WAUCtalk

Wisconsin All-computer Users Club
http://www.wauc.info

Volume 29, Number 6

June 2012

General Meeting, 7 p.m. Thursday, June 7, 2012

Welcome,
New Member
Robert Bobinger

MS SIG Changes

In June, the Microsoft SIG will be finishing the Excel 2007 tutorial. We will start Windows 7 in July.

apcug

Roger Tesch will speak on

The Treasures of APCUG: Association of Personal Computer User Groups

Before you come to the meeting, take a look at the APCUG website and come prepared to ask questions of our guest.

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June at a Glance

7 WAUC General Meeting, 7:00 PM
Jackson Park Lutheran Church
4535 W. Oklahoma Ave.
Topic—APCUG

13 WAUC Lunch, 1 PM, Old Country Buffet, 4902 S. 74th
RSVP: rgdurand@yahoo.com

13 Mac SIG, 7:00 PM
Villa at the Stations, 8935 S. Wood Creek Dr., Oak Creek

14 MS Excel SIG, 7:00 PM
Speedway Station, 60th & Layton

15 Deadline for submitting articles for WAUCtalk, please send to:
ricejulia@hotmail.com
Subject: WAUCtalk

21 Q&A SIG, 7:00 PM
Speedway Station, 60th & Layton

Investment Tracking SIG, 7:00 PM
Speedway Station, 60th & Layton
Suspended in June and August: next meeting Wed. July 25th

28 Exec. Bd. Meeting, 7:00 PM
Doris Regner's Home

Future Presentations:
- July—Sign up for picnic eats
- August—Picnic
- September—TBA
- October—Milwaukee PC's James Lisowski
- November—Bruce's secret
- December—Holiday party

President's Message—Discovers WAUC 34 Yrs Old

There are many unanswered questions. Who really killed JFK? Is there actually a Bigfoot? When did WAUC begin? Well after a little research I came up with the answer to one of them. Thumbing through early editions, I came across the following in a WAUCtalk Special Edition from 1987. At that time we were known as the Wisconsin Apple Users Club and were dedicated to the Apple line of computers. Today we are known as the Wisconsin All-computer Users Club.

"**WAUC Wisconsin's Oldest Apple Users Club - No other club can make that claim. Formed in 1978, we've had a lot of time to learn what makes a club worthwhile. We're dedicated to leadership with innovations like projection monitors and an electronic bulletin board. Come help us introduce Milwaukee to the next decade of personal computing."**

So now we know how long WAUC has been in existence. I have been a member since 1987 and have enjoyed every minute of it as I hope all of you have. Happy 34th Birthday WAUC!

Bruce Kosbab
President

Board Meeting—Can We Get a Wi-Fi Connection?

The WAUC Board met on the evening of April 26th at the home of Doris Regner and besides Doris, the WAUC officers present were Bruce Kosbab, Tom Hermann, and Richard Durand. Bill Gierach was not present due to being with the high-school robot- building team he mentors at their tournament in St. Louis.

With a club like WAUC there are always a number of issues to be dealt with and this meeting was no exception. We spent a fair amount of time going over the schedule of events for the coming month. There was some concern that members will be confused about the dates of future SIGs due to the re-scheduling for Easter that was necessary in April. However it was determined that the posted schedule in WAUCTalk, the WAUC bulletin, and other places is correct and that everything that can be done to convey the correct information has been done.

On this subject, the Board did receive a letter from a member inquiring why the Speedway meeting room was not in use by WAUC that very evening, April 26th. A reply has been sent explaining that even though the meeting room may be unoccupied, at the end of each year, WAUC has to reserve with Speedway the dates of use for the entire following year.

Another issue with the SIGs is the expense to WAUC for the internet signal from Virgin Mobile. Even though it is pretty much a pay-as-you-go system, it seems it is only needed once a month at the Q & A SIG and it gets to be a lot for a small organization like WAUC. Richard will find out more about it from Bill when he gets back and also work with Bill to see if the internet signal from his smartphone can connect to the WAUC laptop. If it works, this might at least reduce the expense.

