

SeniorNet



Eastern Bays Inc

August 2007

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	Doreen Kee	575-6569
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 our July meeting Grant Sidaway addressed us on Windows Vista with an entertaining talk which was enjoyed by all those present. Grant took time away from his job as Executive Officer of the Federation of NZ SeniorNets, flew up from his base in Wellington bringing his own Laptop computer, sound system and projector.

Members on the email address list will have noticed that they are now receiving the Newsletter by both Mail and by email, although the email version is an extended version. There are about 20 of these members who have emailed, of their own volition, asking to be removed from the mailing list for the Newsletter as they are happy to receive it by email only. That is a saving of \$6.18 a year for each member. I make that \$129.67 for 20 members. Other members who are happy to receive the Newsletter by email only are asked to email me at: pated@actrix.co.nz or Margaret Bates at: margbates@xtra.co.nz Members who have not been receiving the emailed version of the Newsletter and other announcements can join the emailing list by sending me an email.

We have ordered the updates of some of the software that Microsoft gifted to us early last year. Part of the deal was that we could update to the latest edition within 2 years. MS Office 2007 should be on our computers very soon. We are hoping to run Version 2003, the one we currently have, as well as Version 2007. This, of course, means more work for our tutors, Course Organiser and Course Manager as they cater for students that have Version 2003 on their computers as well as students that have Version 2007, which is quite different to Version 2003; more alterations to Course Notes and more classes. Even running the Question & Answer Discussion Group requires learning about the different ways of the new Version. They say that exercising the brain is good for us. I hate things that are supposed to be good for me.

Our Technician, Lourens Pentz, is currently installing in the right room, the same video cabling system that we have in the left room whereby the tutor can demonstrate onto the extra two monitors. For the first time the tutors will be able to demonstrate, in that room, what they are talking about. We hope that all students will enjoy it.

Eddie

Monthly Meeting

15th August 10-11am

St Heliers Church & Community Centre

100 St Heliers Bay Road

Speaker Darryl Coughey

Darryl Coughey from PB Technologies, suppliers of our new computers, vista & laptop.

Darryl made a brief appearance at our May meeting but is coming back with a talk about the latest innovations in the computer world Navman and I-Pod. Wireless use adapter and H.P Ipaq and other new products coming onto the market

So keep up with the play, don't miss this interesting talk

Course Schedule for August-Sept. 2007

Computer Awareness

Six 2-hour classes for \$30

Tutor: Hugh Spencer, 10-12 Tue/Thu, Aug 28, 30, Sep 04, 06, 11, 13

Tutor: Liz Watson, 10-12 Tue/Thu, Oct 02, 04, 09, 11, 16, 18

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 skills required and to Word Processing using the "Microsoft Word" program. It covers Windows 95, 98, ME and XP users.

Email

Six 2-hour classes for \$30

Tutor: Shelagh Coop, 10-12 Tue/Thu, Aug 21, 23, 28, 30, Sep 04, 06

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

Excel

Six 2-hour classes for \$30

Tutor: Eddie Hagen, 2-4 Thu/Tue, Sep 20, 25, 27, Oct 02, 04, 09

This course is intended to give the student an understanding of the basic skills required to create, edit, save and print spreadsheets using the MS Excel program which is in wide use in the commercial sector.

Internet

Six 2-hour classes for \$30

Tutor: Sue La Roche, 2-4 Tue/Fri, Aug 21, 24, 28, 31, Sep 04, 07

An introduction to the World Wide Web. This course, based on Internet Explorer, explains the Internet and the use of search engines.

Photo and Image Editing

Six 2-hour classes for \$30

Tutor: John Richards, 2-4 Wed/Fri, Sep 19, 21, 26, 28, Oct 03, 05

An introduction to photo-editing and enhancing.

Word Processing

Six 2-hour classes for \$30

Tutor: Liz Watson, 10-12 Tue/Thu, Aug 07, 09, 14, 16, 21, 23

This course takes the student further into the powerful program Microsoft Word following on from the Introductory Computer Skills course. It does not, however, purport to cover all aspects of the MS Word program.

