



Alan German & Chris Taylor
Ottawa PC Users' Group

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Excel tips & tricks



Excel

- For *anyone* who uses Excel 2016 or later
- Very useful productivity boosters

Top 25 Excel 2016 Tips and Tricks

Filter	IF Function	Drop-Down List	Images in Charts	Quick Analysis Tool
VLOOKUP	Filled Maps	Forecast Sheet	IFERROR Function	Show Formulas
Transpose	Freeze Panes	Text to Columns	Goal Seek	Flash & Auto Fill
PowerPivot	3D References	SUMIFS Function	Insert Screenshot	Ctrl-Arrow Keys
Remove Duplicates	AutoFit Column Width	Absolute Cell Reference	Paste Special Values	Conditional Formatting

by Sele Training

Show more has links to *Intro to Excel for Beginners* & more tips

<https://www.youtube.com/watch?v=EdnAeqxqdzM>

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New Windows PowerToy: Always On Top



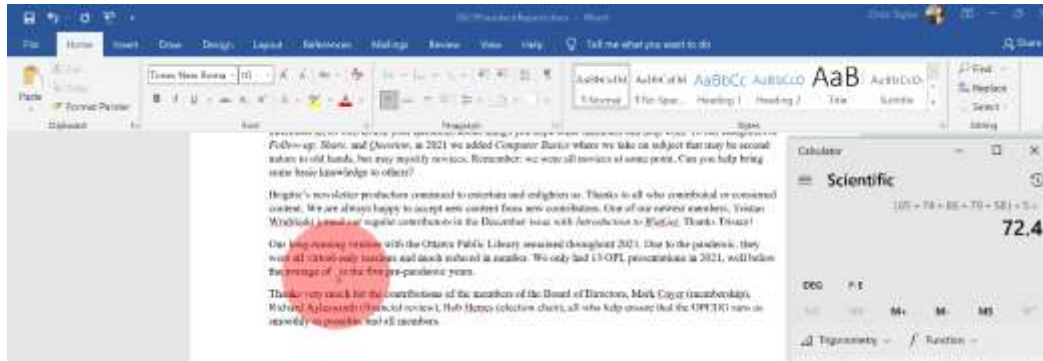
- PowerToys
 - great set of free utilities for Windows

Always On Top	Awake	Color Picker	FancyZones
File Explorer add-ons	Image Resizer	Keyboard Manager	Mouse Utilities
PowerRename	PowerToys Run	Shortcut Guide	Video Conference Mute

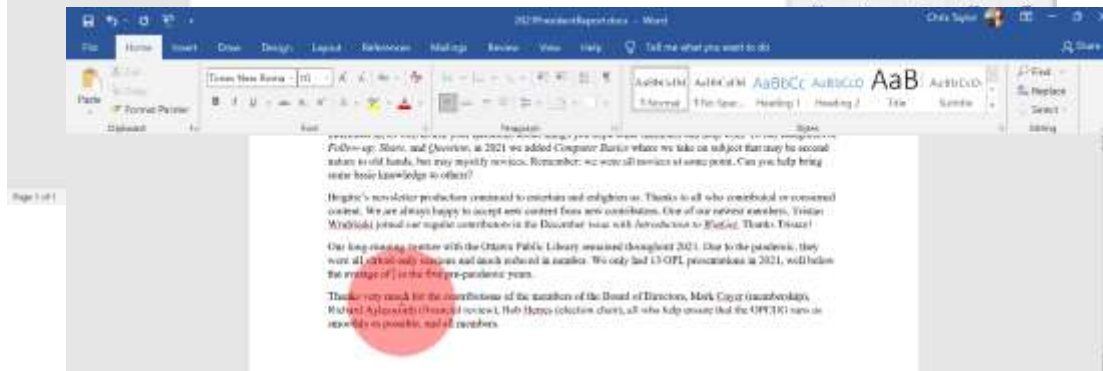
- Good overview at PC World
 - <https://www.pcworld.com/article/563788/seven-ways-in-which-microsofts-powertoys-improves-my-life.html>
- New PowerToy: *Always On Top*
 - toggle any window to always float on top
 - have a calculator always visible
 - have a window with reference material always visible
 - press    to toggle current window
 - can set multiple windows as *Always On Top*

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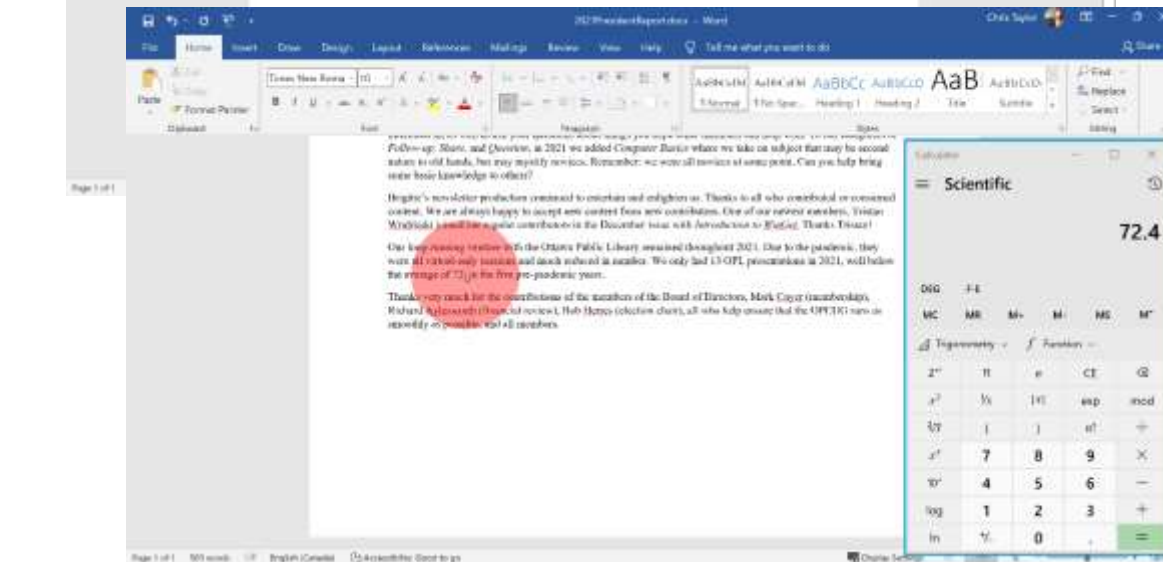
Always On Top