Some corrections for next month's (May's) issue of WAUCTalk have now been made and it is ready to go. One of our previous presenters, Joe Schoen, has requested that his business card ad be removed from WAUCTalk and this has been done. Another of our presenters, Joe Sopczak, will be added but it is on dark blue paper and won't show up well in our newsletter. We're waiting for a lighter version.

Bruce mentioned that there was a recent local newspaper article about protection from computer viruses and a link to this is going to be included in the WAUC Bulletin for May.

Some time was spent reviewing the situation for presenters at upcoming meetings. James Lisowski of Milwaukee PC is scheduled for the September meeting, not the October meeting as was previously reported. Our resident source for networking, Tom Livermore is looking into having a Wi-Fi signal at the church during WAUC meetings so that it will be available for the presentations if necessary.

For the June meeting there will be a presenter from APCUG, the Association of Personal Computer User Groups, of which WAUC is a member, who will be speaking on the many resources available to us. Bruce has already found out that APCUG has virtual conferences available at their website, http://apcug.net/virtual.

The Excel SIG is close to completing all the chapters in the tutorial program. It should be wrapped up in three months or so. After that, the present plan is to start a SIG on the new Microsoft Operating System, Windows 7, which more and more members are getting. With that in mind, Ginny Splinter is doing research on the various Windows 7 tutorial programs available and when one is chosen, the Board will approve the purchase of it.

It was mentioned that the supply of WAUC brochures placed in local friendly computer stores is running low and the brochures themselves now have out-of-date information. Doris will get some more printed.

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Mac SIG—Desktop, Screensaver Preferences Viewed

Present at the May 9th meeting were Ray Jamroze, Nancy Settloch, Dale Voit, Beth Lyman, Peter Lee, and Julia Rice. We picked up where we left off last on our study of System Preferences in Learn Mac OS X Lion.

There are several ways to access System Preferences. The main window shows all preferences in five categories. The icon for this function can be on the dock. When a spotlight search is initiated, the sections relating to the topic mentioned will be highlighted. The General preferences start with display options. There are options for appearances of scroll bars. Two fingers on a track pad also scroll the page. In a .pdf file, one can turn a full page by clicking on the scroll bar. Using this option is less jerky. The Sidebar icon size can be adjusted. A choice allows one to restore what is on the screen when quitting, including opening several web pages.

Desktop and Screensaver. There are varieties of backdrops for the screen and screensavers. Photos can be used for either. Collages or mosaics of photos can be used. Time can show on the screen also. Peter found it frustrating to use random photos: you cannot stop the photos when you want time to remember where and when you took them. And besides, you may have great difficulty finding the photo is iPhoto. Hot corners can be triggers for various actions, such as turning on the screen saver.

Mission Control is like a fusion of Expose + Spaces in a previous OS. There are several key commands that can manipulate programs here. It allows opening multiple programs. By activating Mission Control, you can deal with the one you want. You can activate Quick Look by hitting the space bar when you have the cursor on a window; it makes the document readable. There are a number of key commands to activate it. Mission Control is used for control and navigation of programs that are open.

You can open several pages in Safari and control them, can manage multiple desktops, and can open separate programs on separate desktops. New desktops are opened by clicking on the plus sign in the upper left. You can switch between desktops.

This is where hot corners can be set: from Mission Control. There can be a desktop in each hot corner.

Language and Text: You can set the languages you will use. From here you can use shortcuts for text items and set time and date. Under input sources, one finds a Keyboard and Character viewer. This controls a huge selection of characters that can be dragged into a document. We also saw how to change the keyboard to another language.

Peter keeps the value of Apple stock on his iPhone. It is the best capitalized company in the world now. It increases in value with each new product.

We checked Nancy's computer for the threat that was mentioned at the WAUC meeting. She also needed to put Sophos anti-virus on. Julia needs to update and get automatic scan going.

Certain keystrokes on the Mac are valuable to know by heart: Command + tab switches from program to program. Command + Q quits the open program instantly.

