

COMPUTER CLUB DISCUSSION GROUP
March 6, 2007

“OPEN OFFICE” BUDGET & CHECKBOOK REGISTER PROGRAMS

The below listed programs can be adapted to your own individual requirements and can be downloaded from my webpage by clicking on the links below. For this meeting, the links are also on the 2007 Computer Club webpage.

1. **[CHECKBOOK](#)**
2. **[FAMILY BUDGET](#)**
3. **[PERSONAL BUDGET](#)**
4. When selected, a Winzip dialog box will open, Left Click (LC) on SAVE, then BROWSE and LC on desired folder, change the .zip extension to .ods and LC SAVE. Do this for each of the above files.
5. Once above files are saved and opened for the first time, be sure and save the open file with another name. A suggestion would be to annotate the current name with a date, i.e., “Checkbook03207.ods” then LC SAVE, either in the same folder or a new one. This renaming protocol maintains the integrity of the original file.

“OPEN OFFICE” DOWNLOAD PROCEDURE

1. Open your My Documents folder and create a New Folder named OpenOffice.
2. Go to <http://www.openoffice.org/index.html> and Left Click (LC) on “Get Openoffice.org”, LC on “Download OpenOffice.org”, LC on your operating system, read brief introduction and LC “Continue to Download”.
3. When the Run – Save – Cancel dialog box opens, LC Save and save it in your newly created OpenOffice folder in your My Documents Folder.
4. Go to this link for the user guide, http://documentation.openoffice.org/manuals/OOo2.x/user_guide2_draft.pdf and LC on the OpenOffice.org2.X User Guide “**PDF**” link and when it opens save it in the folder created in Step 1.

Familiarize yourself with the basic startup following recommended instructions. Put appropriate links on your Desktop for the different programs you wish to utilize. During subsequent meetings we will feature and discuss additional OPEN OFFICE program features.

FREE ONLINE INCOME TAX PROGRAMS

If your Adjusted Gross Income (AGI) is \$52000 or less you may be eligible for free online income tax preparation and E-file. State Income Tax preparation may incur a fee. I have been using the online service since 1996 and have not had any problem. I have averaged about a week for refunds using the direct deposit feature offered on the tax form. If you owe money, you can designate the day on which your account may be debited for owed taxes.

1. LC on this link <http://www.irs.gov/efile> the link is also on MY OUR FAVORITE LINKS page.
2. LC on the FREE FILE link in the first paragraph, “-e-file for Individual Taxpayers, LC START NOW and LC on GUIDE ME TO A COMPANY.
3. Complete the simple questionnaire for a list of companies that will offer the free service depending on individual state age and AGI.
4. Once you begin you may log off any time and return to the point where you left off.
5. Try it you may like it.

DAYLIGHT SAVINGS TIME AND YOUR COMPUTER, ETC

Beginning in 2007, daylight saving time (DST) will be extended in the United States. DST will start three weeks earlier on March 11, 2007, and end one week later on November 4, 2007. This results in a new DST period that is four weeks longer than previously observed. Unless certain updates are applied to your computer, it is possible that the time zone settings for your computer's system clock may be incorrect during this four week period. In particular, you must make sure that both your Windows operating system and your calendar programs are updated. Click this link for details; http://support.microsoft.com/gp/cp_dst

Chances are if your computer is set to do Automatic Windows update you already have been updated with Microsoft's DST Patch and you need not do anything.