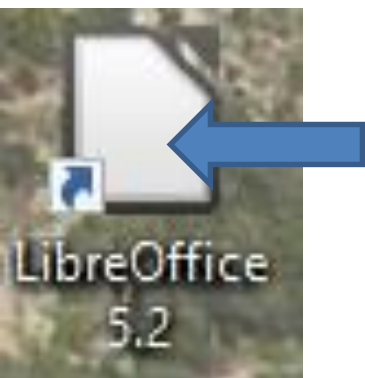


How to backup user names and passwords with Libre Office Calc spreadsheet.

- As I mentioned before in the Introduction, you can download Libre Office with Ninite and the Ninite page under Courses in my Website shows you how to download it and other programs.
- Once you download it, the Icon is on your Desktop and you have to double click on it to open it and next is a sample.



• This is what it looks like when you open Libre Office. You then click on Calc Spreadsheet and next is what happens.

LibreOffice
File Tools Help

- Open File
- Remote Files
- Recent Files
- Templates

Create:

- Writer Document
- Calc Spreadsheet**
- Impress Presentation
- Draw Drawing
- Math Formula
- Base Database

Streaming Spreadsheet

Topics I will show on this PDF file.

- What Browser(s) is on Windows 10 and how to find them.
- How to download new Browsers, Classic Start Menu, and Avast for Windows 10 and how to find them.
- How to change the default browser.
- How to set up home pages.
- How to add the favorites/bookmarks bar and add favorites/bookmarks.
- How to import favorites/bookmarks them to another browser.
- At the end there is a list of other features of the Browsers.

VCC Board Minutes October 24...

2011	2012	2013	2014
Jan			
Feb	Mina Check - headset	\$25.00	
	Course Check	\$300.00	
March	Joanne Howard Ayers Check	\$45.00	
April	(Wint Check)	\$50.00	
Jun	(Kathy check) (Wint Check)	\$110.00	
Jul	(Wint Check)	\$50.00	
Aug	(Fairway church)	\$350.00	
Sep			
Oct	(Wint check and Genealogy check)	\$200.00	
Nov	(Course Checks)	\$500.00	
Dec	(District/College)	\$900.00	
		\$2,130.00	\$0.00
		\$0.00	\$0.00