We checked that Julia's hotmail account is in Mail, but there are dozens

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Board Minutes

Doris also said that fourteen raffle tickets remain to be sold for the special raffle drawing of the one terabyte external hard drive. We will keep announcing it at the general meetings. What we were all most proud of was the recent mention of WAUC during the Milwaukee PC computer radio show on the local station WISN, from 10:00 to 11:00 on Saturday mornings. Several of us had heard it' and it's very satisfying that all our hard work over the years is publicly acknowledged in this way.

Submitted by
Richard Durand
Board Meeting Secretary

WAUCtalk

WAUCtalk is a monthly publication of the Wisconsin All-computer Users Club. WAUC is a computer club dedicated to promoting and instructing the use of computers to WAUC members. Membership in WAUC is $25 per year ($12.50 if applying after June 1). WAUCtalk is emailed to all WAUC members.

Contributions to WAUCtalk are always welcome. Please submit articles and computer artwork before the 15th of the month preceding the issue date, except where otherwise noted. Free advertising is available to WAUC members. We are not responsible for omissions or errors.

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Q & A SIG—Studying WAUC CD-of-the-Month

The WAUC Q & A SIG met again as scheduled on April 19th, 2012, with about ten WAUC members present. Once again the new WAUC laptop from Samsung with Windows 7 was in use and a variety of computer issues were dealt with.

Richard Durand asked for assistance on how to use Unlocker, a utility program that appeared on a previous WAUC CD of the Month. Unlocker closes files on flash drives so that they can safely be removed. Bill Gierach, at the keyboard as usual, found Unlocker using another utility, Gizmo, which he uses to preserve a virtual image of the CD of the Month on the laptop hard drive. From this, Bill installed Unlocker but it wouldn't run, apparently because it's an old version not compatible with our new 64-bit laptop. Bill then found another version on the Internet to download, unzip, and install. Once Unlocker is installed, one can open "My Computer," find the flash drive listed, right click on it, and then Unlocker should be listed in the menu that appears.

Richard also asked about another program from the WAUC CD of the Month, Downloader Accelerator Plus, also known as "DAP." When downloading, a little window appears offering a choice of regular downloading, or accelerated downloading using DAP. But when selecting accelerated downloading, there is no dialogue window appearing to select the location for saving the download. Bill explained that one first has to open up the DAP program and set up the download preferences and then the dialogue box should appear whenever downloading.

Ed Marquard has a Windows 7 laptop which sometimes gives him a dark screen even though it has been turned on. The screen will then suddenly appear when the laptop touchpad is rubbed. Bill said that the machine might be in hibernation mode and he showed that by going to the power settings choices found in Control Panel, the time taken before the machine will go into hibernation could be reset. Terry Harvey asked if the sensitivity of the laptop touchpad could be also reset. Bill showed that touchpad settings can also be found in Control Panel.

Richard had another question on Internet security. When going to secure websites, such as for online banking or on shopping websites, a dialogue window sometimes appears asking if only secure items or also insecure items should be shown. Bill explained that the best way to deal with this is to go to the Internet options on the menu of the browser program and reset the security level.

About this time, Bill had to reboot to get the Internet signal back. While this was in process, Terry asked how to use Google Calendar. After we were online again, Bill went to Google and showed the Calendar function. For some reason, the Google screen we found had a black menu bar that Bill found rather annoying and wanted to get rid of. With no immediate solution available, Bill just entered a question for this into the Google search engine and got a number of answers. He selected the search result giving an answer from www.geekosystem.com and got it to work.

After this, Bill showed the members the browser program from Google known as Chrome. He had installed it on the new club laptop. It has a setting for allowing Google to track the physical location of the user and to maintain privacy and security, Bill recommends disabling this feature.

All the browser programs also have a setting allowing automatic updates to be downloaded and installed and to maintain security; this should always be enabled.

While on the subject of security, Bill also informed us that some PDF files can be infected so that opening them will run a malicious program. To deal with this, open the Adobe Reader program and go to the security settings under preferences in the menu bar. Disable Javascript and then re-enable it anytime it is needed for a file that is known to be safe and disable it again when done.

Before we knew it, our time for the SIG was just about up. As we were closing down, Bill was showing us an add-on for the Firefox browser called "Auto-fill," a very useful utility that once set up will automatically enter in one's name, address, and other information at online shopping sites for example. Anyone using the Firefox browser should consider including it. And those were the main topics covered at the WAUC Q & A SIG for April 2012.

