

SeniorNet

Eastern Bays Inc



April 2009

Rooms: 106 West Tamaki Rd

Phone: 578 0994

www.sneb.org.nz

Who's Who

Chairman Eddie Hagen 528-0332
Treasurer Rick Scott 521-5150
Course Manager Cedric Hoskins
Member database Margaret Bates 528-6355

Getting in touch

If you have a query relating to SeniorNet the quickest and easiest way to get an answer is to ring the SeniorNet rooms (ph 578-0994) and leave a message on the voicemail. The mailbox is monitored very regularly by a committee member who will pass on your query to the person best able to help you. You will receive information about all other activities very quickly using the voicemail box.

From the Chair

At the March monthly meeting I announced that I would not be available for re-election as chairman of SeniorNet Eastern Bays. I have found the experience both challenging and exciting. I have got to know a number of people whose company I enjoy but I am now wearied of the constant attending to the needs of members. It is time for me to attend to my family's lives and apply myself to some of the maintenance of my home and leisure pursuits that I have ignored for a number of years. I will be available to advise and inform the committee on the running of the club but my time of doing things because there was no one else that would, or could, has now come to an end.

This will cause a threat to the existence of our club if other members are not willing to take up the running of our SeniorNet. Even, possibly, lead to SeniorNet Eastern Bays having to close down. If it does, then so be it.

I joined SeniorNet because I knew that I enjoyed teaching people how to use computers. I have not taken any lessons from SeniorNet though learnt an awful lot. I stood for the committee because I felt that I could contribute to an organisation that is important to our community. I strongly urge members to stand for the committee and the position of Chairperson. If you think you might be capable of doing it then SeniorNet needs you. Please put your name forward in May when nominations are called.

Our technician, Lourens Pentz has donated a 3-in-one HP scanner/printer/copier which we are raffling to members at the April, May and June monthly meetings. The winning ticket will be drawn at the Annual General Meeting in June. Tickets are \$1 each or \$5 for six.

The Camera & Photo Discussion Group has suffered, for some time, from falling attendances and it has now been decided to close it as a separate entity. But, questions on Cameras and Photo-editing will still be taken, and discussed, at the Question & Answer Discussion Group on the first Monday of each month from February through to December, 2pm - 4pm. John Richards and Wayne Power will continue their habit of being at the Question & Answer Discussion Groups and will be pleased to deal with questions on Cameras and Photo-editing.

Eddie

DIGITAL PHOTOGRAPHY and PICASA 3 with Graham McLeod
Two 3-hour classes for Free

Graham McLeod, 2-5 Wed/Fri, Apr 15, 17

A repeat of the popular seminar that Graham gave us last year, with a few updates. The Wednesday session will be mainly on Picasa with the remaining topics probably covered on Friday.

It is very important to book with Cedric (phone 578-0994 for these sessions.) There are a few more spaces left but be quick!

MONTHLY MEETING

15th April 10 am 100 St Heliers Bay Road
St Heliers Church & Community Centre

Speaker Adrienne Kohler from the
Neurological Foundation

Subject *The Importance of Keeping Your Brain Active. A computer course may be the answer?? Are you aware you can grow your brain cells a little every day, no matter what your age!! Come& find out more*

Checkout this site www.brainweek.co.nz

Course Schedule for April - May 2009

Computer Awareness Windows Vista

Six 2-hour classes for \$30

Sue La Roche, 10-12 Tue/Thu, Mar 17, 19, 26, 31, Apr 02, 16 (2-4)

This course is especially designed for those who are new to computing or who have little experience with computers. It is intended to introduce you to the basic operations, terminology and layout of the Windows Vista interface. Some basic text editing skills and functions such as opening, saving, printing and closing a file will be covered.

Computer Awareness Windows XP

Six 2-hour classes for \$30

Hugh Spencer, 10-12 Tue/Thu, Apr 14, 16, 21, 23, 28, 30

This course is especially designed for those who are new to computing or who have little experience with computers. It is intended to introduce you to the basic operations, terminology and layout of the Windows XP interface. Some basic text editing skills and functions such as opening, saving, printing and closing a file will be covered.

Computer Maintenance and Security for WindowsXP

Six 2-hour classes for \$30

Graham Wright, 2-4 Wed, May 20, 27, Jun 03, 10, 17, 24

Learn to understand and control your computer better, faster, safer and more securely. We use the built-in WindowsXP utilities as well as stand alone security and performance enhancing programs

Email

Six 2-hour classes for \$30

Shelagh Coop, 10-12 Mon/Thu, Mar 30, Apr 06, 09, 20, 23 (2-4), 27

This course is designed to help people with a basic knowledge of common computer procedures to use e-mail with the program Outlook Express or windows Mail

Files Management for Windows XP and Vista

Six 2-hour classes for \$30

Graham Wright, 2-4 Tue, Mar 31, Apr 07, 14, 21, 28, May 05

This course covers the Windows folder structure and management of files using the Microsoft file management programme called Windows Explorer in WindowsXP and Windows Vista.