Working in a document
Run Calculator to get a quick calculation



Click back in my document
Calculator disappears



While in Calculator



Click back to document
Calculator remains on top

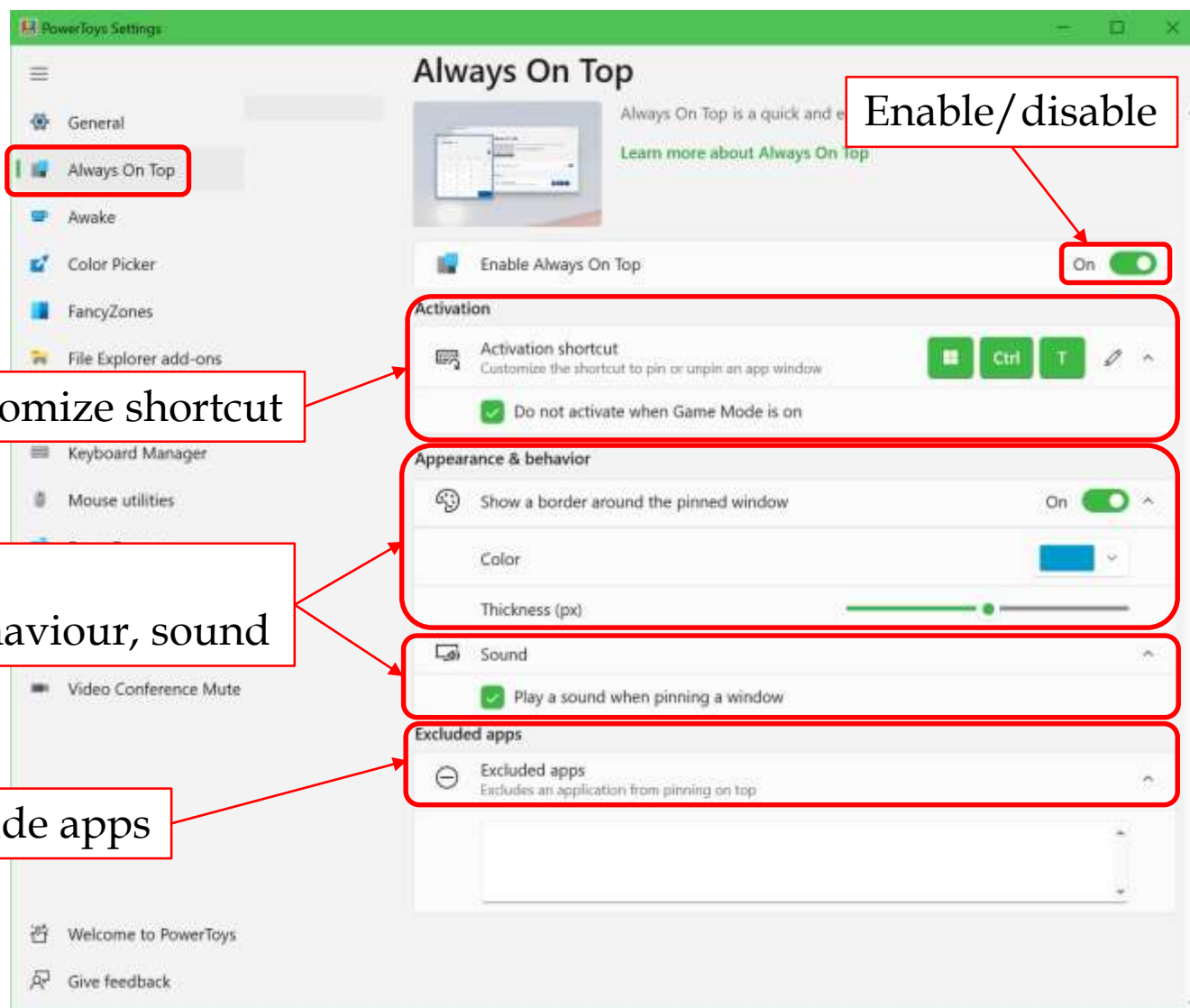
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Always On Top

PowerToys icon in system tray



May be under chevron
(hidden items)



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How to get Always On Top



- Microsoft PowerToys is a single collection
 - must install all PowerToys

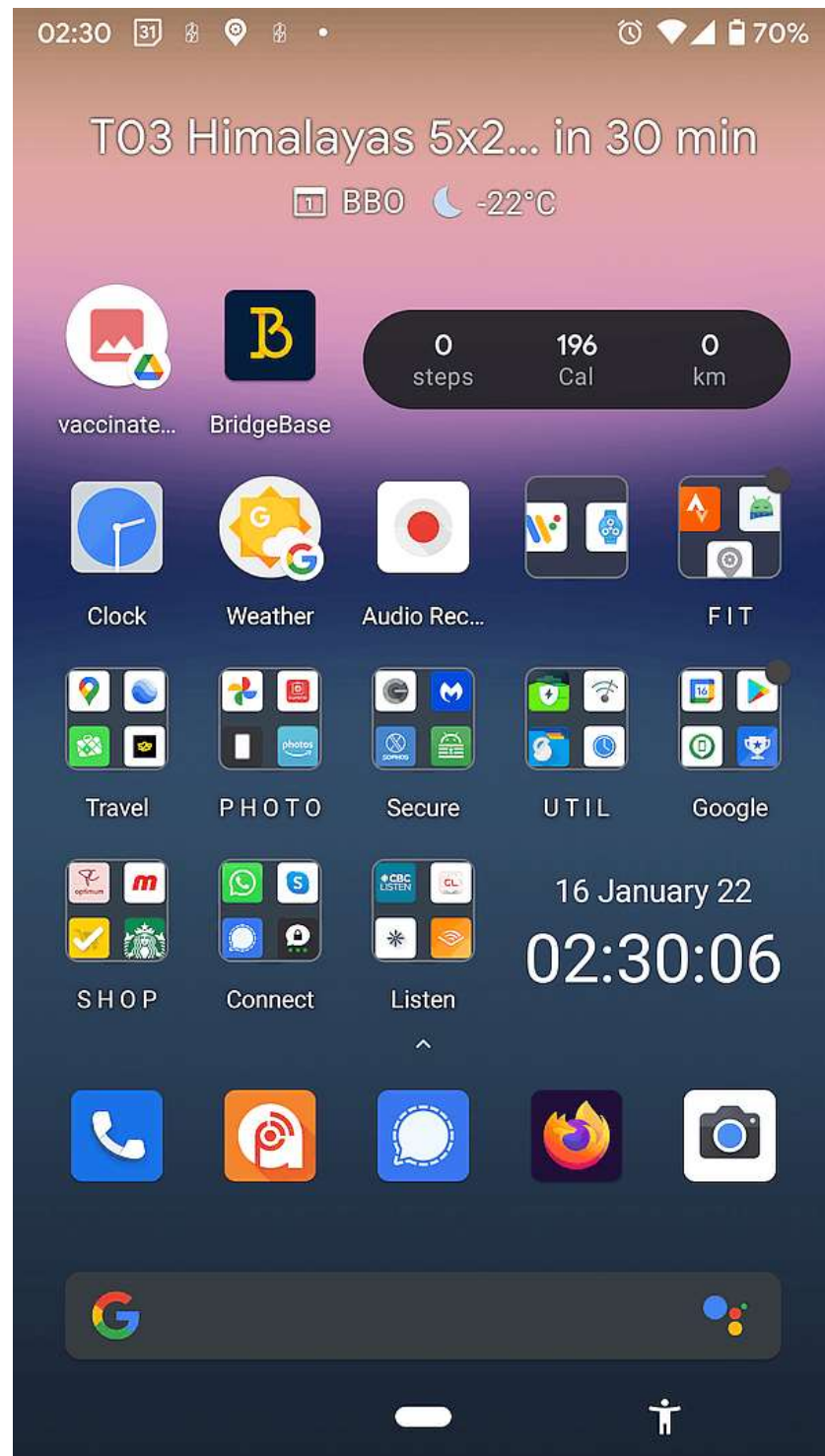
Always On Top	Awake	Color Picker	FancyZones
File Explorer add-ons	Image Resizer	Keyboard Manager	Video Conference Mute
PowerRename	PowerToys Run	Shortcut Guide	Mouse Utilities

- Ways to get Microsoft PowerToys
 - Microsoft Store
 - <https://aka.ms/getPowerToys>
 - Github (*Assets* section at the bottom of newest release)
 - <https://aka.ms/installpowertoys>
 - Windows Package Manager
 - Click Start  and type *Powershell*
 - `winget install Microsoft.PowerToys --source winget`



Atomic Clock

- The "system clock" comes from the mobile network
- It is often 0-2 seconds off
- With root, this app can set your system clock to be accurate within milliseconds
- time.nrc.ca or time.chu.nrc.ca can be used as the time server (closer)
- You can get accurate NRC time by phoning 613 745 1576
- Or, on shortwave at 3330, 7850, and 14 670 kHz; from USA "WWV" at 2.5 MHz, 5 MHz, 10 MHz, 15 MHz, 20 MHz, and sometimes 25 MHz





Atomic Clock

- Exact times based on NTP servers (from atomic clocks)
- Use NRC time in Ottawa as source
<https://nrc.canada.ca/en/certifications-evaluations-standards/canadas-official-time/network-time-protocol-ntp>
- Current time in correct time format
- Analog & digital clock
- Choose from different time servers
- Customizable widget, time & date, resizeable
- Acoustic ticking if desired
- Choose between different clock faces
- Switch between local time & UTC, 24h and 12h clock

<https://play.google.com/store/apps/details?id=partl.atomicclock>



Lucid DayDream Screensaver

- Starts automatically when you put your device in the dock or when you charge it
- Shows current time and date, battery level and more...
- Set in *Settings - Display - Advanced - Screensaver*
- The main advantage is that it shows the state of charge
- Can wander around AMOLED screens to avoid burn-in
- It does not use much power/heat on AMOLED screens.



