 American communities. If you travel by air this holiday season, you will be able to find free Wi-Fi courtesy of Google in many of the country's airports. Google already has a program called Google Educators in place to help teachers.

These are just a few of Google's major endeavors. As I said, Google has an unbelievable reach, which is going to touch every aspect of our lives. While some might find the spread of Google something to be feared, right now they are creating breakthroughs in many different areas that are making all of our lives better. This will be interesting year to watch Google. [\[Back to Page 1\]](#)

# Your Computer's Health, Part 1

By Art Gresham, Editor, UCHUG (Under the Computer Hood User Group), CA, January 2001 issue, UCHUG Drive Light, [www.uchug.org](http://www.uchug.org), 1editor101 (at) uchug.org

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

At the start of this new year the UCHUG Drive Light is going to present a series of articles on the general topic of Your Computer's Health.

You say you are doing most of those things recommended to keep your body healthy: annual physical, dental checkups, good diet, bathe regularly, stay physically active. And you do what you must do to keep your auto healthy like oil changes, tune ups, check the tire inflation and tread depth, wash it occasionally, and use good quality gasoline. Even in your home you take out the trash, wash the dishes, vacuum the carpet, change the heater air filter, flush the toilet.

But are you as regular about the same kinds of things with your computer? Like other areas of your life, your computer has several facets that you should care for with some regularity, from weekly, or monthly. Some areas are software, or data based, to help keep the computer running at full speed. Others like simply opening the case and removing the dust accumulated on the cooling fins and fans that will help it stay cool and functional for more years.

Maybe you already have a plan, and actually do make data backups (we all do have Acronis don't we?) but what are you doing to be sure your computer stays alive so that you never have to actually use one of those backups? Have you actually complained recently about how much slower your computer seems to run than it used to do?

We want to present some ideas to help you form a plan, or get started. We each have a wide variety of things that we do, some are very common and widely known. Others may be very unique, much deeper, or something you simply never thought of doing. What you choose to do will, of course, depend on how you use your computer. But the important thing is that you know that your computer's health is your responsibility and if you "take out the trash" occasionally then something is likely to become, well.... trashed!

Let's start with the basics. Here in Part 1 we want to look at basic hard drive-OS-data cleaning. For this article I am using XP, so your newer Vista/Win7 will have some slight differences. Windows includes a number of good basic tools that you can, and should be aware of and using. For starters, how full is your hard drive (or hard drives) and how much space can you free up so you can download more of the great utilities (more ideas about those soon) and photos from all the holiday parties and family gatherings. I always like to start by noting the free space, and after all finished I can see a measurable improvement there. Other areas will be a lot harder to note accurately (did the system start/shut down faster this time? Did that program seem to load faster?). So to start Open My Computer, Right Click your hard drive (usually labeled "Local Disk (C:)"), and click Properties. Note how much space is used and free, then close the dialogue box. Repeat for each hard drive. Note that you can probably run the Defragmentation program from the Tool tab on this dialog window, but resist the urge for now, we have miles to drive before we are ready to do that step.

Before defragmenting you should delete as much of the unneeded, unwanted, unused files and programs as you are comfortable removing. While I am primarily thinking of temporary internet files, useless log files, and other truly worthless stuff, you may also have duplicate copies of data (photos, important files) that have been leftover from other activities. While there are a number of tools for finding and deleting those 'clones' we will leave that to a much later discussion. But you say your drive is so large you don't even know where to begin?

Well, start with the 'biggies' first. Why waste 20 minutes hunting and deleting 50 tiny files that save you two megabytes of disk space when there may be two or three directories you can delete in 30 seconds and save 5 gigabytes of space. But how do you find them? Use a tool!!

My first tool choice is OverDisk (Freeware)

<http://users.forthnet.gr/pat/efotinis/programs/overdisk.html>

which was featured in the January 2007 Drive Light. Open a disk letter and see the folders and files as a series of concentric rings, as if you were looking down onto the disk itself and seeing the files laid out below. The neat thing is that the biggest folders and files are graphically displayed and you can quickly zero in on the folders that are the biggest. It may be your email folders that have grown out of control and need to be archived. Perhaps you will see a folder for a program you have long since forgotten about and no longer use. By starting here you will have an idea where the big fish are hiding. Check each drive letter or partition and see what sticks out.

Now that you know a little more, generally, about what and how much is on your drive let's get down to getting rid of those pesky junk, temp, trash and other files. The problem is that they are tucked away in folders nested 6 levels deep, or under names that appear self-important, or downright mysterious. Don't be tempted to just dive in with Explorer and manually delete them helter-skelter. Use a Tool!! Actually for this I use several different tools because each seems to catch a few files that the others miss. You may want to try these and then just use the one that gives you the best results. I recommend, and use these the end of every month (usually after I finish the Drive Light as that is one of my major monthly milestones - sorta like smoke detector batteries and DST!