2012_survey_sharing-1

Bill

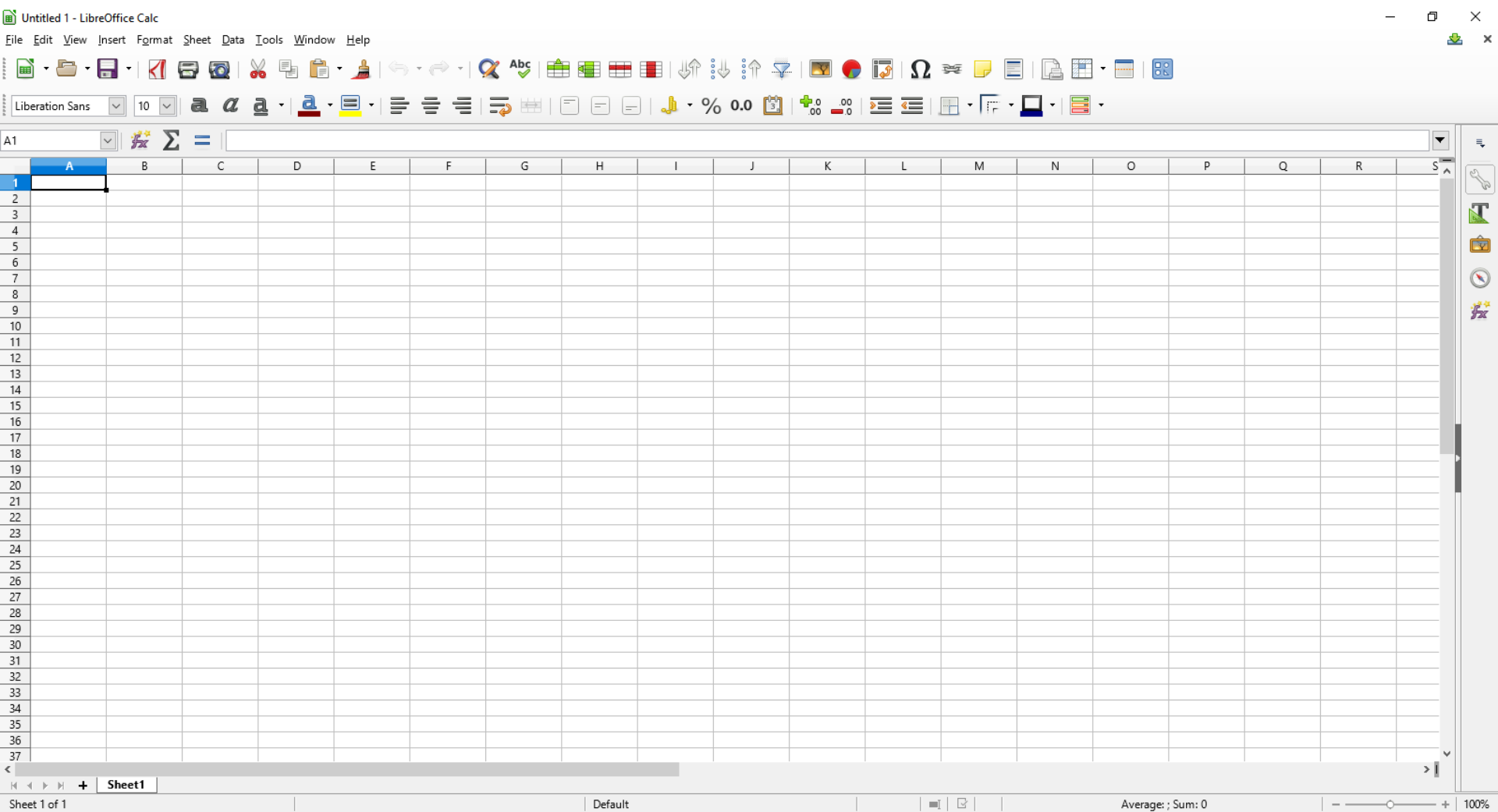
weeblygettingstartedstep1-1

LibreOfficeSpreadsheetUpload

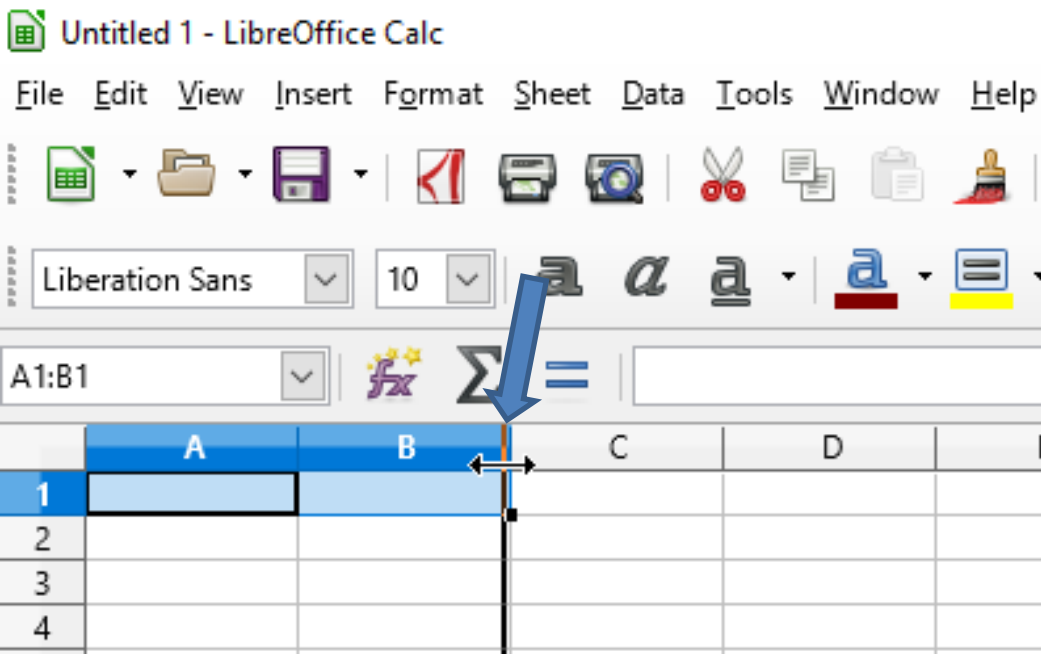
wordproject-1

Text

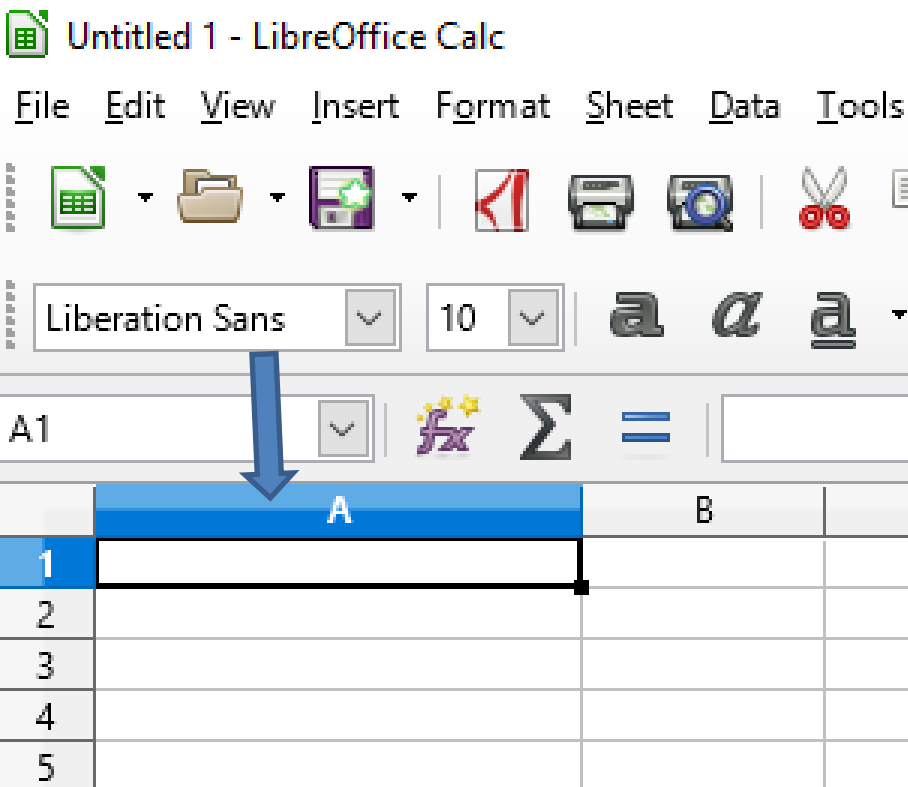
- It changes to this page. Next is what to do for User Names and Passwords.



- You first press and hold on the line next to A and drag it to the right to make it larger as I showed you in the other programs. Below is a sample of dragging it and you see the Width. Next is what happens with you let it go.



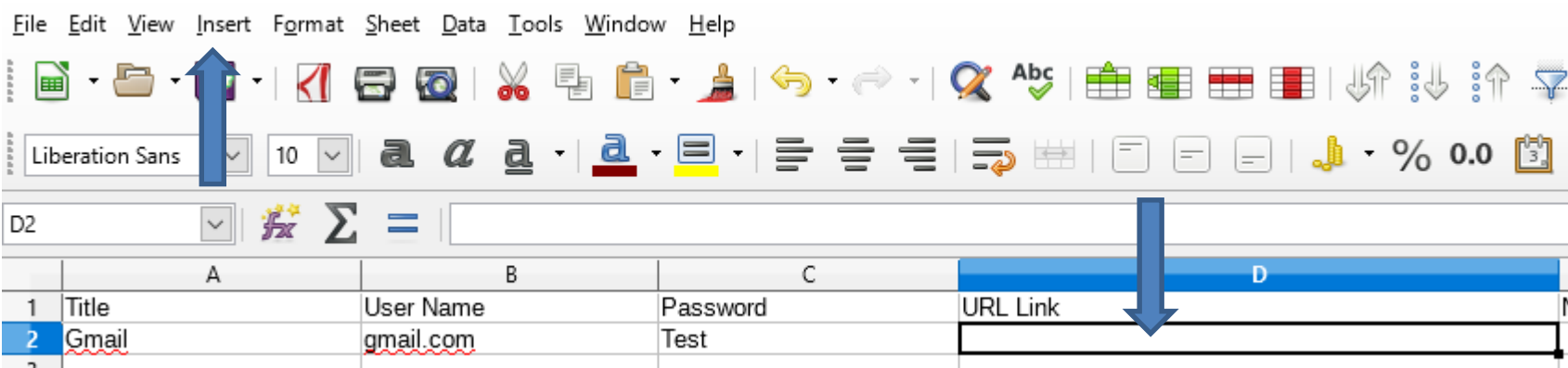
- This is what it looks like when you let it go. You follow the same process with B row, C row, D row and the E row. You can change the width different, like I did. Once complete, type in names, like the other programs. Next is a sample.



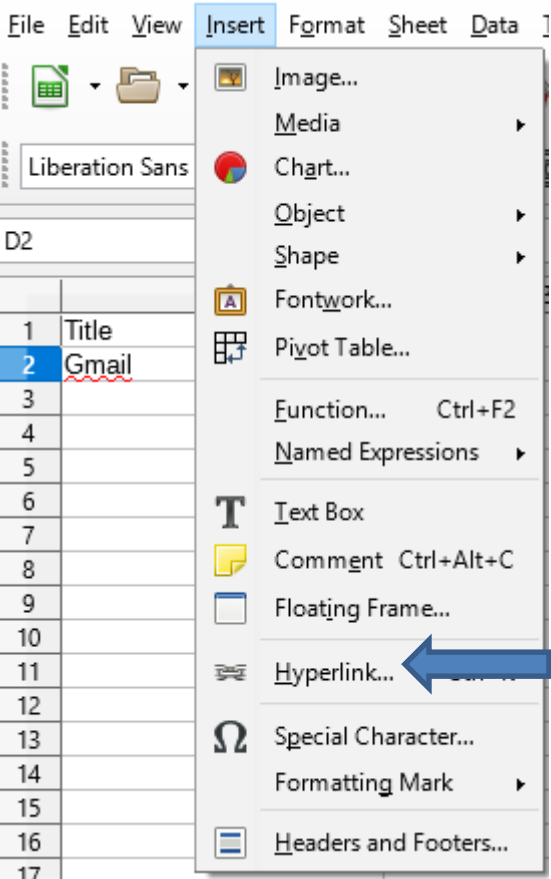
- Here is a sample of typing in the Title, User Name and Password. Next is how to insert a URL link. You first go to your account and then copy the URL.