<https://play.google.com/store/apps/details?id=de.j4velin.ultimateDayDream>

Preparing to abandon ^{the windows} ~~ship~~

To-do list:

- ✓ (1) Install Linux on the last remaining computer
- ✓ (2) Identify the current uses of Windows 10
- ✓ (3) Identify Linux-based alternatives
- (4) Find workarounds if no alternatives exist***

** Are there any show-stoppers?*

- ✓ • Microsoft Word (correspondence, newsletter articles, Treasurer's reports)
- ✓ • Microsoft Excel (macro programming)
- ✓ • Microsoft PowerPoint (Q&A sessions)
- ✓ • Text editor (Notepad++)
- ✓ • Disk image backups (Macrium Reflect)
- ✓ • Digital image management (FastStone Image Viewer)
- ✓ • File search (Everything)
- ✓ • HTML editor (Homesite)
- ✓ • Garmin GPS (MapSource)
- ✗ • Income tax preparation (Taxman)
- ✗ • Bosch Crash Data Retrieval Tool (CDR)



Alternatives





VirtualBox

Welcome to VirtualBox.org!

VirtualBox is a powerful x86 and AMD64/Intel64 [virtualization](#) product for enterprise as well as home use. Not only is VirtualBox an extremely feature rich, high performance product for enterprise customers, it is also the only professional solution that is freely available as Open Source Software under the terms of the GNU General Public License (GPL) version 2. See "[About VirtualBox](#)" for an introduction.

Presently, VirtualBox runs on Windows, Linux, Macintosh, and Solaris hosts and supports a large number of [guest operating systems](#) including but not limited to Windows (NT 4.0, 2000, XP, Server 2003, Vista, Windows 7, Windows 8, Windows 10), DOS/Windows 3.x, Linux (2.4, 2.6, 3.x and 4.x), Solaris and OpenSolaris, OS/2, and OpenBSD.

VirtualBox is being actively developed with frequent releases and has an ever growing list of features, supported guest operating systems and platforms it runs on. VirtualBox is a community effort backed by a dedicated company: everyone is encouraged to contribute while Oracle ensures the product always meets professional quality criteria.

Download
VirtualBox 6.1

<https://www.virtualbox.org>

[About](#)

[Screenshots](#)

[Downloads](#)

[Documentation](#)

[End-user docs](#)

[Technical docs](#)

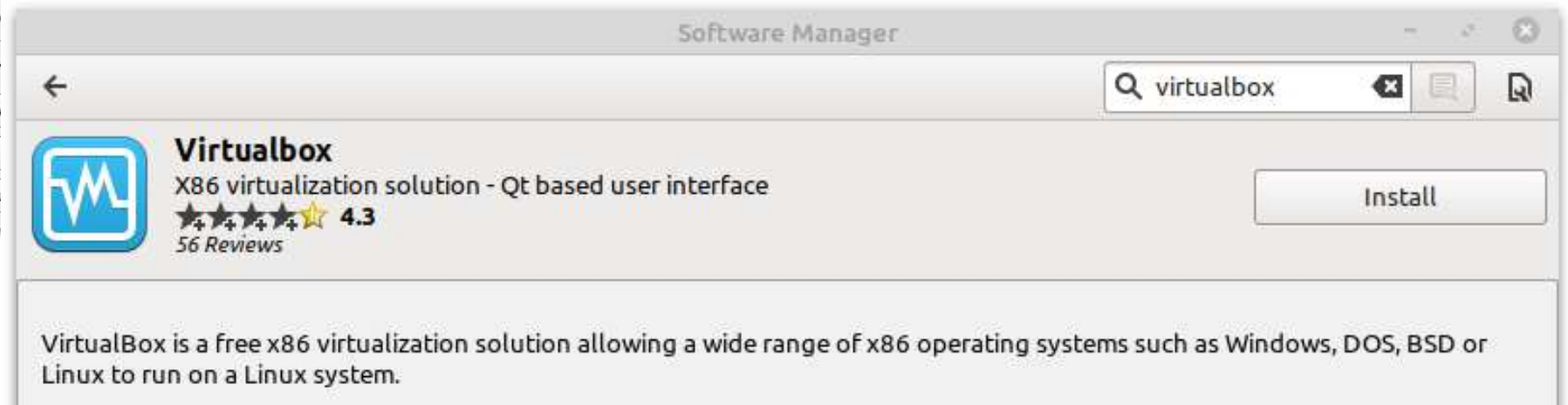
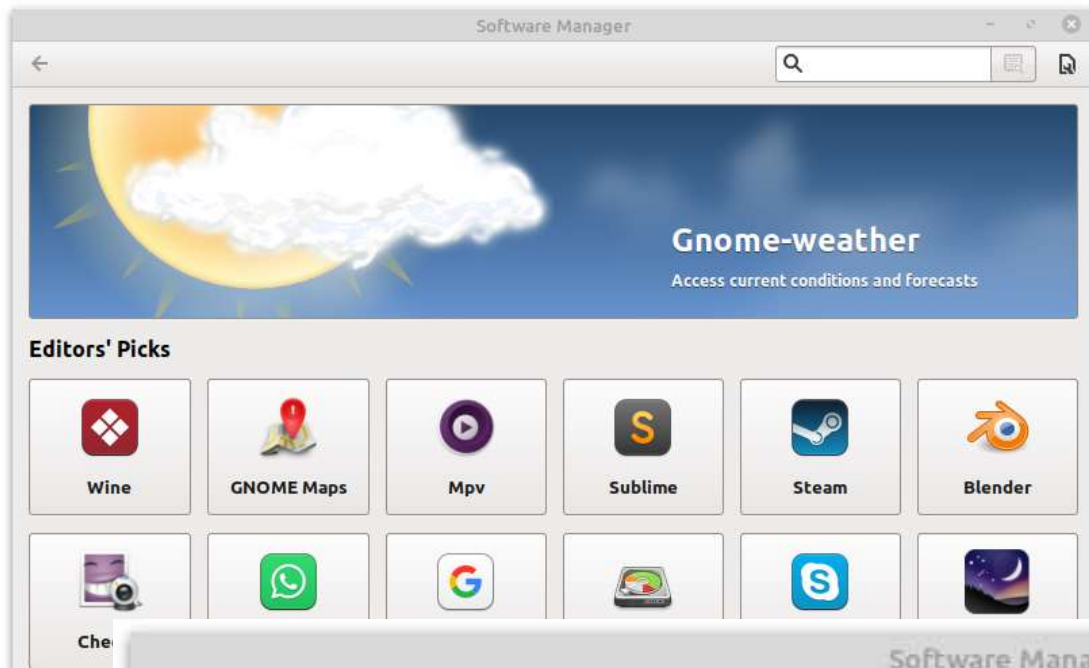
[Contribute](#)