First, and one of the fastest is CCleaner (Freeware) from <http://www.piriform.com/> which was mentioned in the August 2009 Drive Light. In addition to quickly finding all those useless files, it contains a very good registry cleaner.

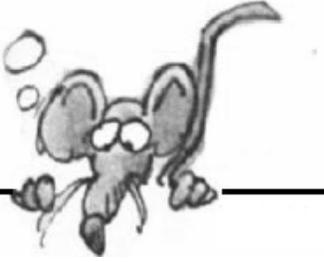
My next tool is very similar, called CM Disk Cleaner. Although it does not appear to be being updated it is available on several download sites including

[http://www.scanwith.com/download/CM\\_DiskCleaner.htm](http://www.scanwith.com/download/CM_DiskCleaner.htm) Next is the very advanced Advanced System Care (Freeware) from IOBit. This is probably one of the most complete, and easy-to-use tools. A very good review and download is available from [download.cnet.com](http://download.cnet.com)

Now that you have a nearly automated way to find all those files, deleted many, cleaned up the registry, and feel you have made some good progress, go back and look at those drive properties and see if you have saved any space. You probably have, especially on your C: drive and perhaps your primary data drive. NOW is when you can run your defragger. Either use the one supplied with Windows, or use a free tool also from IOBIT called Smart Defrag. But you say defragmenting takes so long and your time is so valuable.

Well, I have mine setup to automatically begin defragging each time my computer is inactive for five minutes, and Deep Optimize every weekday at 7PM (which is when I am usually eating supper, or watching TV). Now I can relax knowing I have cleaned up and defragged with very little effort. .

[\[Back to Page 1\]](#) 



# NIBBLERS

By Jeannine Sloan

## Banish Seven Bad Tech Habits

- #1: Creating Too Much Desktop Clutter
  - #2: Using the Power Button to Shut Down
  - #3: Storing Passwords in a Text File
  - #4: Using the Mouse to Launch Programs
  - #5: Carrying an Unencrypted Flash Drive
  - #6: Blindly Clicking 'Next' When Installing Software
  - #7: Relying on a Single Backup Method
- Read details here: <http://tinyurl.com/23knmcd>

## Links

Esoteric shortcuts to arcane add-ons, here are 55 hidden gems that will help you master the programs you use every day. <http://tinyurl.com/2a2w2uh>

## Wipe Free Disk Space

There is a utility built-into Windows 7, XP Pro and Vista that will overwrite all the free space on a hard drive, insuring any files you've deleted stay dead.

Open "My Computer" from your desktop and note the desired drive letter

OPTIONAL: Delete any files from that drive that are no longer needed.

Click the Windows Start button and select "Run..."

In the "Run dialog", type cmd and then press OK. A command prompt window will be opened.

Type **cipher /w:X:\** (You can substitute the desired drive letter for X)

Press Enter and wait for the operation to complete.

To cancel the operation, press Ctrl+C. All the commands are case-insensitive.

From PCMagazine <http://support.microsoft.com/kb/315672>

## Minnesota Winter

It's winter in Minnesota, and the gentle breezes blow,  
70 miles per hour, at 52 below!

Oh, how I love Minnesota, when the snow's up to your butt;  
You take a breath of winter air, and your nose is frozen shut.  
Yes, the weather here is wonderful, you may think I'm a fool.  
I could never leave Minnesota, 'cause I'm frozen to the stool.

## Definition

MIME Types are a way for software to know what type of file it is without having to look at the contents of the file or depend on operating-specific features like extensions.

## Check Reputation of Domains and Subdomains

At URL Void, just type an internet address (URL) into the field, click the **Scan Now** button and, within seconds, a report on the site comes back.

<http://www.urlvoid.com/>

Another site that performs a similar function is Norton Safe Web.

<http://safeweb.norton.com>

From Computer Tips ezine

## Improving Energy Efficiency, One House at a Time

The Home Energy Squad is an innovative service committed to helping you save time, energy and money. Xcel Energy and CenterPoint Energy are partnering to help customers reduce energy use. You'll pay only the cost of materials — we'll pick up the cost of labor to install them.

<http://www.homeenergysquad.net/>

## Inoculate Thumb Drives

You should also consider running Panda USB Vaccine, which disables a flash drive's Autorun.inf file--a common carrier for malware (including the one that hit me today). Doing so will prevent the drive's Autorun box from appearing when you plug it into your PC, but that's no biggie--you just have to open the drive manually.