	A	B	C	D	E
1	Title	User Name	Password	URL Link	Notes
2	<u>Gmail</u>	<u>gmail.com</u>	Test		

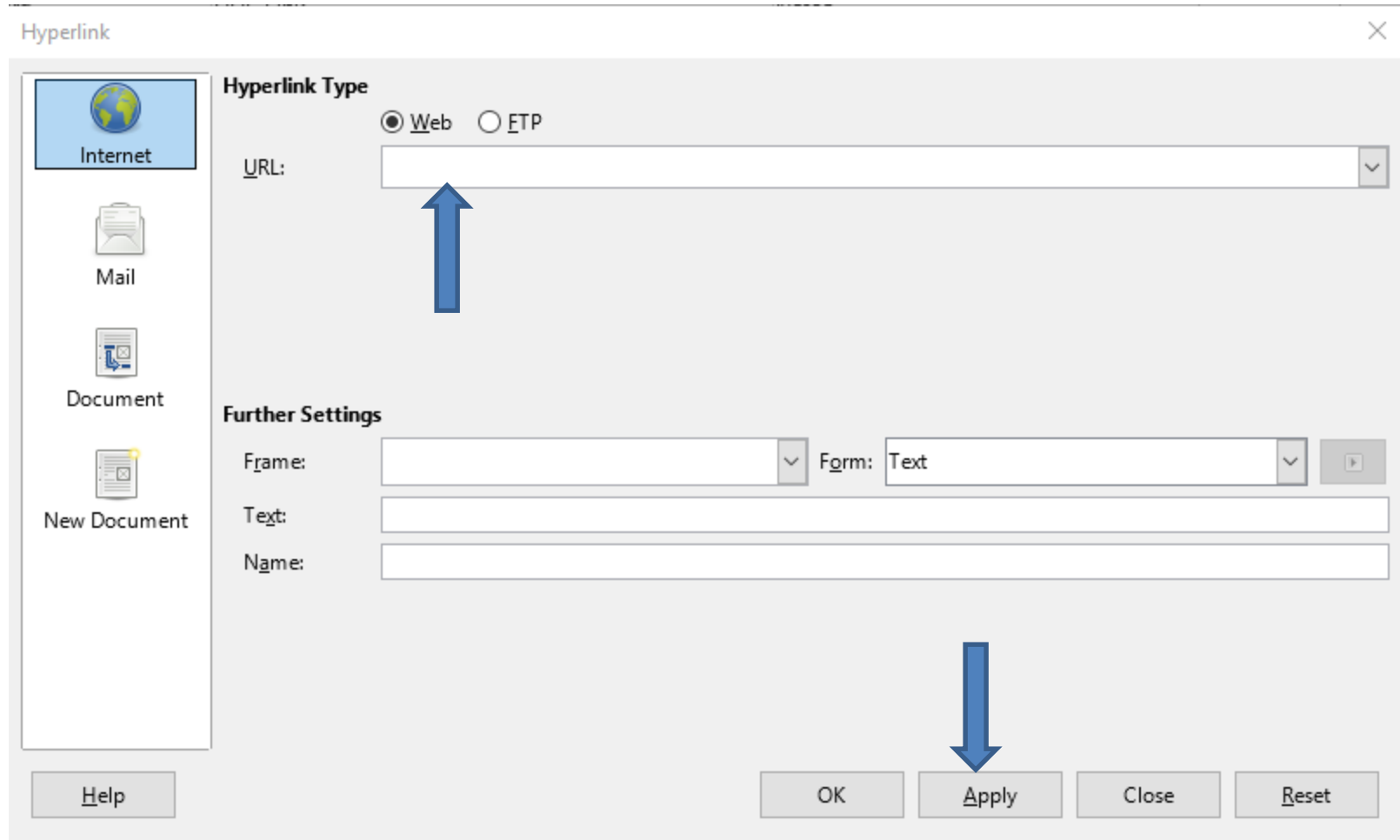
- You click on the row under the URL Link and you see it highlighted and then click on Insert in the upper right and next is what happens.



- A new window opens and you see a list and click on Hyperlink and next is what happens.



- A new window opens. You then Paste the URL next to URL and click on Apply and next is what happens.

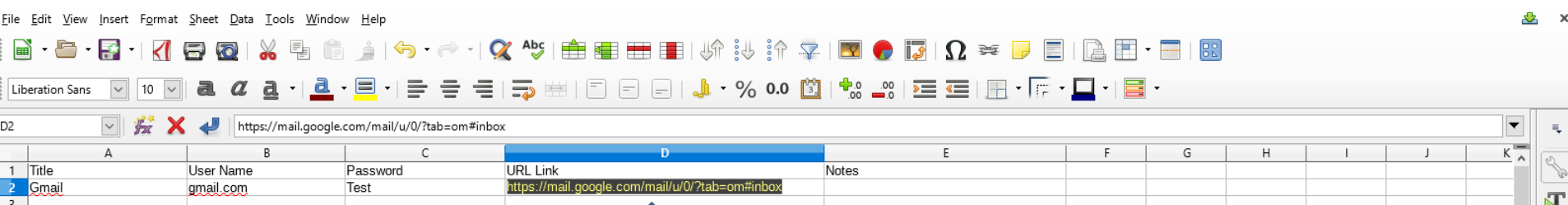


- It shows the URL under URL Link and then click on Close to close the window and next is a sample.

The screenshot shows a spreadsheet application with a menu bar (File, Edit, View, Insert, Format, Sheet, Data, Tools, Window, Help) and a toolbar. The active cell (D2) contains the URL <https://mail.google.com/mail/u/0/?tab=om#inbox>. A 'Hyperlink' dialog box is open, showing the 'Internet' option selected under 'Hyperlink Type'. The 'URL' field contains the same URL. The 'Apply' button is highlighted with a blue box, and a blue arrow points from the 'Close' button back to the URL in the cell.

	A	B	C	D	E	F
1	Title	User Name	Password	URL Link	Notes	
2	Gmail	gmail.com	Test	https://mail.google.com/mail/u/0/?tab=om#inbox		
3						
4						
5						
6						
7						
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33						

- **Window closes and see the URL highlighted. When you click on it, as I mentioned in the other programs, your Default Browser opens with the link. You follow the same process to add other User Names and Passwords. As I mentioned before in the other programs, if you do a lot of them, you may want to add other sheets, like I did in Excel. Next is about sheets.**

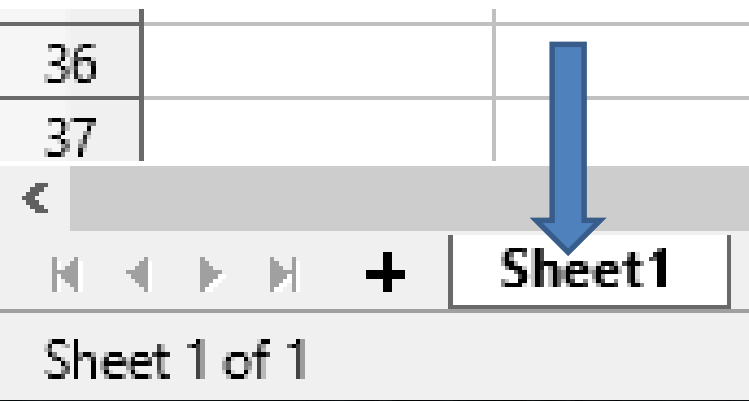


The screenshot shows an Excel spreadsheet with the following data:

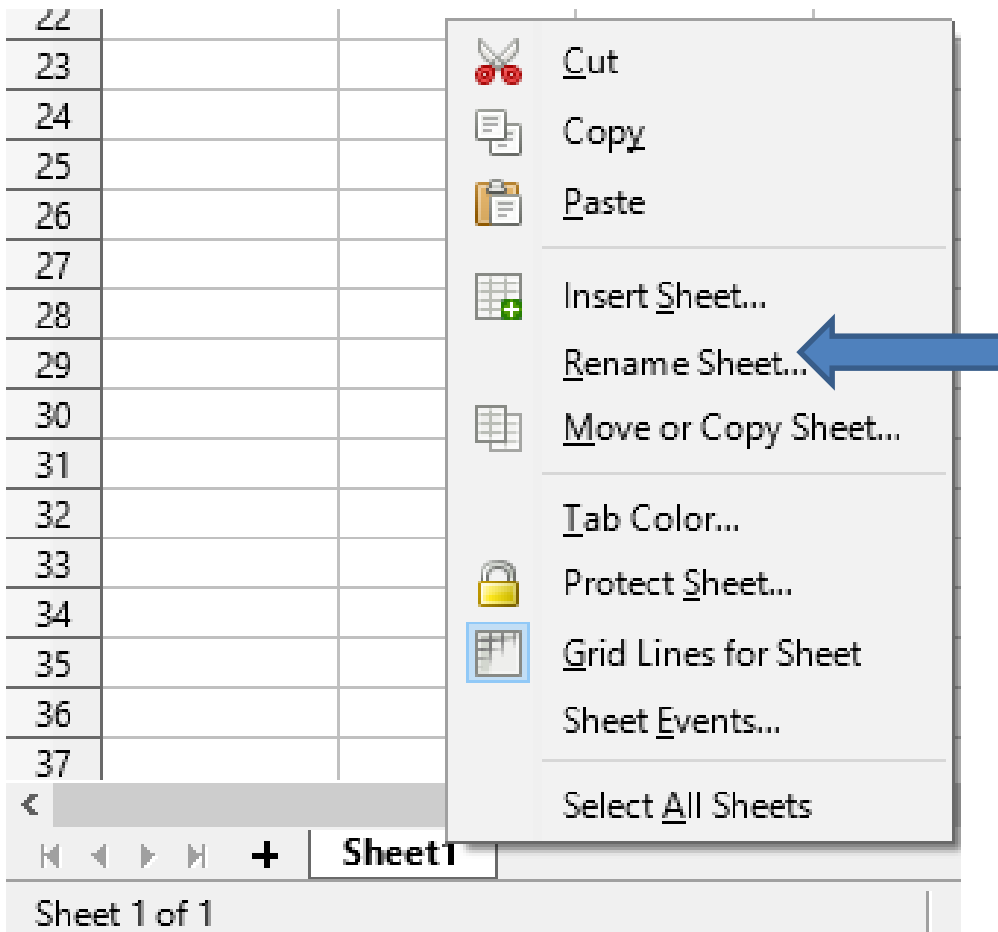
	A	B	C	D	E	F	G	H	I	J	K
1	Title	User Name	Password	URL Link	Notes						
2	Gmail	gmail.com	Test	https://mail.google.com/mail/u/0/?tab=om#inbox							



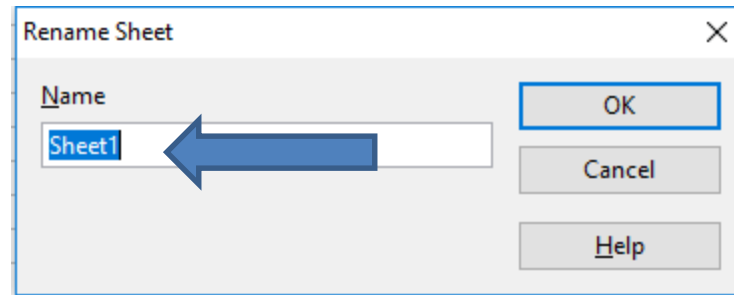
- **Libre Office has Sheet1 at the bottom of left. You can change the name and add other sheets. Next is how to change name that is similar as I showed you in the other programs.**



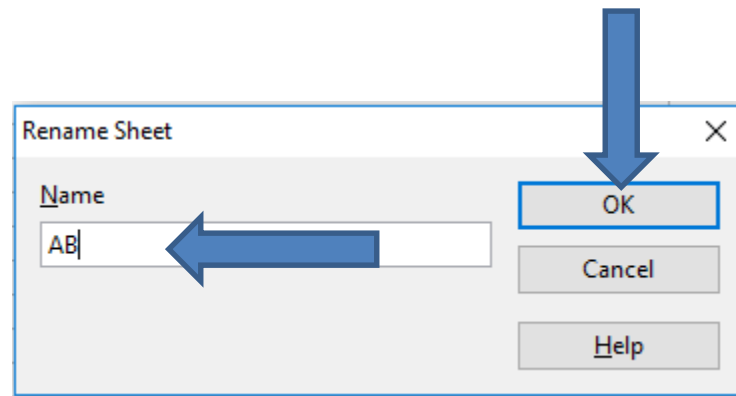
- You right click on the first Sheet 1 and you see a list and then click on Rename Sheet and next is what happens.



- **The list closes and a new window opens in the middle, like Open Office and you see the name highlighted and type in the new name and next is a sample.**



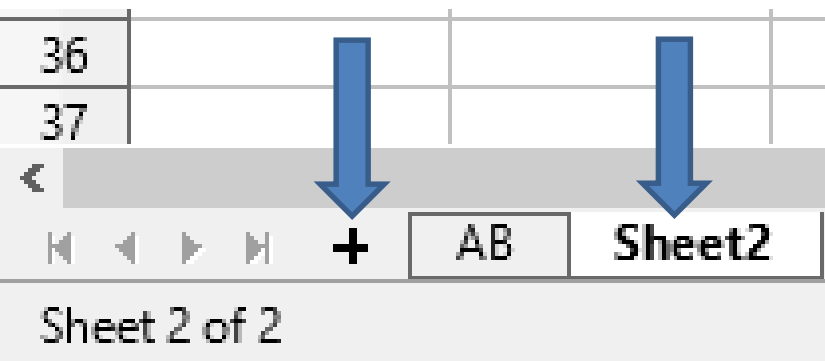
- Here is a sample and once complete, click on **OK** and next is what happens.