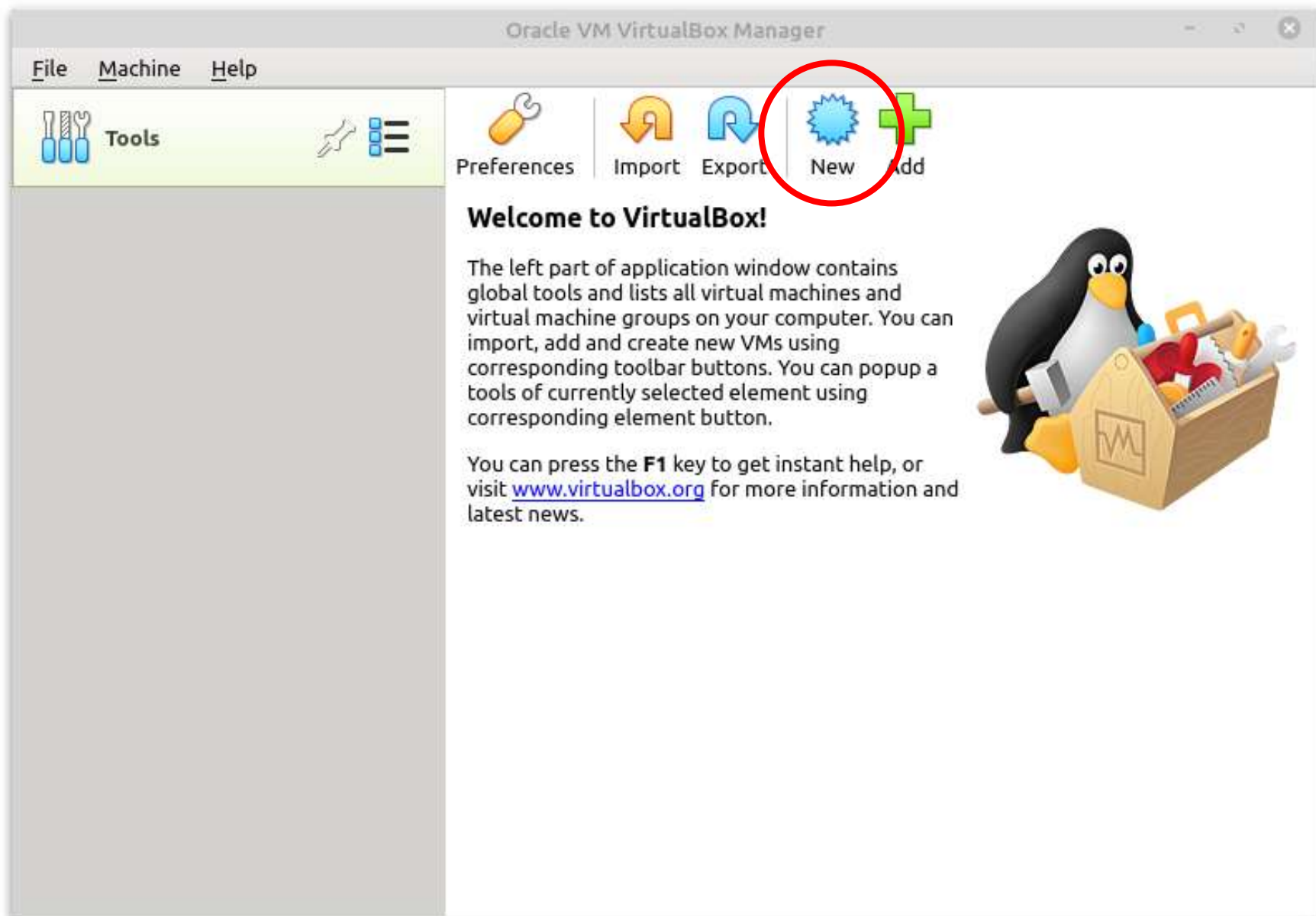
[Community](#)

Windows Virtual Machine

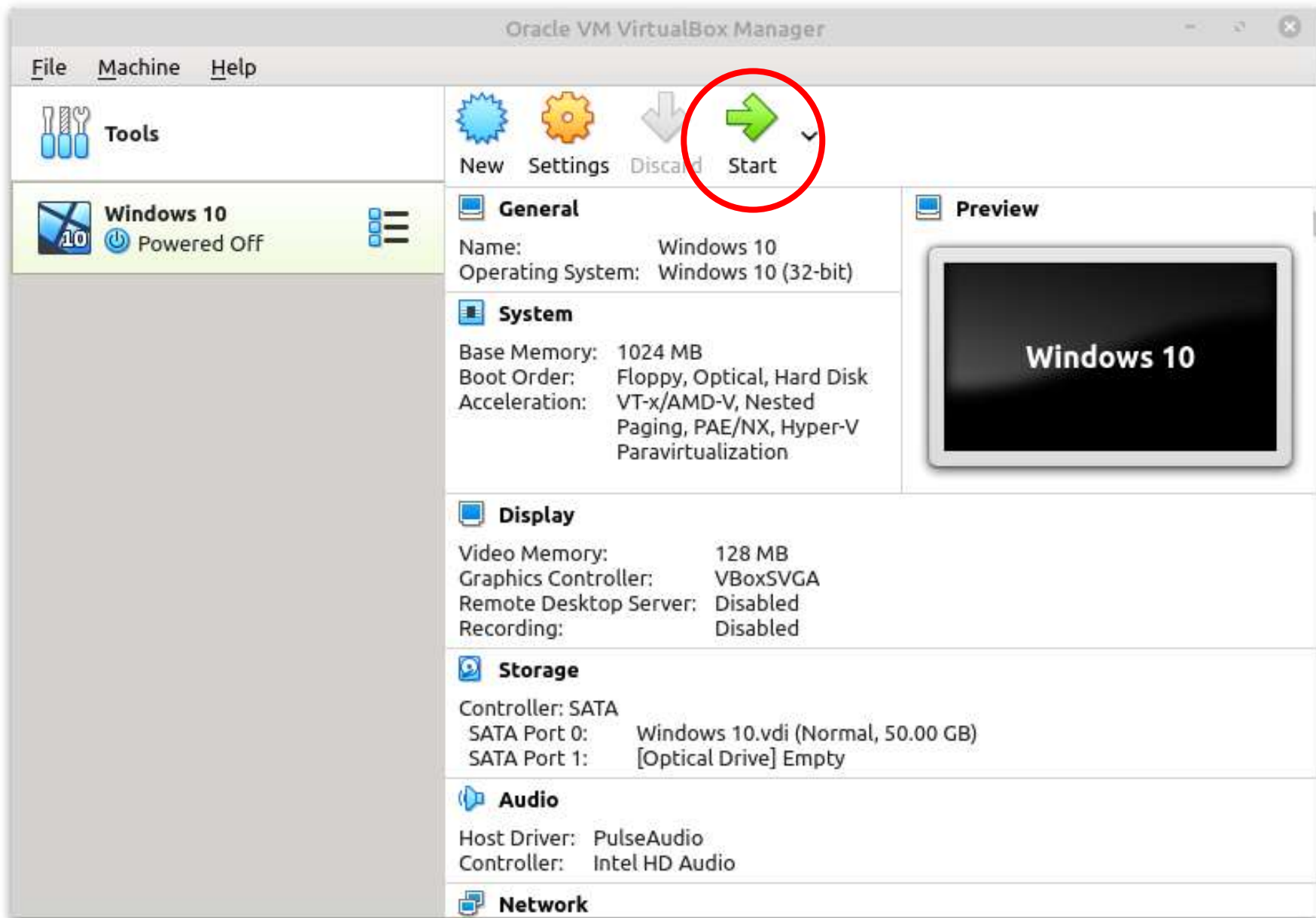
- Install VirtualBox on Linux machine (Host)
- Create a Windows 10 virtual machine (Guest)
- Install Windows 10 from ISO file as VM
- Install VirtualBox Guest Additions
- Create shared folder on the Linux host
- Create a share (Drive Z:) on the Windows guest
- Copy installation executables to shared folder
- Install applications on VM
- Run applications on VM