Richard Durand

Investment Tracking SIG—Two Play Investing

The WAUC Investment SIG for April 2012 was held as scheduled on April 25th even though only two WAUC members, Richard Durand and Don Gardner, were present. There will be one more WAUC Investment SIG on May 23rd before the summer break. Then the SIG will not meet again at the Speedway meeting room until September.

However, there will be a special SIG meeting on July 25th at the community room of Villas at the Station, 8935 S. Wood Creek Drive, in Oak Creek, the residence of the founder of the WAUC Investment SIG, Mr. Bruce Schneider. This is also the same location as that of the WAUC Mac SIG.

Using the data and charts of his online brokerage, www.options-xpress.com, Richard showed a recent virtual trade he had completed using options on the stock of the company from which many of us acquired our first computer: Apple. This trade was what is known as a credit spread, selling one current out-of-the money put option and buying the next further out-of-the-money put, and receiving the difference of fifty cents a share. Richard traded five contracts of one hundred shares each and so received a total of $250.00 on an investment of $2,500.00 for a period of thirty days, and with a probability of no less than 57%.

Richard also used online charts to illustrate the market exit rules he learned about from a representative of Investors Business Daily, www.investors.com/, at a recent investment conference in Oak Brook, Illinois. There are four things to watch for on the price charts and if three of these four are observed, there is a high probability that the market will fall further and exiting one's position is a really good idea.

First, see if the security price has fallen below its fifty day moving average.

Second, observe if there have been any recent gap-downs on the price chart. A gap-down is when a day's price bar is below the closing price of the previous day.

Third, look to see if there has been any recent selling volume above the fifty day trading volume average.

And fourth, look to see if the major market indexes, such as the Dow Jones, the S & P 500, and the Nasdaq, are falling.

To learn more about how to apply these rules, consider attending a future WAUC Investment SIG and we'll go over them again.

It was time to move on to our virtual account at www.investopedia.com to check on how well our previous selections were doing. The market has been rallying recently and so some of our stocks are showing some life. Toyota Motors, TM, and the Powershares NASDAQ Fund, QQQ, have positive gains. Don's choice, US Ecology, ECOL, is up 24%. The alternative energy selections, Zagg Inc., ZAGG, and Advanced Battery Technologies, ABAT, continue to decline. At the March Investment SIG, we added 100 shares each of four stocks Don and Dale Voit had come across: Amarin Corp., AMRN, Krispy Kreme Doughnuts, KKD, International Game Technology, IGT,

and Kors Holding, KORS. After one month, they are all down by up to 4%. The recent market rally that was lifting almost everything now seems to have stalled.

Don had two more stocks he wanted to try so we looked them up and the fundamentals and the charts appeared interesting. We entered purchases of 100 shares each of Staples, SPLS, and RCM Strategic Global Government, a bond fund, RCS.

And that was what happened at the WAUC Investment SIG for April 2012. We were going to get back to watching some instructional videos on investing but we ran out of time. We'll try to get back to that at the next SIG. Until then, consider these words of advice for investments and life in general: “You'll never go broke taking a profit.”

Richard Durand

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Mac SIG

of undeleted old emails that need work. These emails had been deleted in Hotmail. Her chosen solution was to take Hotmail out of the Mail program so that she could keep the format she wanted.

We talked about closing all programs before shutting down as important to do. We also checked on how many cycles of power our Macs had gone through. They should be able to go through a thousand, but we were under two hundred. A cycle of power occurs when the power lowers and has to come up again by being plugged in.

We reviewed what future topics we will study. We saw a German song in Ray’s iTunes and used Google Translate to discover the title. Apparently the Germans use poetic words in their songs as we do; the translations didn’t always work.

Julia Rice

MS Excel SIG—Sorting Tables Clarify Data

Six members attended the Microsoft (MS) Excel 2007 SIG on Thursday March 8, 2012: Judith Hornburg, Richard Durand, Don Gardner, Dick and Kay Yezek, Bill Gierach, and Ginny Splinter. Because Bill Gierach was unable to attend, Don Gardner took the club's projector, old laptop, and other parts from the general meeting and smoothly hooked up this equipment for our SIG.