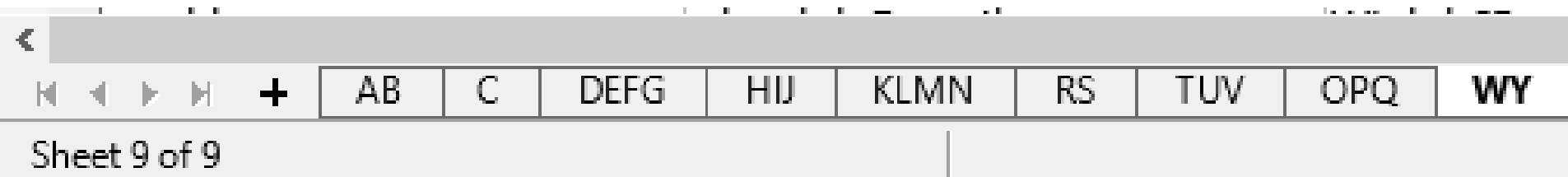
- **Window closes and you see the new name. You can click on **+** left of it to add a new Sheet. And next is what happens.**



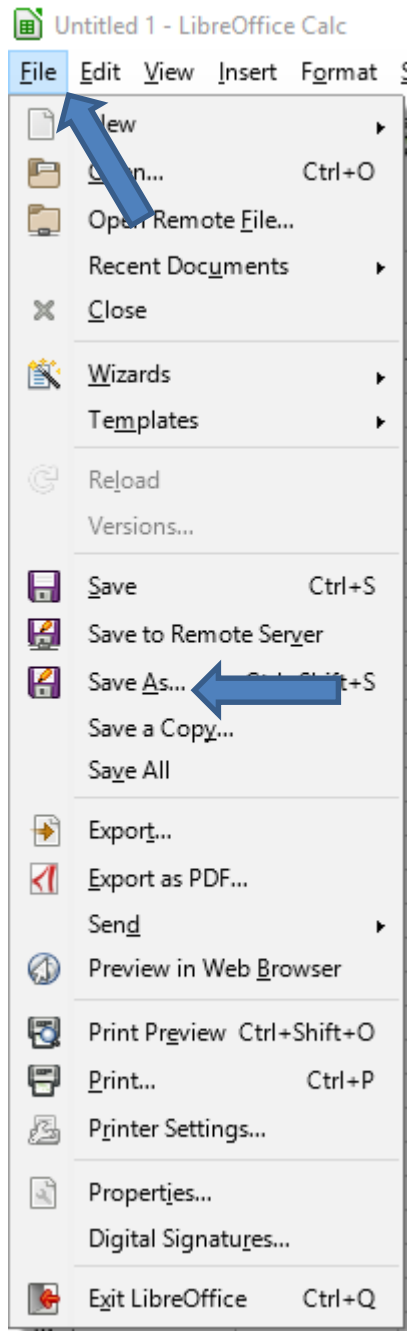
- You see the new Sheet2. You follow the same process to change the name and follow the same process to add other new Sheets. Next is a sample as I showed you in the other programs.



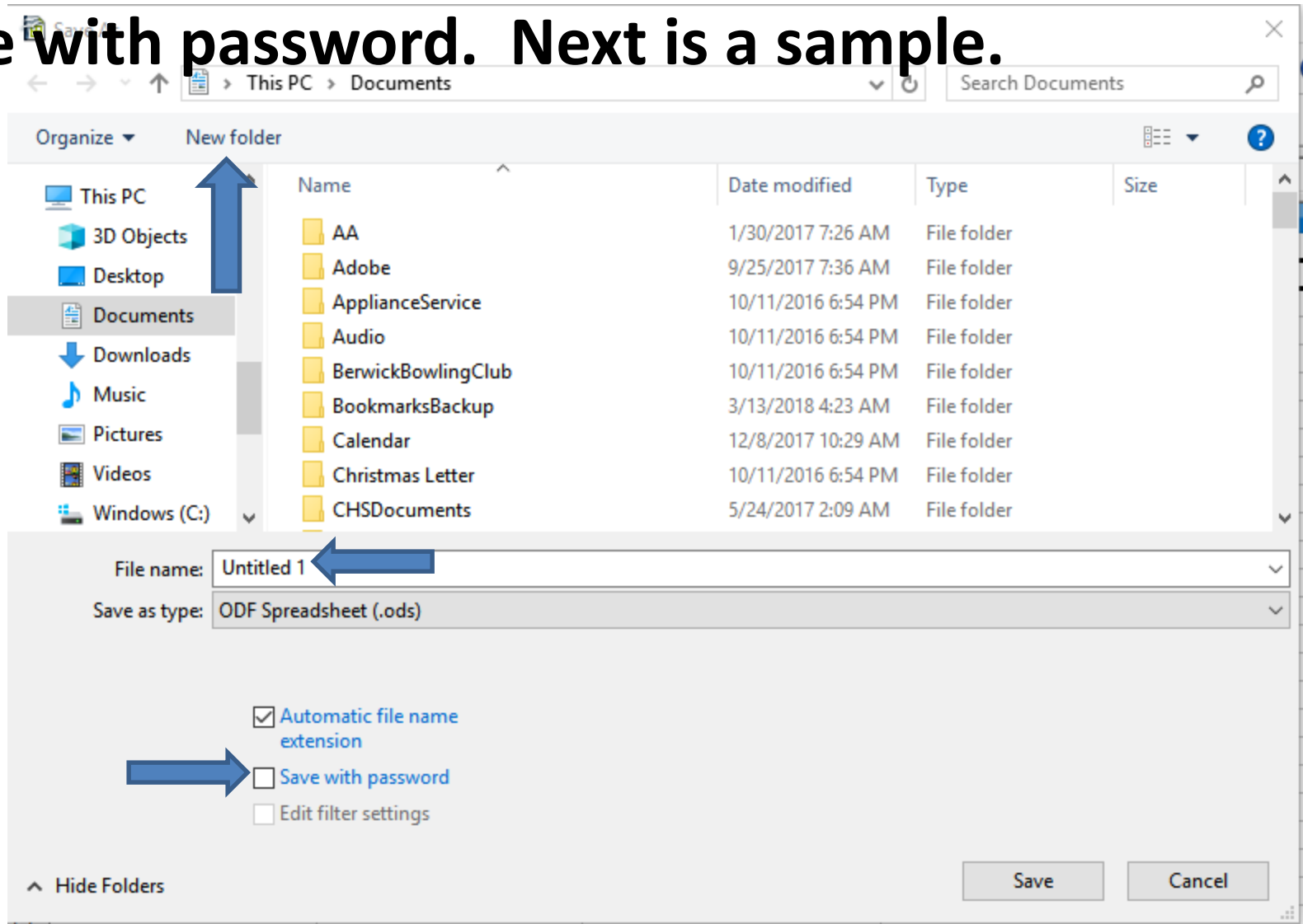
- **Here is a sample of adding other Sheets and changing the names. As I mentioned before, the reason is I did that in Excel was to backup what I did in KeePass.**
- **Once you are complete, next is how to save it with password.**