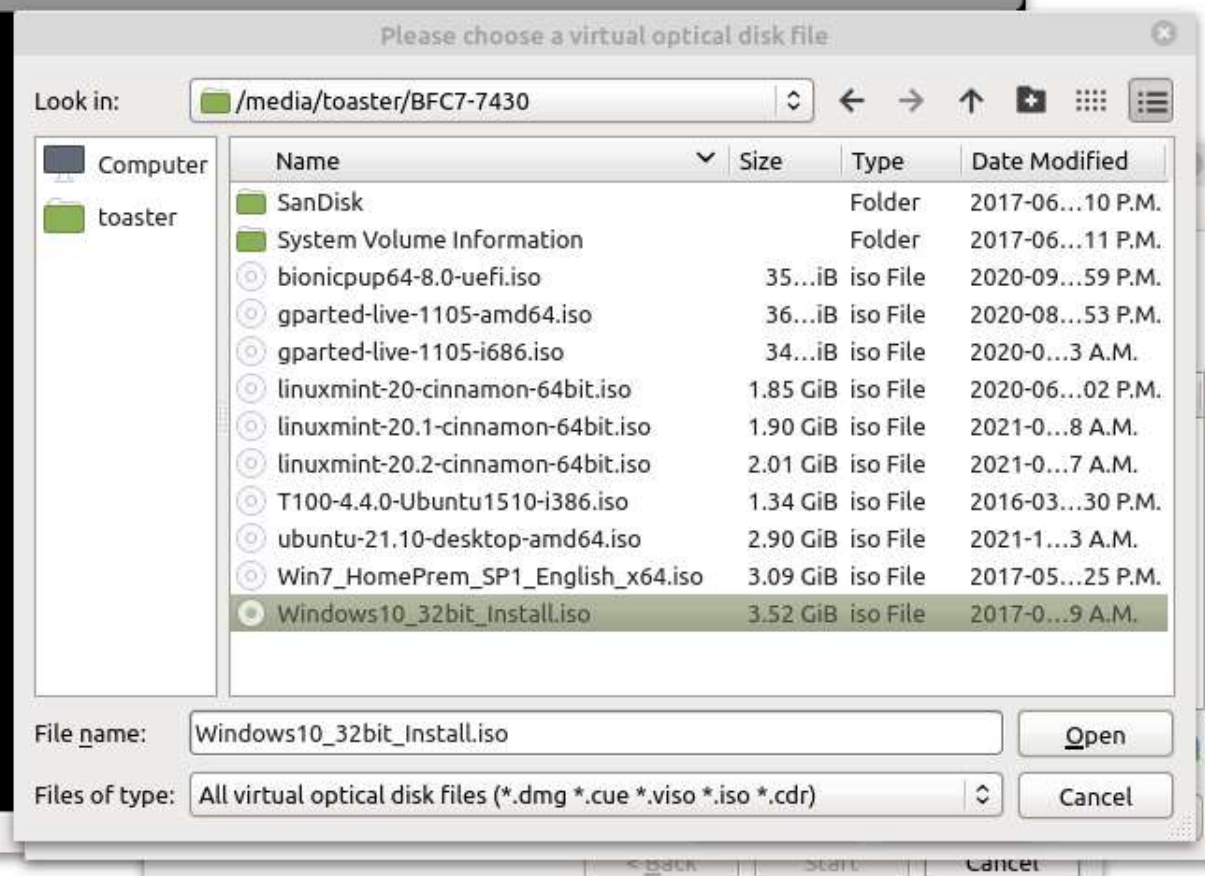
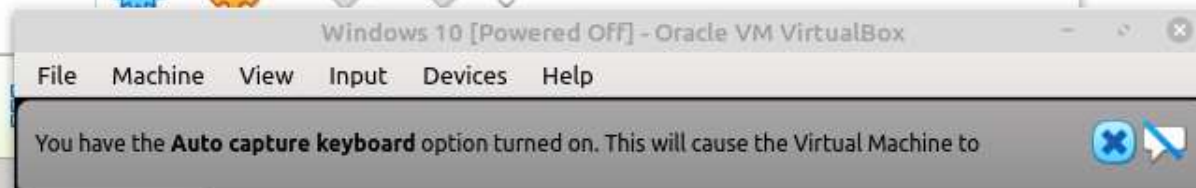


