

SeniorNet

Eastern Bays Inc



June 2007

Rooms: 106 West Tamaki Rd

Phone: 578 0994

www.sneb.org.nz

Who's Who

Chairman	Eddie Hagen	528 0332
Treasurer	Don Jones	575 1277
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 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.

Annual General Meeting

Wednesday 20th June

10 – 11 am

Agenda:

Chairman's report

Treasurer's Report

Election of Officers and Committee

Guest Speaker

St Heliers Church & Community Centre

100 St Heliers Bay Road

Guest Speaker: Gerome Garthwaite is the Senior Direct Sales Representative of Woosh Wireless Limited. He will explain Broadband and talk about the developments in Broadband and Woosh.

From the Chair

During the last month we have been having discussions with Woosh, who are offering us their Modem and 200 Megabyte wireless connection for free. Included is a 'phone connection and voice mail. We are giving it a trial run.

PB Technologies will give a discount on all computers and associated equipment to all members of SeniorNet Eastern Bays. It will be necessary to show your current membership card. Just ask for Darryl Coughy or his boss Steve Thompson. They will be pleased to advise you and explain all about whatever you are interested in purchasing. Their address is 4 Station Rd, Penrose (just off Great South Rd).

We are looking for new accommodation. Any member who knows of rooms that will be suitable for our purposes, please contact me or a member of the committee. They will need to have the same facilities as we have now but some more spacious rooms than our present tutoring rooms, for tutoring. Total Area = 150 – 200 Sq metres.

The Federation of New Zealand SeniorNet Societies is now up and running and we have joined. Their Annual General meeting will be held in Wellington on the same date as our AGM. The Executive Officer, Grant Sidaway, is busy travelling about the country attending and speaking at the Regional meetings. He was at the Auckland Regional meeting on 15 May, which I attended, and we should be seeing him again in July when he will be the guest speaker at SeniorNet Eastern Bays' monthly meeting.

Don't forget to put in your nomination for the committee. Those who have lost their forms (delivered with the May Newsletter) can send in a written nomination with their name, the name and signature of the seconder, the position for which they are nominated and their signature agreeing to the nomination. We are looking forward to an interesting year of growth in membership, enthusiasm and achievements.

Soon after delivery of this Newsletter members on our email list should receive an extended version of our Newsletter by email. Would those members who have an email address and have not been receiving the twice monthly notices of discussion groups please email me at pated@actrix.co.nz that way I will get their correct address.

Eddie

COURSES SCHEDULED for June – July 2007

Computer Awareness

Tutor Judy Iggo

Six 2-hour classes for \$30

10-12 Mon/Fri, Jul 16, 20, 23, 27, 30, Aug 03

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, Jul 10, 12, 17, 19, Aug 07, 09

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

Email Revision

Two 2-hour classes for \$10

Tutor Annette Bierre

10-12 Mon/Fri, Jul 09, 13

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

Excel

Six 2-hour classes for \$30

Tutor Eddie Hagen

2-4 Thu, Aug 23, 30, Sep 06, 13, 20, 27

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.

Files and Folders

Six 2-hour classes for \$30

Tutor Sue Le Roche

2-4 Fri/Tue, Jul 06, 10, 13, 17, 20, 24

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

Internet

Six 2-hour classes for \$30

Tutor Eddie Hagen

2-4 Mon, Jul 09, 16, 23, 30, Aug 13, 20

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, Jul 04, 06, 11, 13, 18, 20

An introduction to photo-editing and enhancing.

Scanning

Six 2-hour classes for \$30

Tutor Graham Wright

10-12 Wed, Jul 11, 25, Aug 01, 08, 22, 29

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

Tutor Pat Northey

10-12 Mon, Jun 18

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

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.

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.

Genealogy

Two 2-hour classes for \$20

An introductory course of two classes and two field trips, in a subject much sought after by senior citizen students.

PowerPoint

Four 2-hour classes for \$20

Learn to use Powerpoint to design attention-grabbing presentations

Publisher

Six 2-hour classes for \$30

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

While Version 2003 is the main focus, Version 2000 can be accommodated.

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.

Please feel free to bring along your queries.