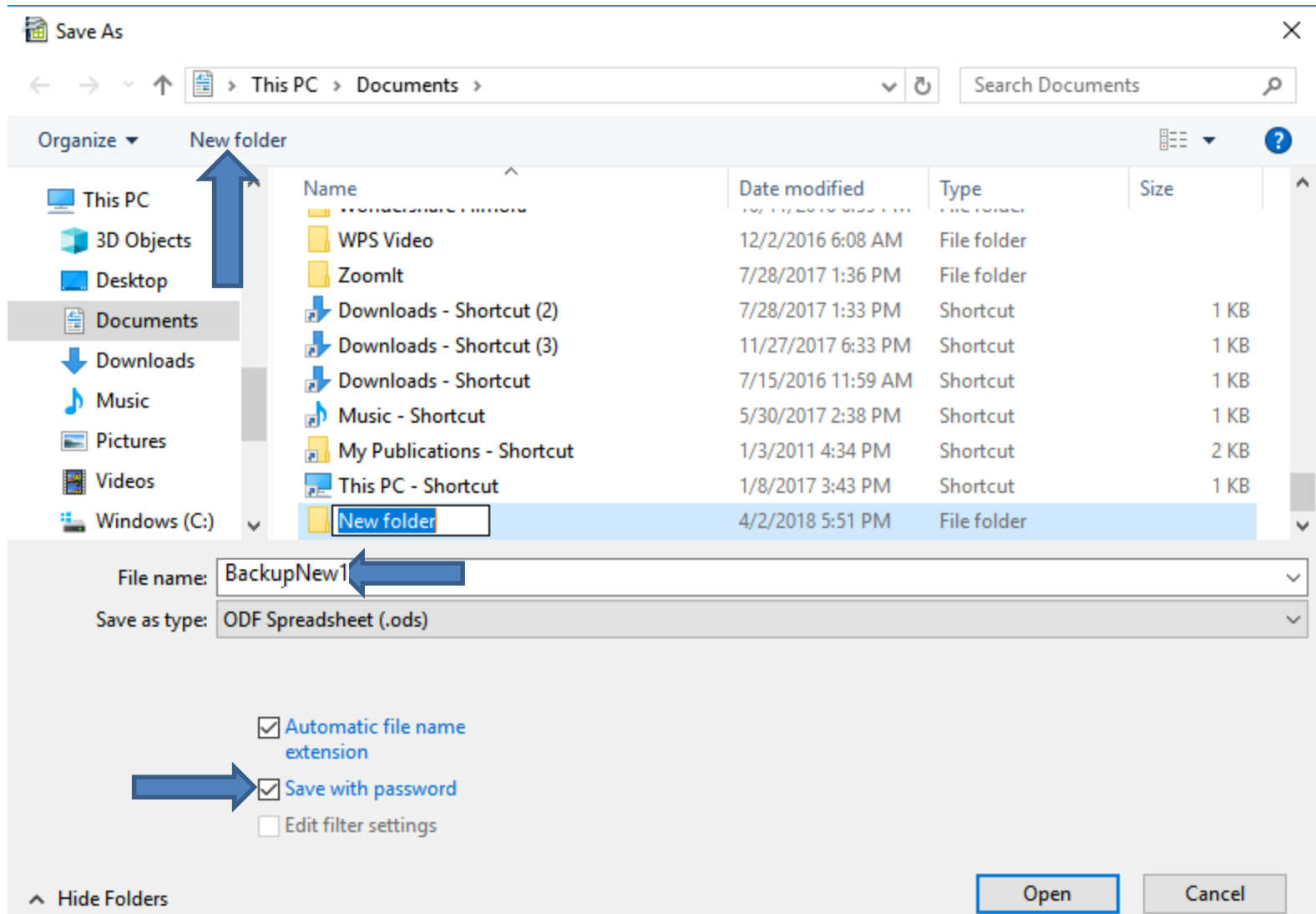
- **When you click on File in the upper left, a new window opens with a list and then click on Save as. Next is what happens that is similar to Open Office.**



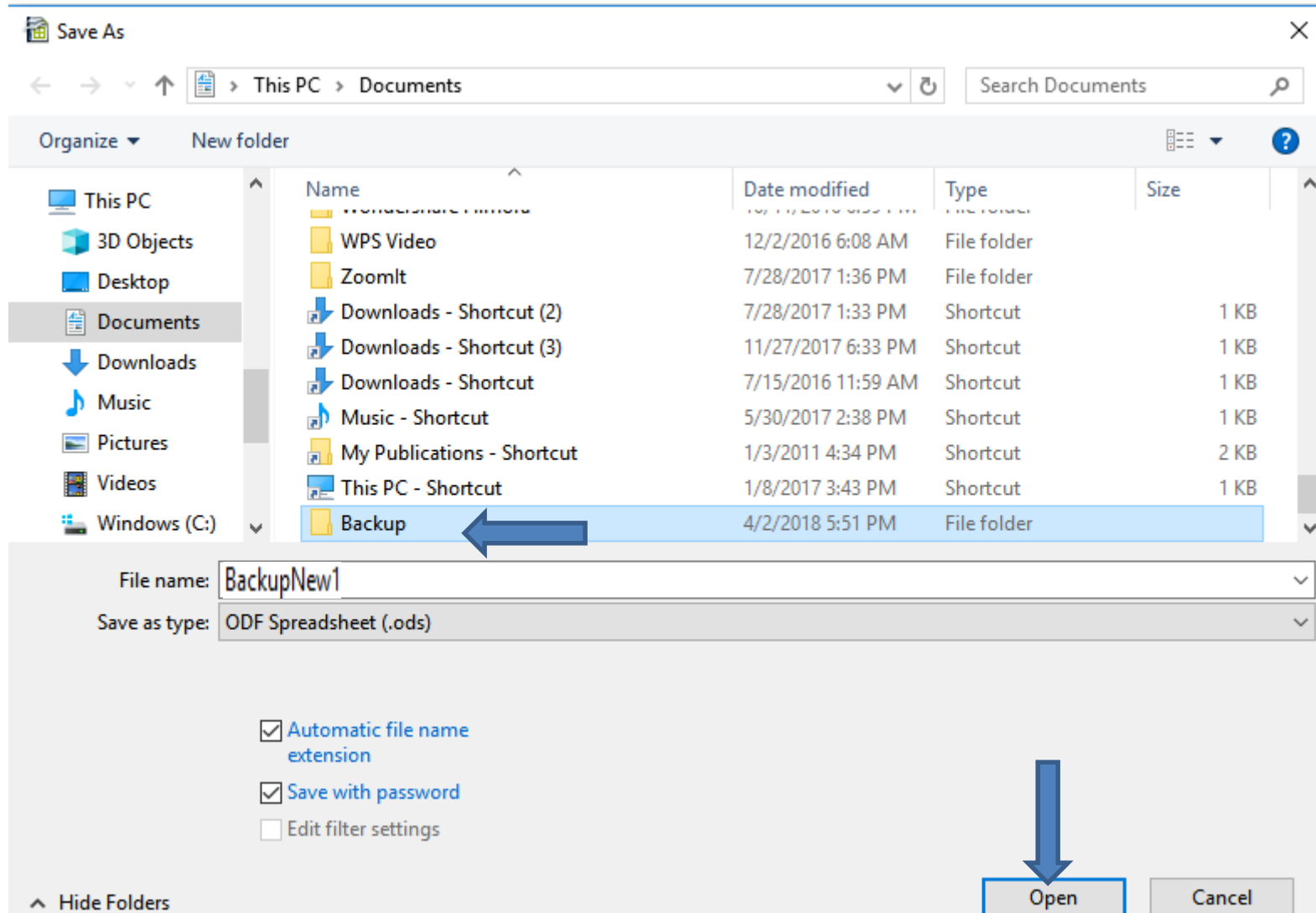
Window closes and a new window opens, like File Explorer. You can change the File name and find a folder or add a New folder. Also check the box left of Save with password. Next is a sample.