Example 1B - Basic Data w Rate
Book Discussion Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	Rate	TOTAL
Andxxxx, Marlene	1		1					Low	2
Benxxx Marie				1			1	Low	2
Dryxxx, Elaine								Low	0
Dzixxxxxx, Irene	1	1	1	1	1		1	High	6
Fonxxxx, Pat								Low	0
Gasxxxxxxx, Dolores			1	1	1		1	Medium	4
Harxxxx, Marge		1				1	1	Medium	3
Illixxxxxxxx, Gladys	1							Low	1
Jasxxxxx, Kay			1					Low	1
Kanxxxxx Barbara			1	1	1	1		Medium	4
Katxxxxxx, Jean						1		Low	1

Chapter 23 - Creating A Table

Then we covered Chapter 23 on Tables in our tutorial. Ginny handed out a sheet she prepared on the components of an Excel Table.

Definition of Table Components
Note: Database terms are generally used for Excel Table components.
Table - An Excel Table is a table stored in a table format; this is a different format than the rest of the worksheet.

Fields - Different types of information are stored in table columns called Fields. Each Field has separate info.
Record - Each row in a table is called a Record.
Header Row - Titles of Fields are located in the top row or Header Row.
Auto-Filters - Each Field in a Header Row has a drop-down menu called Auto-Filters to filter the data in the table.
NO Blanks Columns/Rows - In a table, you cannot leave an *entire* row or column blank. If you do, Excel thinks that this is the end of the table.

Analysis For Table Design
Before creating a Table in Excel, one should think about the info you want to collect. Think about the subject and then its fields.

Create Data For Table - Enter the field titles in the top row or Header Row and then enter each Record/ row of data. Use the Tab key to add each new Record (row). Records are always appended to the previous row. Never skip a row.

Edit Data - Select a cell and make desired changes. Use Tab key to exit or move to next cell.

Insert New Record (Row) - To insert a new Record (row), select the row above a new record, right-click, and select Insert. Then add the data to the new Record (row).

Insert New Field (Column) - To insert a new Field (column), select the Field to the right of your new Field, right-click, and select Insert. Then add the data to the new Field (column).

Delete Records/Fields - Select the desired Record (row) or Field (column), right-click, and select Delete. This will remove the *entire* row or column.

Convert Data To Table - To convert data to a table, highlight the data (including Header Row) and select Insert tab. In the Tables group on left side, select Table; in the Table Dialog Box, select OK. You will notice the drop-down menu for each column name and 2 shades of the default blue color for the rows.

Chapter 24 - Sorting Data

Next we covered Chapter 24 on sorting data in our tutorial.

Simple Sort - For a simple sort from top to bottom, after selecting all of your data, in the Data tab and the Sort And Filter group, select AZ button for ascending sort (A-Z, 1-10 order) or ZA button for descending sort

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Example 1C - Basic Table
Book Discussion Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	Rate	TOTAL
Andxxxx, Marlene	1		1					Low	2
Benxxx Marie				1			1	Low	2
Dryxxx, Elaine								Low	0
Dzixxxxxx, Irene	1	1	1	1	1		1	High	6
Fonxxxx, Pat								Low	0
Gasxxxxxxx, Dolores			1	1	1		1	Medium	4
Harxxxx, Marge		1				1	1	Medium	3
Illixxxxxxxx, Gladys	1							Low	1
Jasxxxxx, Kay			1					Low	1
Kanxxxxx Barbara			1	1	1	1		Medium	4
Katxxxxxx, Jean						1		Low	1

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(Z-A, 10-1 order).

Layered Sort For Columns - You can create a layered sort on columns.

Primary Sort - After selecting your entire file, in Data tab and Sort And Filter group, select the Sort button. In the new Sort Dialog Box and the Column Sort By drop-down menu, select your desired column for your primary sort. To the right of this, for Sort On drop-down menu, generally select Values (Optionally you could select Cell Color, Font Color, or Cell Icon). To the right of this, for Order drop-down menu, select A to Z or Z to A. For an example of the Sort Dialog Box, you may refer to *Example 3C - Sort Dialog Box w Icons*.