The following courses to be scheduled as needed

Camera Selection

One 2-hour class for \$7

A seminar on how to select a camera in terms of specifications, reliability pricing and other important factors.

Computer Maintenance and Security

Six 2-hour classes for \$30

This course teaches you how to run your computer better, faster, safer and more securely. The course does not involve working on the hardware. Software programs built into the Windows system are used.

Email Revision

Two 2-hour classes for \$10

Students may join this class to practice revision of email routines.

Files and Folders

Six 2-hour classes for \$30

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

Genealogy

Two 2-hour classes for \$20

An introductory course of two classes and two field trips, in a subject much sought after by grey-headed students.

PowerPoint

Four 2-hour classes for \$20

Learn to use Powerpoint to design attention-grabbing presentations

Publisher 2003

Six 2-hour classes for \$30

A course based on Publisher 2003 covering various aspects of creative computing.

Scanning

Six 2-hour classes for \$30

The course is an introduction to scanning for photocopying, processing photographs and optical character recognition - converting printed paper text into digital form, such as MS Word documents.

Texting

One 2-hour class for \$10

Learn how to use the texting facility of your mobile phone! Text your grand-kids!

Word Processing Revision

Two 2-hour classes for \$10

This is a short course revising the "Microsoft Word" skills learned in the Introductory and Intermediate Computer Skills courses. It does not however purport to cover all aspects of the MS Word programme

Discussion groups - at the club rooms

All Welcome - no charge.

Photo and Camera Discussion Group John Richards

Monday 20th August 2-4pm

Monday 17th September

A 2 hour discussion forum usually held on the third Monday of each month from 2-4pm

Question and Answer Discussion Group Eddie Hagen

Monday 3rd September 1:30-3:30

Monday 1st October 1:30-3:30

There has been some comment that less skilled members feel that their questions may be silly. These discussion groups are held specifically for the less skilled of our members.

So, come along and ask your questions on any subject to do with computers (we're not too good on advice for the lovelorn). If the questions or answers are over your head you can ask us to repeat them at your level.

Contributions for September Newsletter to Daphne Wood at dmow@xtra.co.nz by 4th September 2007

Passwords

The husband of our stalwart tutor, Shelagh Coop, recently died and Shelagh, in her thoughts about others has asked us to urge all wives/husbands to learn the passwords of their computer programs. Little is more frustrating than trying to access password protected computers, user accounts, programs or folders of which the password is a complete mystery.

TEC Funding

The Federation of New Zealand Senionets, who forward the funding for our courses informed us a few weeks ago that the Tertiary Education Commission, who supply the funds to the Federation, were renegeing on their promise of the amount of funds for SeniorNet, due to a change in the rules. With a flurry of action by the Federation, making representations to the Minister for Senior Citizens (The Hon. Ruth Dyson) and the Minister of Finance (The Hon. Dr. Michael Cullen), the TEC has been persuaded to honour their promises and the funds should now come through as expected. We should now be able to continue paying our bills.

Special Discount Offers From The Federation of NZ SeniorNets Inc

There are special offers available to all SeniorNet Federation Learning Centres (Senionets) and their members listed on www.seniornet.co.nz Click onto the "special offers" tab to see the full list. We are asked to make sure all of our members are aware of these discounts as it represents significant savings to them. These are the discounts currently available:



A number of other discount arrangements will be listed on the site very soon so keep an eye out.

Tutor Development

During August, there will be two sessions for tutors to update their knowledge on our equipment and other must-know information. They should then be even better tutors than they are now.

Problems

Annette was having a spot of bother with her clever computer. She wanted to print a sheet of paper full of blank cells like the Excel worksheets but Excel only prints the cells with data in them. Thus she could only get a blank sheet of paper.