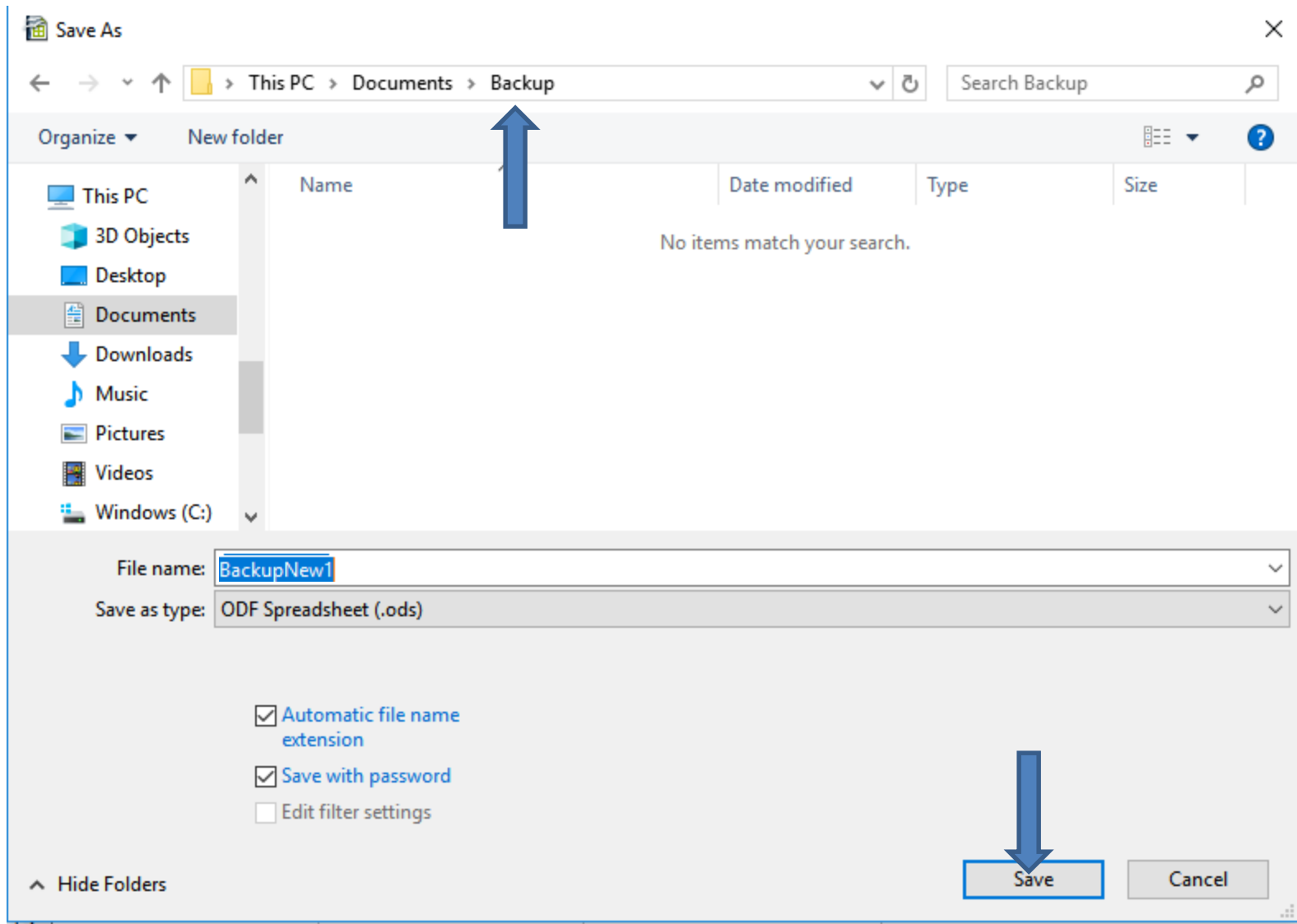
Here is a sample of changing the File name and checking the box and clicking on New Folder and next is a sample of typing in the name on New folder.



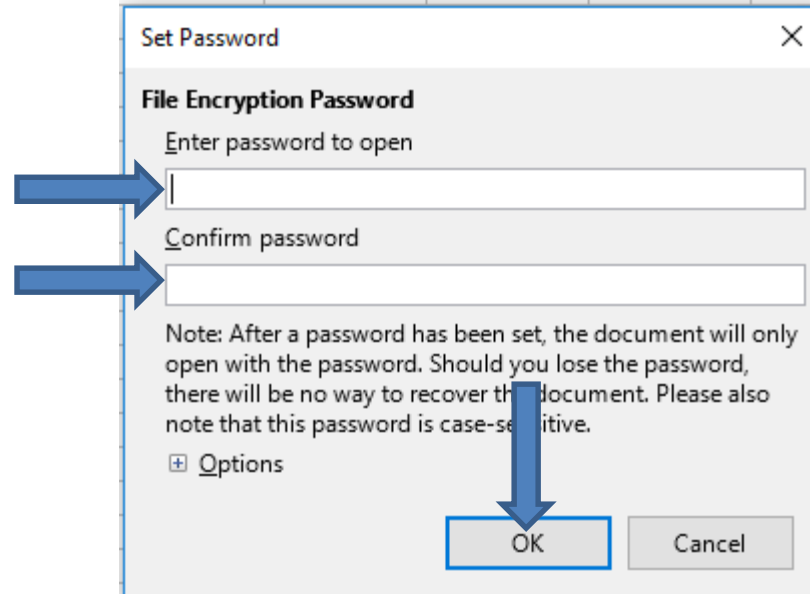
Here is a sample of typing in the name on New folder, like Backup. Once complete, click on Open and next is what happens.



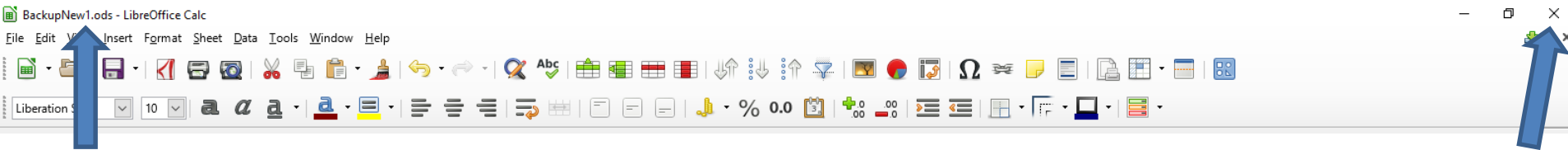
It goes to the Backup folder. Then click on Save and next is what happens.



- **The window closes and a new window opens and you type in Password and type it again in Confirm password and then click on OK. As I mentioned in KeePass you have to remember it or write it down and put it safety deposit. Next is what happens when you click on OK.**



- **Window closes and you see the name in the upper left. Next is what happens when you click on X in the upper right to close it and open it again.**



• When you open it again, you see the one you saved and click on it and next is what happens.

LibreOffice

File Tools Help

Open File

Remote Files

Recent Files

Templates

Create:

Writer Document

Calc Spreadsheet

Impress Presentation

Draw Drawing

Math Formula

Base Database

BackupNew1

Streaming Spreadsheet

VCC Board Minutes October 24...

2012_survey_sharing-1

weeblygettingstartedstep1-1

wordsproject-1

Browsers1

2011IncomeExpenses

Bill

LibreOfficeSpreadsheetUpload

Topics I will show on this PDF file.