<http://www.pandasecurity.com/homeusers/downloads/usbvaccine/>

From PCWorld Hassle Free PC ezine

## HTTPS

Accessing a web site through a URL that begins with the *https://* protocol identifier indicates that information is being transmitted via Secure HTTP (S-HTTP) or Secure Sockets Layer (SSL) protocols which encrypt information passed between a client (browser) and a server (web site). However, due to proliferation of digital spoofing schemes, a secure *https://* connection is not necessarily an absolute guarantee of safety when engaging in financial transactions over the Internet, you should still take steps to ensure you are dealing with a reputable entity, and that you are actually connected to a web site operated by the entity you are dealing with (rather than a look-alike site set up as a deception by cybercrooks).

Contributed by JD Yearous

## PowerPoint Presentation File Size

The Office 2007/2010 PPTX file format gives much smaller files than the earlier PPT format. Simply converting a PPT to PPTX/PPTM will, almost always, reduce the file size.

From Office For Mere Mortals ezine

## Proportional Drawing

Can you make anything perfect? Sure you can--you can make a perfect square or a perfect circle in Word, Excel, and PowerPoint. Hold down Shift while you draw an ellipse or a rectangle. To draw a perfect circle or square from the center out, hold down Shift+Ctrl. [\[Back to Page 1\]](#)



## Discovering Windows 7 – Part 12

By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington, January 2011 issue, the Data Line, NCStahfest (at) msn.com, [www.tapcug.org](http://www.tapcug.org)

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

The Black Friday sales were too tempting this year and I decided it was time to treat myself to a new laptop computer. When selecting a new computer you need to determine what your requirements are. I wanted something powerful enough to run my current software plus what I would probably need a year or two from now. I don't consider myself to be a "gamer" but I do use some flight simulation software which has some pretty intensive graphics requirements. I decided to look for a computer with an Intel Core i7 processor plus with a lot of RAM and a good graphics card. I wanted a laptop computer so I could demonstrate software at S.I.G. meetings. After checking the Internet to find the best candidates that meet my requirements, I made my selection and placed an order. Getting a new computer is exciting and, while the experience is fresh in my mind, this is probably a good time to talk about setting up a new computer.

If you bought your computer from one of the major manufacturers or a store it probably arrived packed in a box with its accessories. When I opened my box I found a large folded sheet of paper labeled "START HERE." (Can anyone remember the last time they got a printed manual with a new computer?) Unfolding it, on the front side I found two illustrated columns. One was labeled "QUICK SETUP" and the other "AFTER SETUP." Because I've learned the hard way, I took a moment to turn the paper over. Printed on the backside of the paper was "GET MORE FROM YOUR PC" with pictures of my computer showing the top and sides with everything labeled. There was also a section showing how the Touchpad works. I've used a number of computers with TouchPads and it seems like they are all a little different. If your computer comes with a TouchPad, I advise you to look this section over. You should at least find out how to turn the TouchPad on and off or you may wonder why it doesn't work. ;-)

Having studied (well at least glanced at) how the controls on my computer are laid out, I flipped the paper over to get back to "QUICK SETUP". Following the illustrated instructions, I removed everything from the box, noting that I seemed to have everything shown in the picture. I started by installing my laptop's battery (as shown in an illustration). I connected external power, turned on the computer and prepared to follow on-screen instructions. Nothing to it really. For a few minutes, the computer seemed to be doing internal things and small lights flashed. Then it asked me for my name, a password (which I had to enter twice) and I had to accept the license agreement. A clock appeared and I had to reset the computer's clock to my local time zone and time. Then it was time to connect to the Internet!

I could have used a cable to my Internet modem but I elected to go wireless (that's what I use most of the time anyway). The setup program included a "wizard" to help me here. The wizard wanted some information about my wireless network. A list of available local networks appeared (well, only mine really) and I clicked on it. It only took a few seconds for the wizard to figure out that I have an encrypted wireless network and a security key code was needed. Since I'm so well organized (not really) it only took me a minute to find the book where I wrote it down when I created the key code. A dozen or two key strokes and the code was entered. Now it wanted to know what kind of network I was using. Was it a Home network, a Public network or Work network? They have different security settings. I selected "Home."

Next, the installer wanted to know about my "Homegroup." The Homegroup is a new feature of Windows 7. It is basically a private network that allows secure access to selected files and printers on the Homegroup network without a complicated process of configuring the computer with various

network settings. In a Homegroup network, each Homegroup member is a computer not a specific user. In other words, if I add my laptop computer to my Homegroup, which includes a desktop computer running Windows 7, anyone using my laptop will have the same access to files and printers attached to my desktop computer. In a home setting this can make it very easy to share files and printers between computers. I can print documents and pictures from my laptop computer on the laser printer attached to my desktop computer.