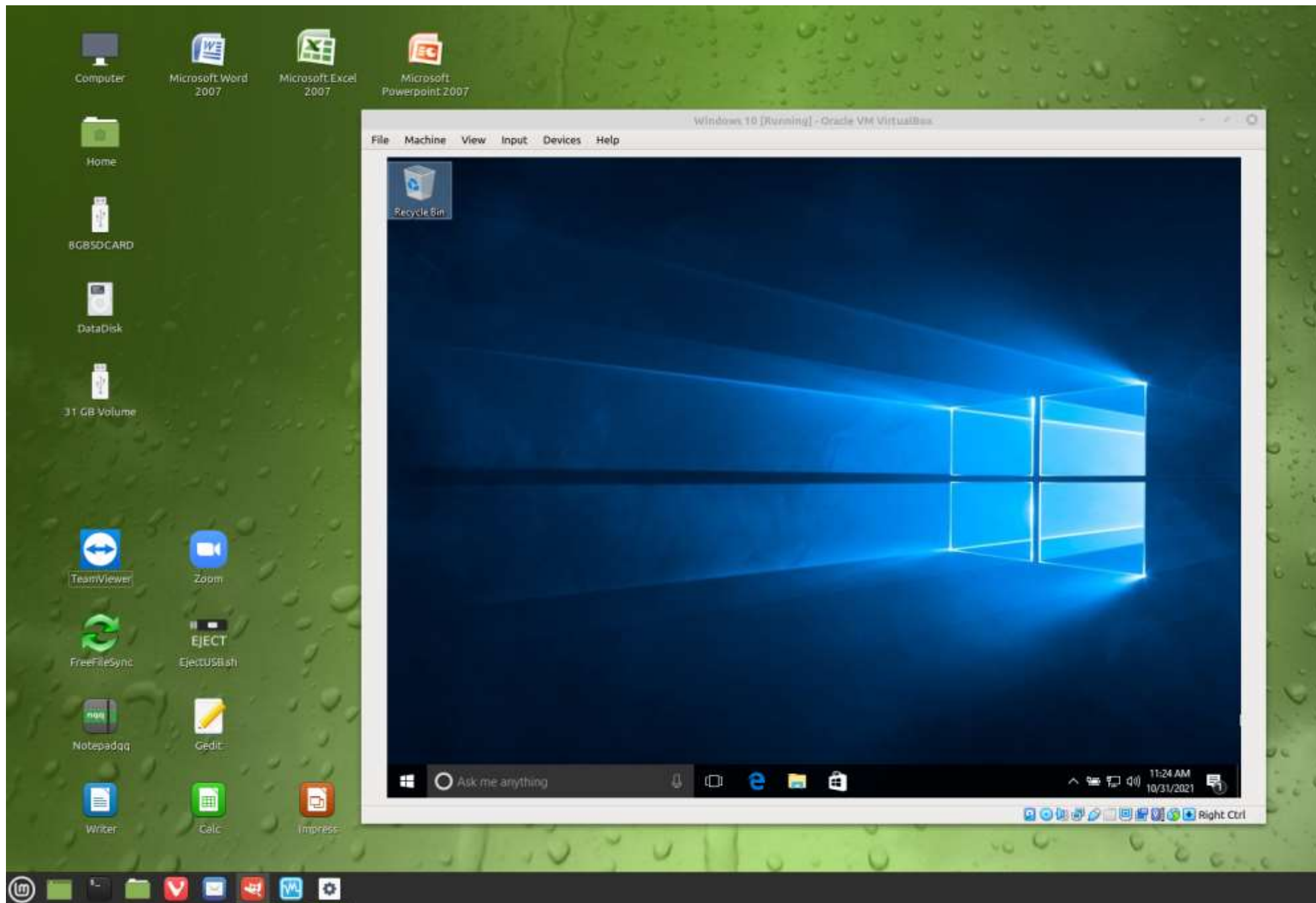


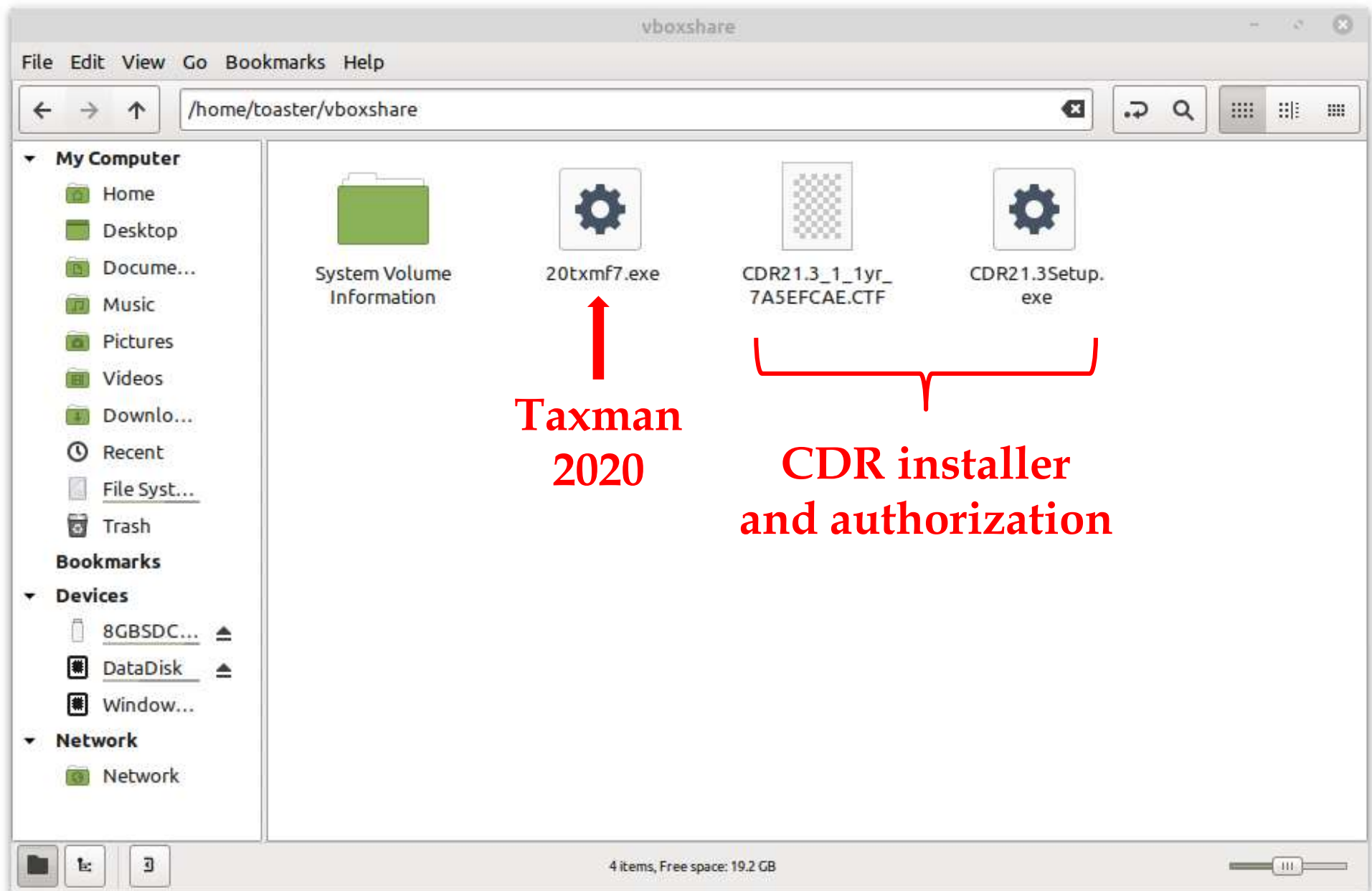








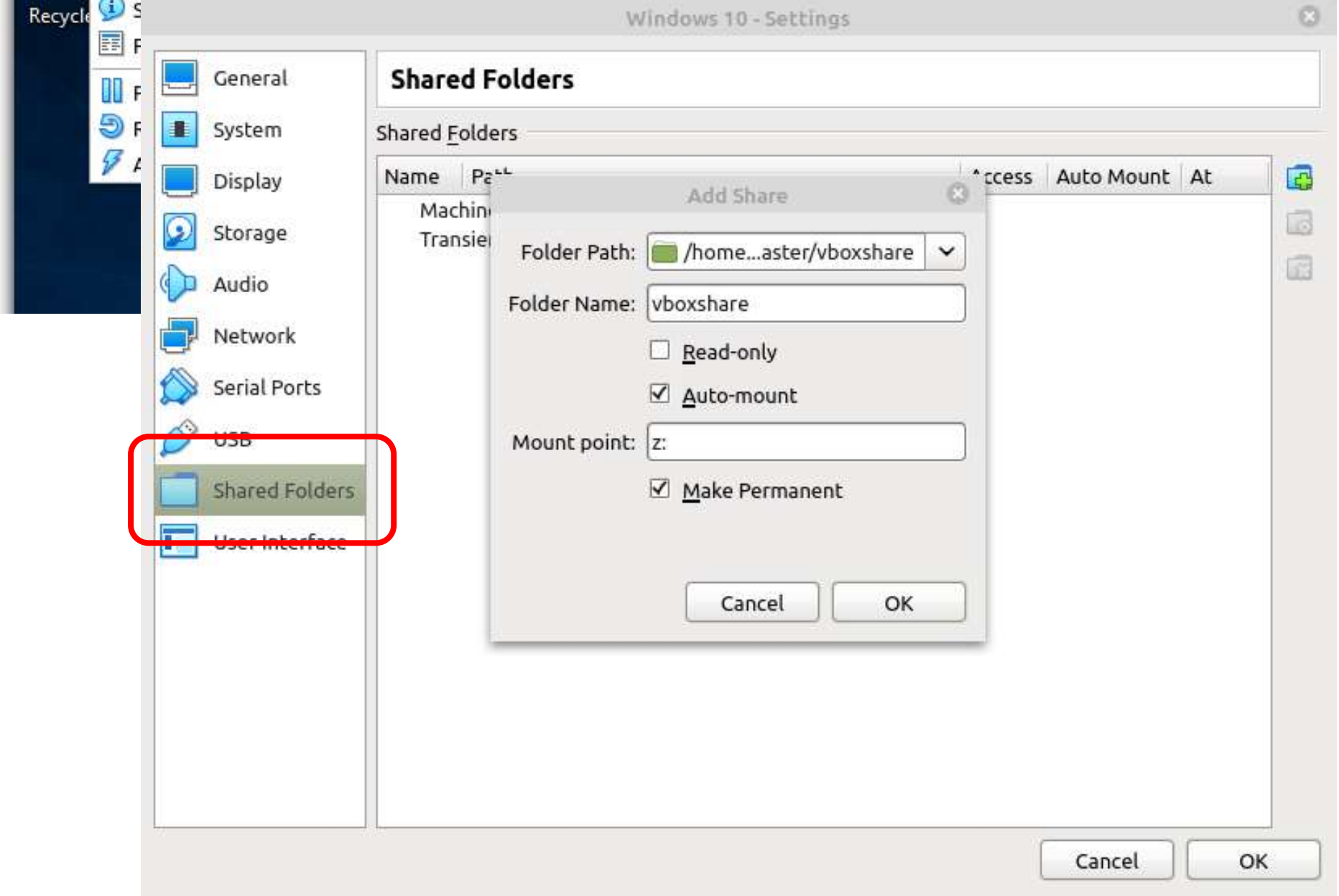


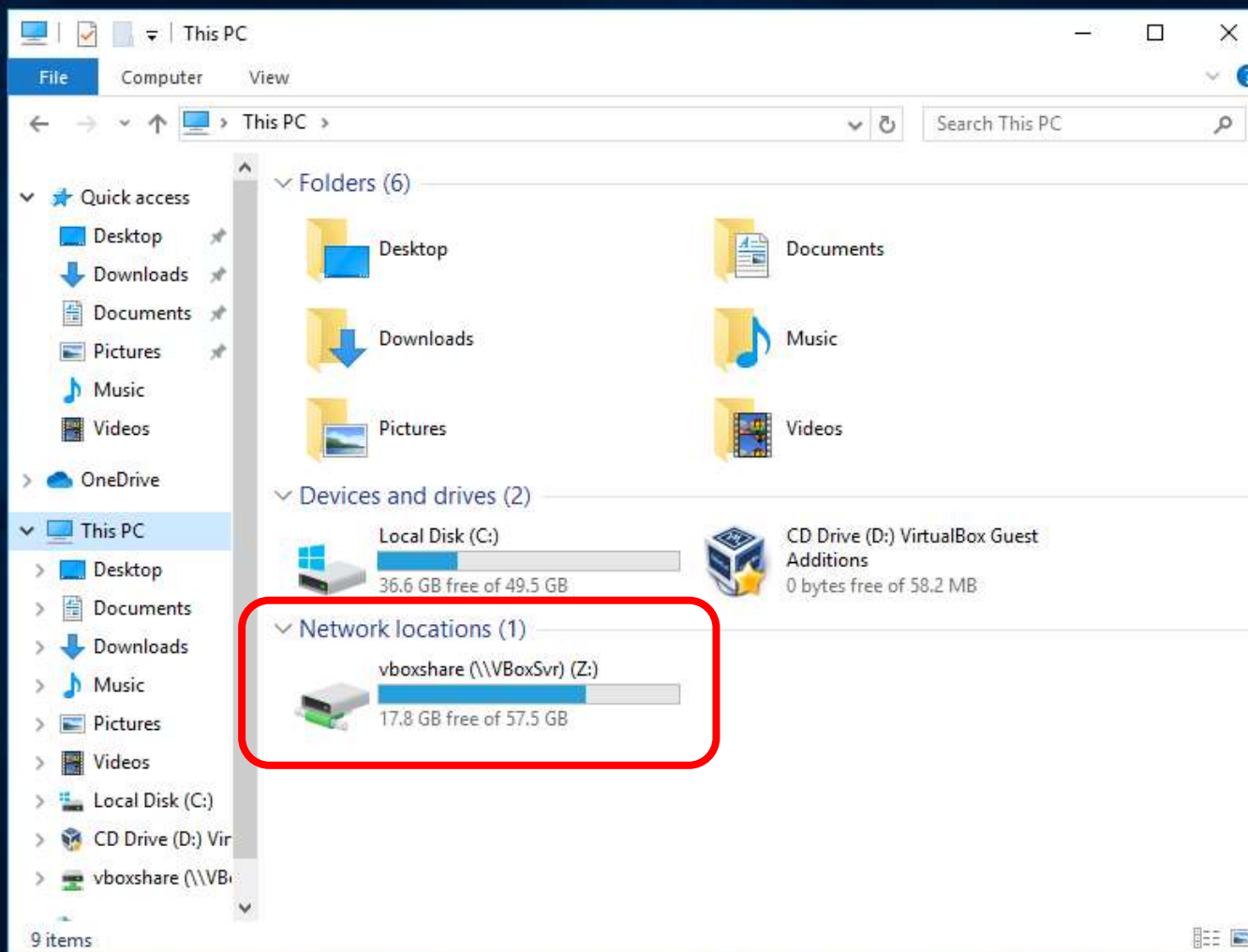


File Machine View Input **Devices** Help



- Optical Drives >
- Audio >
- Network >
- USB >
- Shared Folders >
- Shared Clipboard >
- Drag and Drop >
- Insert Guest Additions CD image...







Recycle Bin



Crash Data
Retrieval
Software



Taxman 2020



Ask me anything



2:54 PM
10/31/2021



Attach here only those documents requested. Keep the rest.

SINGLE-PARENT EXAMPLE #1

SIN: 000-000-001

As a Canadian resident, you have to report your income from all sources both inside and outside Canada.

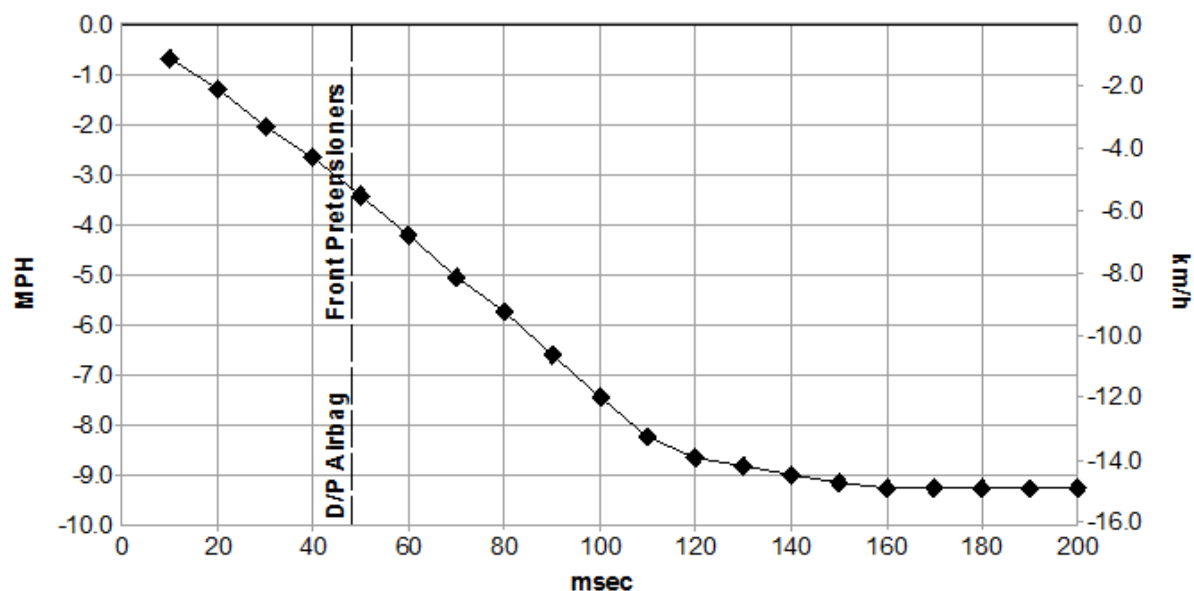
Step 2 - Total income

Employment income		10100	45,089.00
Tax-exempt inc. for volunteers	10105		
Commissions	10120		
Wage loss replacement contributions	10130		
Other employment income	10400	41.01	
Old Age Security pension	11300		
Can. Pension Plan benefits	11400		
Disability benefits	11410		
Other pensions	11500		
Elected split-pension amt.	11600		
Universal Child Care Benefit	11700		
UCCB amt. designated to dependant	11701		
Employment Insurance benefits	11900	421.00	
EI and PPIP maternity/parental benefits	11905		
Taxable dividends from Can. corp's	12000	20.00	
Other than eligible dividends in line 12000	12010	10.00	
Interest and invest. income	12100	100.00	
Net limited or non-active partnership inc.	12200		
Registered disability savings plan inc.	12500		
Rental income	Gross 12599	Net 12600	
Taxable capital gains		12700	
Support received	Total 12799	1,200.00	Taxable amt. 12800 1,200.00
RRSP income		12900	
Other income	Specify:	13000	
Taxable scholarship, fellowships, bursaries, artists' grants		13010	
Self-employment inc.			
Business income	Gross 13499	Net 13500	
Professional inc.	Gross 13699	Net 13700	
Commission inc.	Gross 13899	Net 13900	

Db1-click for Worksheet; box 14 on all T4s

**Longitudinal Crash Pulse (Most Recent Event, TRG 2 - table 1 of 2)**

Recording Status, Time Series Data	Complete
Max Longitudinal Delta-V (MPH [km/h])	-9.3 [-14.9]

