

## Notes on Meeting, 24/02/2023

### 1) Notes from the **December** meeting notes ([HERE](#)). Reviewed - matters arising

- **Item 1) Still no responses** from the wider membership to join our WhatsApp group. **Item 1) Computer Active magazine**, and the **'One Line'** version
  - Both John H and I lost access to the magazine once again during February which has only recently been rectified.
- **Item 2) Spam email messages**
  - **Dave** updated us on his spam problem. Still getting excess spam on his yahoo account so he's investigated alternatives, [Proton Mail](#) and an adjunct to [Duck Duck Go](#) which intercepts emails before they are delivered.
  - A reminder about the Government site to report phishing, [CYBERUK](#)
- **Item 3) Bryan** has bought a new Humax box and will try to do a new deal with Talk Talk. In the meantime he is using the Duck Duck Go email protection as above.
- We discussed the remaining content in some detail, but there **were no further matters arising**.

### 2) David W by email

- **I still have windows 7** on my computer. Therefore google chrome is not issuing any updates now and they warn about security issues. How much concern should I have?
  - You should be very concerned about running an outdated operating system and browser, such as Windows 7 and Google Chrome that is no longer receiving security updates. Without these updates, your computer will be vulnerable to security risks such as malware, viruses, and hacking attempts, which could compromise your sensitive information and cause serious harm.
- **Do I need to get a new computer** urgently, current one is 11 years old? What to buy now and where do I start? Storage on new computers is often a fraction of what I have and what I use now (laptop)
  - This would be advisable. Easiest way to go about this is to explain to a local specialist exactly what your needs are. **DP** recommends [123 Computers in Diss](#) or [Penny Lane Computers](#) in Ipswich.
  - Reliable online sources are [Chillblast](#) and [PC Specialist](#)
  - You will get better service and probably lower prices from any of these places than from the likes of PC World.
  - And see **(6)** below.....
- **How do I use my phone's Wi-Fi** to get access to Wi-Fi with my tablet? Linking them together, is it called tethering?
  - Yes, it is tethering and very straight forward to do..
  - We talked David through the procedure to the extent that he was able to make the connection between the two whilst we were on line.
  - Rather the detail everything here, I later asked ChatGPT (see item **6** below) the questions and the response is in the pdf attached (*to original email*).
  - If using this technique abroad, it's advisable to purchase a local sim card to avoid exorbitant roaming charges.

### 3) Pam (via WhatsApp)

- **Google One Membership** ending soon...How do I know how many GBS I need?
  - You do not need to pay for any Google storage as 5 GB comes for free. With this allowance you can around 1500 pictures of average size, and more than enough documents for your needs.

- **Also Microsoft 365.** What is the advantage of paying?
  - None! As discussed before, there are many free options that are fully compatible with Office files docx, xlsx and pptx.
  - Perhaps the most popular is....[Libra Office](#), followed by [Open Office](#) [Free Office](#), and [WPS Office](#)
  - You can also use Google Drive (Sheets, Pages etc.) for basic tasks but it is all on line.
  - Finally, we have our own **Microsoft Office 2016** (which I use) bought for us by Dave a couple of years ago. I've still got it in Drop Box and prepared a share, just follow...(LINK provided to members).  
Be sure to read the INSTRUCTIONS.txt file first and you shouldn't have any problems installing.
- **What is the difference** between pictures and photos?
  - If you are just referring to those taken by a digital camera (normally jpg), none at all
  - Microsoft and Google may use these different names for their propriety storage folders.
- **Why doesn't Norton** do its thing automatically?
  - It does. In the background it automatically scans and protects your device from security risks and will alert you if it finds a problem.
  - You can initiate a manual check by going to My Norton>Device Security>Scans>Scans and Tasks and select from **Quick Scan, Full Scan, or Custom Scan**

#### 4) Jean Roche (via website forum)

- **I use an excel spreadsheet with a main page and sheet one for sundries.** I want to be able to transfer the monthly total from sheet one to appear on the main page. Can you tell me the formula to insert, please?
  - On sheet 1, highlight the cell with the monthly total, right click this and 'Copy'. Go back to the main page, left click on the cell where you want the information to go then right click again > Paste > Paste special > Paste Link > left click.
  - All changes you make to the cell on sheet 1 will show in the new location on the main page.
  - This procedure demonstrated on screen.

5) **Bryan** had a couple of queries but had to leave the meeting prematurely before they could be discussed.

- **Pdfs**, the best free programme to create, edit and much more is **PDF24**, get the download [HERE](#).
- **Replacement for Microsoft 365 (Office) – see 3) Pam**, above

6) **Chat GPT** is the big talking point in all things IT.....which we should all become familiar with! We discussed this at length, but here are the salient points...

- **ChatGPT** is an artificial intelligence (**AI**) programme which can answer questions in plain English, write essays, precis documents, prepares CVs and even have a discussion with you. I've extracted this article from [TOM'S Guide](#) where ChatGPT explains itself.
- ChatGPT has been mentioned in every issue of Computer Active this year, Nos. 650-654
- ChatGPT is also available as an extension to Chrome and other browsers so its responses can be seen alongside your normal searches.
- Attached PDFs. As an example, random questions to ChatGPT are collated in one and another with ChatGPT's responses to **David's** questions above.
- You can see how to join (it's currently free) and how use ChatGPT in [this PDF](#) again extracted from Tom's guide.

7) **'Windows Assessment and Deployment Kit (ADK)'**. I recently gained several GB of space on my PC by removing this built in programme.

- This programme is not necessary for the average user and can be safely removed if space is at a premium.
- For complete removal, you can consider using [Revo Uninstaller](#).

8) We briefly discussed the ['Windows Power Toys'](#) programme, specifically how you can use it to select text from a picture which is then **OCR**ed (Optical Character Recognition) which can then be pasted into a word processor for editing.

Thanks to everyone for a lively and interesting session....!

We agreed the date for our next meeting, **Friday 28<sup>th</sup> April, 3.00 pm**. I'll send out a reminder closer to the time.

Regards

Peter