It will help you to manage your computer with confidence, keep control of all your files, and handle important tasks such as organising folders and backing up important material in case of disasters! Practical skills will be emphasised - burning CDs, using flash drives, handling camera memory cards, and saving important emails as text files in the appropriate folder.

Genealogy Refresher

One 2-hour class for Free

Neville Salisbury, 10-12 Thu, Apr 09

A general refresher and Q & A session to get you back on track with your family history project.

Word Processing MS Word 97-2003

Six 2-hour classes for \$30

Liz Watson, 10-12 Tue/Thu, Apr 07, 09 (Right Room), 14, 16, 21, 23

This course takes the student further into the powerful programs Microsoft Word2003 and Open Office Writer following on from the Computer Awareness course for Windows XP. It does not, however, purport to cover all aspects of these programs.

Word Processing Workshop

Two 2-hour classes for \$10

Liz Watson, 10-12 Tue/Thu, May 05, 07

Would you like to brush up on Word Art, Clip Art and some of the features on the Drawing? Would you like to know how to create a Template and put Headers and Footers in your documents?

Courses to be scheduled as needed

Camera Selection

One 2-hour class for \$7

Digital Picture Transfer Workshop

One 3-hour class for \$5

Email Revision

Two 2-hour classes for \$10

Excel

Seven 2-hour classes for \$30

Excel Graphs

One 2-hour class for \$5

A two hour study of graphs using Excel 97-2003

Genealogy

Two 2-hour classes for \$20

General Revision

One 2.5-hour class for \$5

Greeting Cards Discussion Group

Six 2-hour classes for \$30

Greeting Cards Workshop

One 3-hour class for Free

Internet

Four 2-hour classes for \$20

Making Videos with Vista

Six 2-hour classes for \$30

Photo and Image Editing

Six 2-hour classes for \$30

PowerPoint

One 2-hour class for \$5

Publisher 2003

Six 2-hour classes for \$30

Scanning

Five 2-hour classes for \$30

TradeMe

Two 2-hour classes for \$10

Windows Vista Workshop

One 2-hour class for \$5

Word Processing Revision

Two 2-hour classes for \$10

Question & Answer Group @ 106 West Tamaki Rd 4th May 2-4pm

Eddie Hagen assisted by **John Richards & Wayne**

Power look forward to discussing with you any questions/problems you may be experiencing with your **Computer, Camera or Photo-editing.**

Members really enjoy and learn much from these informal sessions



Tip. Select lots of text

It can be very difficult to select more than a few paragraphs of text at once using only the mouse, particularly if you have a fast PC, as the text will shoot past before you notice. But you can select large amounts of text easily by clicking where you want your selection to start, then navigating to the end of the intended selection using the mouse wheel or scroll bars. Then just hold down Shift and click again to select the block of text.



Tip. Fast Copy and Paste

If you wish to save time and effort when Copying, Cutting and Pasting here's how to do it. Highlight the text or picture, or both and:

To Copy to the Clipboard hold down the Ctrl key on the keyboard and press the C key.

To Cut to the Clipboard hold down the Ctrl key on the keyboard and press the X key. The highlighted text, picture, etc. disappears from its original place.

To paste into the document, or another document, position the cursor, or I beam where you wish to insert it, hold down the Ctrl key on the keyboard and press the V key.



Tip. Did you know you can add a calculator to Word's toolbars or menus? Go to View | Toolbars | Customize and choose the Commands tab. In the list of categories, go to Tools, select Tools Calculate in the list of commands, and drag it to a toolbar or drop-down menu. After you drop the command on the toolbar or menu, immediately right-click on the command, choose Change Button Image from the pop-up menu, and choose the calculator icon.

You can use the same pop-up menu to specify whether to display text, an icon, or both in the toolbar. Now, type a simple calculation [try $(12*3)/4$] in a Word document, highlight it, and click on the new icon or menu item. To replace the calculation with the result, just press Ctrl-V. Before you press Ctrl-V, note that the result appears in the status line at the bottom of the window. If you would like to display the calculation as well as the result, as in $(12*3)/4 = 9$, highlight the calculation and click on the calculator icon as before then click so that the cursor is flashing where the result is to appear and press Ctrl + V.

These and many other tips from earlier newsletters can be viewed on our website www.sneb.org.nz under the General Tips link.



Disclaimer

Some of our club members who have specialized computer knowledge voluntarily give help to those with computer problems and also give advice about purchasing computers etc. It is essential that SeniorNet members are aware that such help and advice imposes no responsibility or liability on those members who provide such help and assistance or on SeniorNet Eastern Bays