- What Browser(s) is on Windows 10 and how to find them.
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Communication
 How to decide on an email program
 Setting up a new email program - transfer info from old
 Communicating with video - videoconferencing - instant messaging
 Voip options - skype, comcast etc
 email alternatives - facebook and twitter

Computer Maintenance
 Keep your computer running smoothly
 Common problems and How to fix
 Protecting your info - backup
 Finding resources for help

Computer Setup (Hardware)
 Choosing a new computer (tablet, laptop or computer)
 Choosing printers and scanners (networked or not)
 Making hardware work
 Adding devices (fvd drives, hard drives, external drives, video cards)
 Protect your data and removing hard drive data

Computer Setup (software)
 Writales of different Operating systems
 migrating from XP or vista to Windows 7

Step 1 – Create Weebly Account

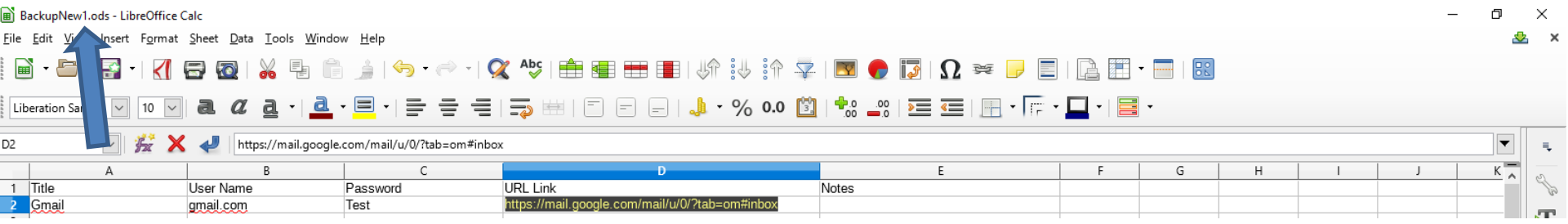
- First click on this www.weebly.com and your default Browser opens with Weebly. If the link does not work, type in weebly.com in your Browser and click on the Enter Key.
- Note – when you start to Sign Up, the pages may be different. I will show you some samples.
- Next is what happens when you go to weebly.com.

	2011	2012	2013	2014
Jan				
Feb Mna Check - headset	\$25.00			
Course Check	\$300.00			
March (Joane Howard)				
Ayers Check	\$45.00			
April (Wint Check)	\$50.00			
Jun (Kathy check)				
Jul (Wint Check)	\$110.00			
Aug (Fairway church)	\$50.00			
Sept				
Oct (Wint check and Genealogy check)	\$200.00			
Nov (Course Checks)	\$500.00			
Dec (District/College)	\$500.00			
	\$2,130.00	\$0.00	\$0.00	\$0.00

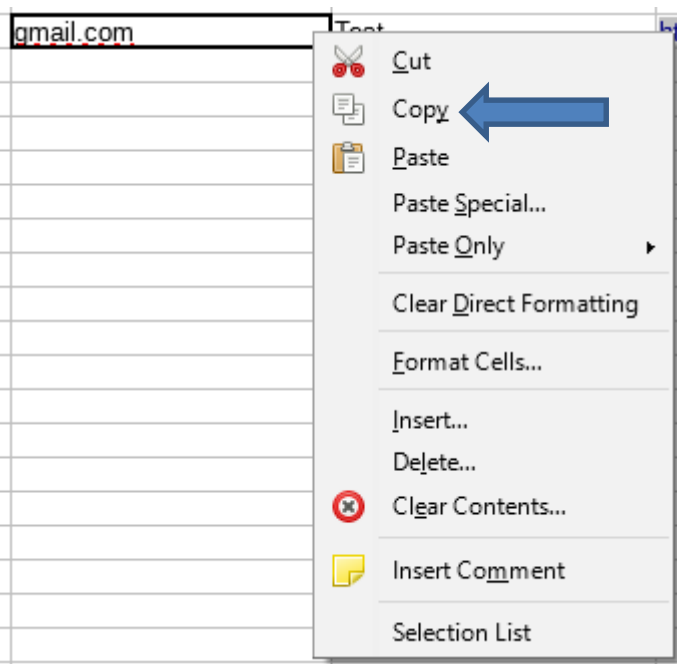
• A new window opens and you have to type in your password and then click on OK and next is what happens.

The screenshot shows the LibreOffice application window. On the left is the sidebar with options like 'Open File', 'Recent Files', and 'Templates'. The main area displays a grid of document thumbnails. A red arrow points from the 'BackupNew1' thumbnail to a 'Stream in' dialog box. Another red arrow points from the 'Enter Password' dialog box to the 'OK' button. The 'Enter Password' dialog box contains the text: 'Enter password to open file: file:///C:/Users/Fred Benson/Documents/Backup/BackupNew1.ods'. Below the dialog box, a 'Topics I will show on this PDF file.' box lists several topics related to Windows 10 and browser settings. Other thumbnails include '2012_survey_sharing-1', 'weeblygettingstartedstep1-1', 'wordsproject-1', 'Browsers1', '2011IncomeExpenses', 'Bill', and 'LibreOfficeSpreadsheetUpload'.

- It then goes to your spreadsheet. Next is how to copy & paste as I showed before in the other programs.



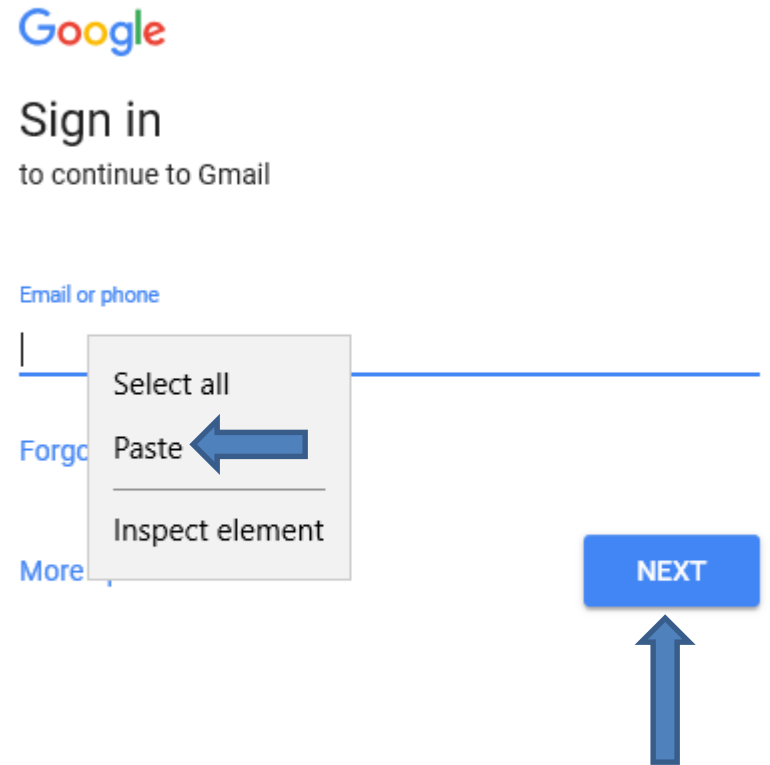
- You right click on a User Name and click on Copy and follow same process with Password. Next is about Paste them.



- Here is a sample of Gmail. You right click on Email and click on Paste and it works and you can do the same with Password. Or, you can press and hold the Ctrl Key and click on the V Key to Paste. Once complete, click on Next.

- Next is what happens.

Note – sometimes it already shows the Email and you just have to Paste the password, which is next.



- You see your email. I blocked it so you can see mine. You go back to Excel and copy the password and then go back to Gmail and right click on Enter and click on Paste. Or you can press and hold the Ctrl Key and click on the V Key to Paste.
- Once complete, click on Next and it opens your email account.

This is the End of Open Office