Adding Layered Sorts - To add more sorting layers, in the Sort Dialog Box, select Add Level. As before, select your 3 drop-down menus for Column Sort By, Sort On, and Order. Repeat this until you have all of your levels. If you make a mistake in any level, select the level and Delete Layer tab. After you are finished, select OK to apply your sorting. Immediately after a sort, if you made a mistake, select the Undo button in the top Quick Access Toolbar.

Custom Sort Order

Definition/Examples - You need to create a custom sort order when the sorting order isn't ascending or descending. This custom sort order can be used only for *primary* (first) sort level. An example would be using text for days of the week (Monday, Tuesday…), or months of the year (January, February…) where you would want a sort on chronological order. Other examples are having text for ratings (Low, Medium, High) or using conditional formatting to create various icon sets (Directional, Shapes, Indicators, or Ratings) added to your values where you want a sort based upon the icon sets.

Select Data For Custom Sort Order - After selecting all of your data, select Data tab; in the Sort And Filter Group, select Sort button. If you have text in a column such as months of the year, in the Sort Dialog Box, for Column Sort By drop-down menu, select Month; for Sort On drop-down menu, select Values; for Order drop-down menu, select Custom List.

Create Custom List Sort Order & Sort - Now you will get a Custom Lists Dialog Box. You may refer to *Example 2A1 - Custom Sort List Dialog Box*. If your custom sort order is in the left Custom Lists box, select it. If your custom sort order is not in the left Custom Lists box, enter the info in the List Entries box and select Add. Then select OK for the Custom List Dialog Box, and OK for the Sort Dialog Box to complete your sort.

Delete Your Custom List Sort Order - While you are viewing the Custom Lists box, you can delete any custom list you have created. You may refer to *Example 2A1 - Custom Sort List Dialog Box*. To do this, select a custom list you created, and the Delete (on the right) and OK to verify your delete request. Then select OK and OK.

Now we tried out the new information we learned.

Examples 1 - Table

Example 1A Basic Data - I created basic data for a book discussion group attendance. See *Example 1A - Basic Data Book Discussion Group 2010*.

Example 1B Basic Data w Rate - To the left of the Total column, I added a new column labeled Rate to rate attendance as Low, Medium or High. This was done using conditional formatting with icon sets to

Example 2A - Basic Table BEFORE Custom Sort
Book Discussin Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	Rate	TOTAL
Andxxxx, Marlene	1		1					Low	2
Benxxx Marie				1			1	Low	2
Dryxxx, Elaine								Low	0
Dzixxxxxx, Irene	1	1	1	1	1		1	High	6
Fonxxxx, Pat								Low	0
Gasxxxxxxx, Dolores			1	1	1		1	Medium	4
Harxxxx, Marge		1				1	1	Medium	3
Illixxxxxxx, Gladys	1							Low	1
Jasxxxxx, Kay			1					Low	1
Kanxxxxx Barbara			1	1	1	1		Medium	4
Katxxxxxx, Jean						1		Low	1
Kayxxxxx, Margaret								Low	0
Kennxxxxxx, Marilyn							1	Low	1
Klaxxxxxxx, Gloria	1	1	1	1	1		1	High	6

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group the attendance number in the Total column into 3 icon shape colors and its values. After looking at the 3 icon shape colors, I entered in the new Rate column "Low" for the red icon, "Medium" for the yellow icon, and "High" for the green icon. Then I removed the 3 icon colors from the Total column. See *Example 1B - Basic Data w Rate Book Discussion Group 2010*.

Example 1C Basic Table - Then this data is converted into an Excel Table. After selecting only the data (including the Header Row), select Insert tab. In the Tables group on left side, select Table; in the Table Dialog Box, select OK. You will notice the drop-down menu for each column name and the horizontal rows in the default 2 shades of blue. See *Example 1C - Basic Table Book Discussion Group 2010*.