Longitudinal Delta-V

File loaded

Events: Front/Rear (2) NO Interface

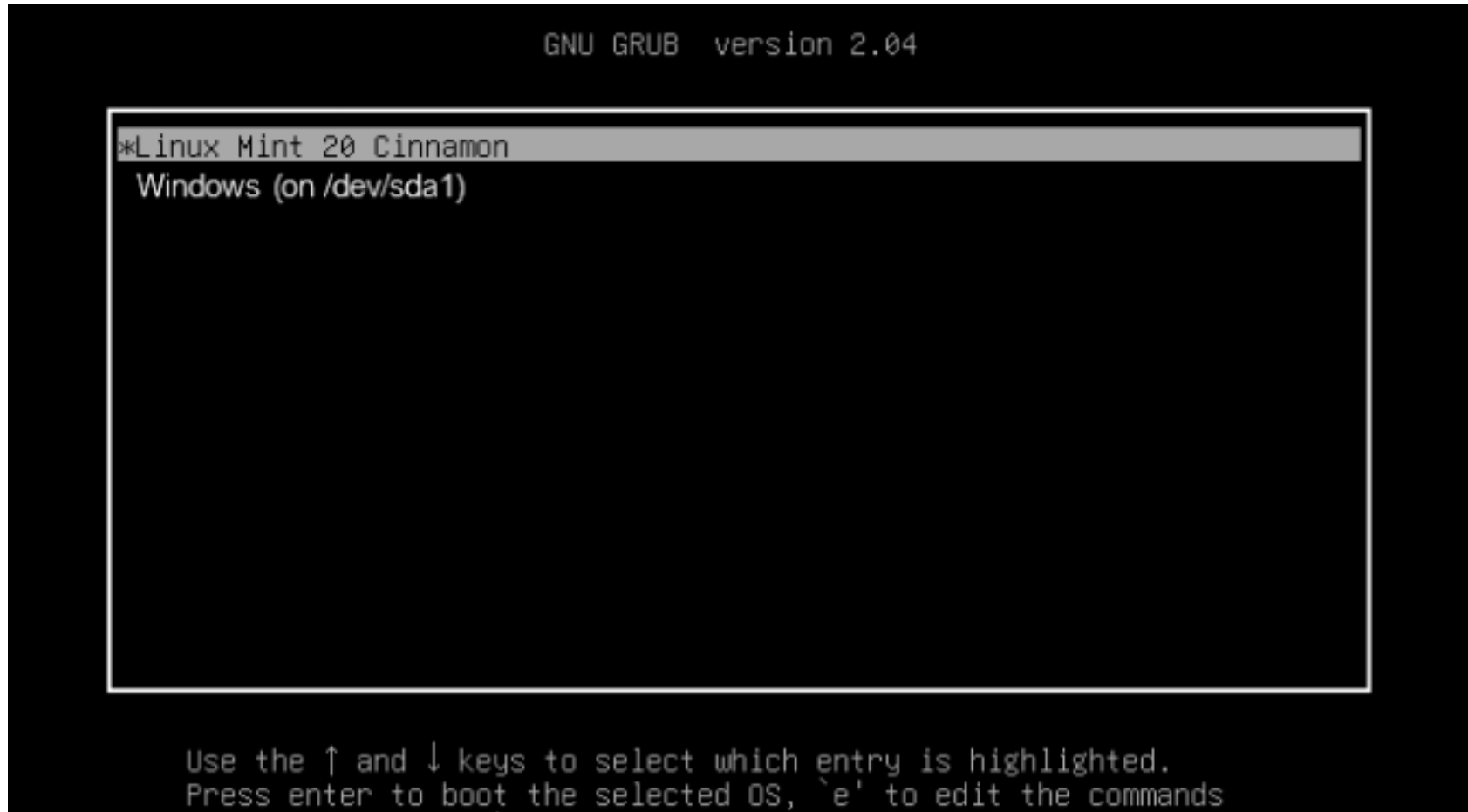
Ask me anything

3:01 PM
10/31/2021

2

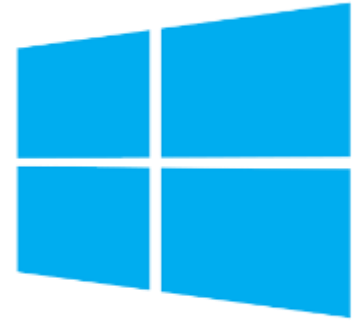
Right Ctrl

Option 2 – Do nothing!



Dual-boot setup – Linux (default), Windows (option)

- ✓ • Microsoft Word (correspondence, newsletter articles, Treasurer's reports)
- ✓ • Microsoft Excel (macro programming)
- ✓ • Microsoft PowerPoint (Q&A sessions)
- ✓ • Text editor (Notepad++)
- ✓ • Disk image backups (Macrium Reflect)
- ✓ • Digital image management
(FastStone Image Viewer)
- ✓ • File search (Everything)
- ✓ • HTML editor (Homesite)
- ✓ • Garmin GPS (MapSource)
- ✓ • Income tax preparation (Taxman)
- ✓ • Bosch Crash Data Retrieval Tool (CDR)



Alternatives



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QR Code Scams



- QR codes are everywhere
 - scanning QR code *typically* takes you to a website
- Can you trust the website?
 - in this case you might
 - *expect* prompt for credit card
 - *give* your credit card
- Who created the QR code?
 - anyone can put sticker on a parking meter

Share

QR Code scams

2021-09-15 Q&A

Share

QR scanner tip



- Something I have had on my phone and never think about is *Sophos Intercept X for Mobile*
- This thing scans apps, downloads, updates and just ticks away quietly in the background
- But, I had forgotten that there is a QR scanner built into the app!

Secure QR Code Scanner

• Perform security checks when scanning QR codes that include URLs, contacts, or Wi-Fi connection data.

<https://play.google.com/store/apps/details?id=com.sophos.smsec>

Stewart Bruce



Secure QR Code Scanner

Perform security checks when scanning QR codes that include URLs, contacts, or Wi-Fi connection data.

Not a panacea

- a brand new malicious site?

Better than nothing!

<https://play.google.com/store/apps/details?id=com.sophos.smsec>

Privacy Online



Part 3 – Search engines



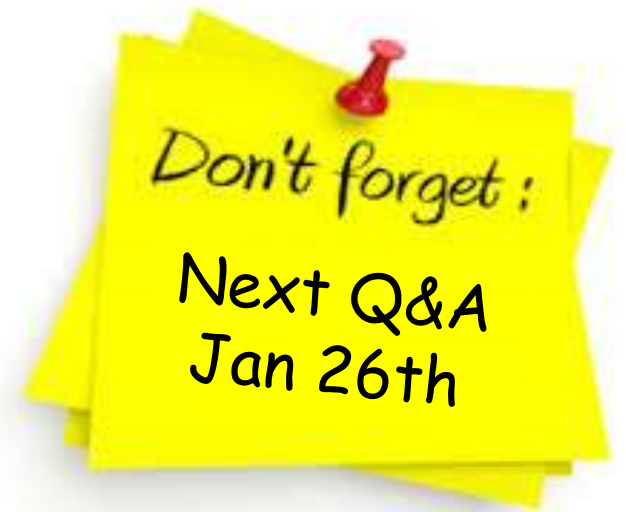
**Any other:
Questions
Comments
Shares?**



Two-year Membership for the Price of One (but only for a limited time)

Are you thinking of joining OPCUG? Right now, we have a very special membership offer. If you pay the annual \$20.00 membership fee before March 31, 2022 we will give you an additional year of membership absolutely free.* That's right - buy one year of membership in our club and get two years of membership at no extra charge. So, take action now. Join OPCUG today and obtain all the benefits of membership for a full two years!

** Note to current members – Do not renew your membership until you receive a renewal notice. This special offer also applies to you in that we will extend the expiry date of your current membership by a full year without you having to pay the annual fee.*



**Send your questions,
answers, and topics
you wish to share to:**

SuggestionBox@opcug.ca