So after asking me if I wanted to use a Homegroup, the installer program asked me to select what I wanted to share including pictures, music, videos, documents and printers. I selected all of them. Then it asked for my Workgroup password. This password encrypts the information passing between the computers on the your Homegroup so, even if you are using a wireless network connection, if someone in your neighborhood were to intercept the information passing between your computers they wouldn't be able to read the information.

Duh, I didn't have that written down. Luckily, the installer program told me how to find it on my other Homegroup computer. All I needed to do was to go to my other computer, click on the Windows "Start" button, type "Homegroup" in the search box and, when the Homegroup window appeared, locate where it says "View or print the Homegroup password" and click on it. I decided to print it. After entering the password on my laptop computer, I placed the printout in my book with the Internet security key code for future reference.

At this point the computer restarted, using Windows 7. Since this was the first time Windows 7 was running on this computer, it gave me an opportunity to register the computer with the manufacturer and then gave me a tour of Windows 7. After the tour, now that my new computer was working, I make a system image backup (as described in this column in "Discovering Windows – Part 3"). Now all I have to do is figure out what programs I want to install on my new computer!

Setting up a new computer will probably never be as easy as setting up a new bread toaster but, as you can see from the above description, it's not very difficult. I could have saved a few steps if I had plugged the computer directly into my hi-speed modem with a cable before I started the installation. That would have avoided the need to setup the wireless connection, but I wanted my computer to be portable. If I only had one computer then I wouldn't have needed to configure a Homegroup but even that was no real challenge. If you set up a Homegroup just remember that all the computers connected to the same Homegroup must use the same Homegroup password.

So to all of you who got a new computer over the holidays, or in the January sales, HAPPY COMPUTING!.[\[Back to Page 1\]](#)

---

## TC/PC Calendar Dates

### February:

Saturday, Feb. 5, 9-Noon	Systems on Saturday
Tuesday, Feb. 8, 6-7PM	Web SIG
Tuesday, Feb. 8, 7 PM	General Meeting, "VMWare In Depth"
Saturday, Feb. 12, 9-Noon	Linux on Saturday
Saturday, Feb. 19, 9-Noon	MS Office (including Access) on Saturday

### March:

Saturday, Mar. 5, 9-Noon	Systems on Saturday
Tuesday, Mar. 8, 6-7PM	Picture Perfect SIG
Tuesday, Mar. 8, 7 PM	General Meeting, TBA
Saturday, Mar. 12, 9-Noon	Linux on Saturday
Saturday, Mar. 19, 9-Noon	MS Office (including Access) on Saturday.

[\[Back to Page 1\]](#)

## Excel Tips: Calculating Week-Ending Dates

Do you keep track of information based on week-ending dates? Many businesses do, and therefore need a quick way to calculate the week-ending dates for the complete year. The dates could be easily calculated with a macro, but you can do it just as easily with formulas.

There are two formulas you can use in order to calculate your week-ending dates. Let's assume, for the sake of this example, that your year is stored in cell A1. You could then figure out the first Saturday of the year by using this formula in cell A3:

```
=DATE (A1 , 1 , 1) +7-WEEKDAY (DATE (A1 , 1 , 1) )
```

This works because the WEEKDAY function returns a value of 1 (Sunday) through 7 (Saturday) for any date. If you subtract that value from 7, then you have a value of 6 (Sunday) through 0 (Saturday). When you add that value to the DATE value for January 1 of the year, you end up with the first Saturday of the year.

If you prefer to have your weeks end on Fridays, then the formula needs to change a bit:

```
=DATE (A1 , 1 , 1) +7- (WEEKDAY (DATE (A1 , 1 , 1) +1) )
```

Finally, if you prefer to have your weeks end on Sundays, then the formula needs to be like this one:

```
=DATE (A1 , 1 , 1) +7-WEEKDAY (DATE (A1 , 1 , 1) , 2)
```

This formula uses a parameter for the WEEKDAY function that calculates weekdays that range from 1 (Monday) through 7 (Sunday).

Once you have the first week-ending date for the year (in A3, remember?), then you can calculate the rest of the week-ending dates for the year. Place the following formula in cell A4:

```
=IF (YEAR (A3+7) =$A$1 , A3+7 , "")
```

This checks to see if one week past the previous date is still in the year. If it is, then the new date is returned. If it isn't, then an empty string is returned. If you copy this formula from A4 down through A55, then you will have all the desired week-ending dates for the year. With the formulas in place, simply change the year in cell A1 to see how the dates change.

The range A3:A55 provides room for 53 week-ending dates, which is possible for any given year. Because you used the IF statement in the formula in cells A4:A55, then the very last value (A55) will be blank if there were only 52 week-ending dates for the year. [\[Back to Page 1\]](#)

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.