Example 3B - Basic Data w Icons
Book Discussion Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
Andxxxx, Marlene	1		1					2
Benxxx Marie				1			1	2
Dryxxx, Elaine								0
Dzixxxxxx, Irene	1	1	1	1	1		1	6
Fonxxxx, Pat								0
Gasxxxxxxx, Dolores			1	1	1		1	4
Harxxxx, Marge		1				1	1	3
Illixxxxxxx, Gladys	1							1
Jasxxxxx, Kay			1					1
Kanxxxxx Barbara			1	1	1	1		4
Katxxxxxx, Jean						1		1

Example 2 - Sort

We practiced creating a layered sort using the Sort Dialog Box. Then we focused on creating custom sorts.

Example 2A Basic Table BEFORE Custom Sort - I created a basic table before a custom sort for a book discussion group attendance. See *Example 2A - Basic Table BEFORE Custom Sort Book Discussion Group 2010*.

Example 2A1 Custom Sort Dialog Box - Then we created a custom ascending sort based on ratings. After selecting the data, select the Data tab; in the Sort And Filter group, select Sort button. In the Sort Dialog Box and its Column Sort By drop-down menu, select Rate; for Sort drop-down menu, select Values; for Order drop-down menu, select Custom List. In the Custom List Dialog Box and its List Entries box, enter "Low,Medium,High" and select Add. See *Example 2A1 - Custom Sort Dialog Box*.

Example 2B *Basic Table AFTER Custom ASCENDG Sort* - Then select OK and OK to complete your custom sort. See *Example 2B - Basic Table AFTER Custom ASCENDG Sort.*

Custom Descending Sort - To create a custom descending sort with the above data, repeat the steps above, but enter "High,Medium,Low" in the List Entries box of the Custom List Dialog Box.

Example 2B - Basic Table AFTER Custom ASCENDG Sort
Book Discussion Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	Rate	TOTAL
Andxxxx, Marlene	1		1					Low	2
Benxxx Marie				1			1	Low	2
Dryxxx, Elaine								Low	0
Fonxxxx, Pat								Low	0
Illixxxxxxx, Gladys	1							Low	1
Jasxxxxx, Kay			1					Low	1
Katxxxxxx, Jean						1		Low	1
Kayxxxxx, Margaret								Low	0
Kennxxxxxx, Marilyn							1	Low	1
Pinxxxxx, Kathy							1	Low	1
Sloxxxxxx, Marge								Low	0

Example 3 - Sorts Creating Groups For Columns

While working with sorts, we discussed dividing the values of a column into groups.

MORE Work/Creating Groups - One way is to create your custom groups. After selecting your column of values, in the Home tab and the Styles group, select Conditional Formatting and Highlight Cell Rules. One would have to use the various arithmetic operators (<, >, =, etc.) to create each custom group. Then you indicate the color text, color fill, color border and other options. This takes a lot of work!

LESS Work/Using Excel Icon Sets Another way is to have Excel divide your column of values into groups. After selecting your column of values, in the Home tab and the Styles group, select Conditional Formatting and Icon Sets. Then select Directional, Shapes, Indicators, or Ratings and the specific one you desire. Depending upon your selection, Excel will automatically divide your values into 3 to 5 groups.

Example 3A Conditional Formatting, Icon Sets - Using *Example 1A - Basic Data Book Discussion Group*

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Example 2A1 - Custom Sort List Dialog Box

2010, select Total column; in the Home tab and Styles group, select Conditional Formatting, Icon Sets, and Shapes, and the first choice on the left side. See *Example 3A - Conditional Formatting, Icon Sets*.

Example 3B Basic Data w Icons - You will have created your basic file with icons. See *Example 3B - Basic Data w Icons Book Discussion Group 2010.*

Sort Dialog Box w Icons - We want to sort this file by the 3 selected icons in the Total column. After selecting all of the data, in the Data tab, select the Sort button. In the Sort Dialog Box, select Add Level tab for the primary sort level. For the Column Sort By drop-down menu, select Total column; for Sort Order drop-down menu, select Cell Icon; for Order drop-down menu, select the red icon and On Top. Then select the Add Level tab for the secondary sort level. For the Column Then By drop-down menu, select Total column; for the Sort On drop-down menu, select Cell Icon; for the Order drop-down menu, select the green icon and On Bottom. See *Example 3C - Sort Dialog Box w Icons*.