There were two solutions that I could think of:

1. Insert a dot (full stop) in the top left-hand cell (A1) and a dot in the bottom right-hand cell (I55).

Excel will then print the spreadsheet.

2. The second method was to; click on **Print Preview** to display the dotted pages outlines

select all of the cells in the first page

click **Format** on the menu bar select **Cells**

select the **Border** tab and

click on the **Outside** and **Inner** buttons. This draws lines round each of the cells on the page

You can then print off the page of cells.

Try it and see if you can find a better way.

Nic asks:

A few days ago I purchased from the Warehouse a new keyboard. When I unpacked the box I also found in there a disc of the usual size without any indication what I should do with it. Seeing I have a keyboard installed to accommodate the present set up should I now go into the Control Panel, keyboard Properties and take out the existing disc .The account reads Standard 101/102 key or Microsoft Natural P keyboard.

Hello Nic.

Computers are always a problem.

I suggest that you just plug the new keyboard into the back of the computer where the old one was plugged in. If it works as you would like it to then all is well.

If it doesn't work as it should then put the disk in your CD drive, wait, and it will give you instructions of what to do.

Eddie

Note: Nic gave the properties of the new keyboard as being 101/102 key which shows the settings should be the same as his old keyboard.

Microsoft Excel: Sometimes in Excel our numbers in a cell turn to a series of hashes (#####) This indicates that the number has become too large for the cell to display all of it. To overcome this just slowly run the mouse pointer over the divider between the columns, in the row of column headers (A, B, C, D, etc.) and when it changes to a two-way arrow (↔) hold the left mouse button down and drag the column wider. In the same way the rows can be increased in height by dragging the dividers between the rows, in the row numbers to the left of the cells.

A Quick Tip: When wanting to highlight the whole spreadsheet, just click on the blank cell to the left of the column headings and above the row numbers.

Members' Asks

We have 2 members who would each like to purchase a second-hand laptop computer. If any member has a laptop that they are willing to sell to a fellow SeniorNet member would they please reply, with a description (as best they can), to me at pated@actrix.co.nz and I will forward the information to these members.



Of Bits & Bytes and Transistors

A Quick Look by Eddie Hagen

For those of us who can remember their first transistor radio and remember looking inside at the printed circuit boards and transistors, the world has changed in a breathtaking way.

Computers are complex switching devices full of transistors, each one operating like the light switch on the wall, Off or On. Whereas our early transistor radios used about six or eight transistors that were about the size of the rubber eraser on the end of a pencil and had three wires protruding from them, modern computers use a massive amount of transistors, about 9,437,184 in an LCD computer monitor screen, three transistors for each of the three colours in each pixel. Some years ago I read that if we laid 1500 transistors side by side they would be the thickness of a human hair. I couldn't really imagine that, let alone that by now the number would be several times larger.

So, how does a transistor work?

In the diagram below, the electrical current flows through the blue wire in the direction of the arrow. The red control element controls the flow of the current. When there is a voltage applied to the control element the current flows. When there is no voltage applied to the control element, no current flows. In this way the transistor switches On and Off as commanded.

How does it know when to switch On and Off? The software program tells it when.

The program consists of the digital commands as below. The program starts at the first command and continues from left to right down through the program.

001011110001001100111000101000110001101010100001010000
1000001101000011101101111000101011110100000010101000
1000010000110000100010000010000100001110 ... and so on, for
an awful lot of commands.

Each 1 tells the computer to close that switch and each 0 tells it to open that switch.

Each digit is called a Bit of information and eight digits is called a Byte. One thousand bytes equals a Kilobyte, a million bytes equals a Megabyte, one thousand million bytes equals a Gigabyte and a million, million bytes equals a Terabyte. How does the computer turn the digital commands to the text and pictures that we see on the monitor? Enter Mr Bill Gates who, in the early days of the desktop computer sold IBM the DOS operating system. He didn't invent it but that early sale began his rise to fortune.

"Now," as the Microsoft instructional videos say, "you know all about computers."