We may not be able to answer them all but we will do our best to find a solution

Discussion Groups – at the club rooms

All welcome – no charge

Photo and Camera Discussion Group

John Richards

2-4 Mon, Jun 18

2-4 Mon, Jul 16

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

Question and Answer Discussion Group

Eddie Hagen

1:30-3:30 Mon, Jul 02

1:30-3:30 Mon Aug 6

Members are invited to ask questions about computer problems that they are experiencing or even about ways of achieving things in particular programs, even if you have been to a class that teaches this you can still ask about it.

Contributions for the July Newsletter to
Daphne Wood dmow@xtra.co.nz by 1st July

Camera & Photo Discussion Group

Hi Wayne,

Doubtless a really daft question, but can any digital camera be used as a webcam or does one have to buy a dedicated webcam from someone such as Dick Smith?

Cheers, Shelagh

Hello Shelagh,

Many digital cameras can double as video cameras, at least for short clips, but most cannot double as web cams. Web cams are getting cheaper. Off hand, I'm not sure what is the best buy at the moment but I see that one of Dick Smith's own brands has a built-in microphone as well for \$37.87, which should be adequate for video phone, chat and similar. The more fancy ones can perhaps double as low end video cameras especially if they are used with a notebook/laptop. Others still are tailored for video surveillance and usually come bundled with corresponding software.

Regards,

Wayne

Dear Wayne

I am having problems with Adobe Photoshop. Every time I try to enlarge a picture in My Pictures it grabs it. How can I stop everything defaulting to Adobe.

Regards

Anne

Hello Anne,

Find a typical picture (probably a JPEG). Right click it , choose "Open With" ... then select "Choose Program" (at the bottom). Then click the program other than Photoshop (e.g. Windows Picture and Fax viewer) you want to use. Before you click OK, tick the box which says "Always use the selected program to open this kind of file".

That should do it.

Regards,

Wayne

Question & Answer Discussion Group

Dear Eddie here is my question;

I wanted to create a name card, with borders around it.

I typed the text, selected it, went to format, borders and shading, box.

This is what I got. The border went to the end of the line instead of stopping where the text stopped. Now I can't even get out of the square

What did I do wrong?

Regards Olga

Hello Olga.

It is a most difficult thing to do ---- until you know the tricks.

First type your paragraph (as you did).

Tap the Enter key several times to get the cursor spaced below the end of the paragraph.

Then, highlight the text by dragging across it with your mouse pointer.

Go to Format/Borders & Shading/Borders and click the Frame box to the left (you did this part).

Now click OK.

You now have the frame as before (i.e. with a space right up to the margin.

While the text is still highlighted, at the top of the page get a grip on the right-hand page margin pointer, with your mouse pointer, and drag it in to the position that you want it.

Click OK and the border will be the size you want it, in the place that you want it. The cursor will be flashing in the place that you left it a couple of lines below the frame and you can continue typing outside the box.

Don't forget that when creating the border you have the choice of selecting the thickness and style of the border that you want.

Regards, Eddie

Leaving the Computers Safe

At the rooms we continue to have difficulties with switching off the computers at the wall. Switching off the computers and monitors at the wall is a good thing to do as it reduces the likelihood of a power surge burning out the computer, especially its power supply module, and causing a fire. It is usually switched off by the tutors. However, many students neglect to switch off the monitor on their computer, which is understandable as often their own monitors switch off automatically as the computer is shut down.

The problems occur when the wall switch is switched on again and several monitors come on together. Switching on is the time when the monitors, and all other electrical equipment draw the most power. Thus with up to four monitors powering up in the same instant a massive peak is created in the electrical circuit, which trips the circuit breaker on the switchboard. We suspect that our neighbour's circuit breaker is also tripped.

To avoid this, please check that all monitors are switched off (no light showing) before switching off the wall switch supplying the computers and monitors.

When the circuit breaker trips, or the power does not come on to the computers, go to the switchboard above the table in the office beside the toilet, and switch down the circuit breaker that is up.

Remember, as you shut down your computer turn off the monitor.

Eddie

That's it for this month because



The Mouse is stuck