Example 3D Basic Data w Sorted Icons - Then select OK. You have created the basic data with sorted icons. See *Example 3D - Basic Data w Sorted Icons Book Discussion Group 2010*.

Example 3D - Basic Data w Sorted Icons
Book Discussion Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
Andxxxx, Marlene	1		1					2
Benxxx Marie				1			1	2
Dryxxx, Elaine								0
Fonxxxx, Pat								0
Illixxxxxxxx, Gladys	1							1
Jasxxxxx, Kay			1					1
Katxxxxxx, Jean						1		1
Kayxxxxx, Margaret								0
Kennxxxxxx, Marilyn							1	1
Pirxxxxx, Kathy							1	1
Sloxxxxxx, Marge								0
Gasxxxxxxx, Dolores			1	1	1		1	4
Harxxxx, Marge		1				1	1	3
Kanxxxxx Barbara			1	1	1	1		4
Novxxxxxx, Connie		1	1			1	1	4
Smixxxxxx, Lucy	1	1	1				1	4
Vanxxxxxxx, Martha		1	1		1	1		4
Dzixxxxxx, Irene	1	1	1	1	1		1	6
Klaxxxxxxx, Gloria	1	1	1	1	1		1	6
Macxxxxxx, Maria	1			1	1	1	1	5

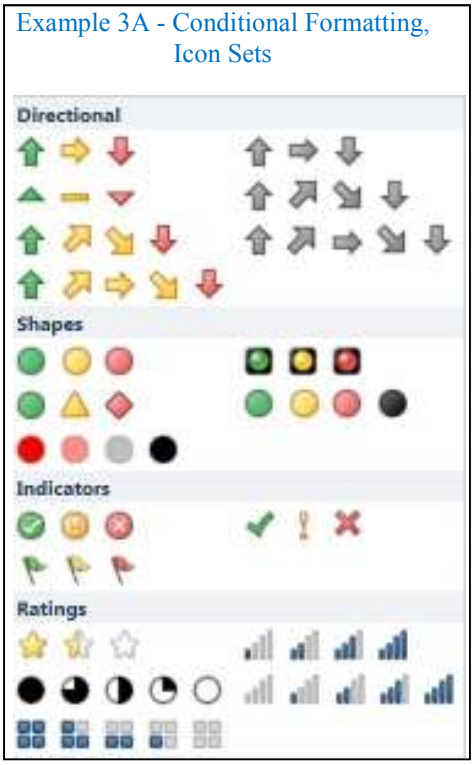
Example 3E Basic Data w Sorted Icons,Value - To have this file in sorted order by color icon and its value, select the entire data. Then select the Data tab and Sort button. In the Custom Sort Dialog Box, for Column Sort By drop-down menu, select Total; for Sort On drop-down menu, select Values; for Order drop-down menu, select Smallest to Largest. Then select OK. See *Example 3E - Basic Data w Sorted cons,Value Book Discussion Group .*

Ginny Splinter

Example 3E - Basic Data w Sorted Icons,Value
Book Discussion Group 2010

NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
Dryxxx, Elaine								0
Fonxxxx, Pat								0
Kayxxxxx, Margaret								0
Sloxxxxxx, Marge								0
Illixxxxxxxx, Gladys	1							1
Jasxxxxx, Kay			1					1
Katxxxxxx, Jean						1		1
Kennxxxxxx, Marilyn							1	1
Pirxxxxx, Kathy							1	1
Andxxxx, Marlene	1		1					2
Benxxx Marie				1			1	2
Harxxxx, Marge		1				1	1	3
Gasxxxxxxx, Dolores			1	1	1		1	4
Kanxxxxx Barbara			1	1	1	1		4
Novxxxxxx, Connie		1	1			1	1	4
Smixxxxxx, Lucy	1	1	1				1	4
Vanxxxxxxx, Martha		1	1		1	1		4
Macxxxxxx, Maria	1			1	1	1	1	5
Wutxxxxx, Dorothy	1	1	1		1	1		5
Dzixxxxxx, Irene	1	1	1	1	1		1	6

Example 3A - Conditional Formatting, Icon Sets



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