

SeniorNet



Eastern Bays Inc

June 2008

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

Our Annual General Meeting is to be held on Wednesday 18th June. We need more committee members so if you haven't sent your nomination for the committee to the Secretary you still have time. It must reach her by 3pm on Wednesday 11th June. Committee meetings are every 2nd Wednesday February to November.

Some of those who have not yet paid their subscriptions will have received this Newsletter in spite of notice in the last Newsletter that it would be the last for those people. The big clean-up of the member data base is about to begin from 1st June onwards so if you are not financial send your subscription to the Treasurer --- we need you too.

All members are reminded that if you are buying Software, Grant Sidaway at the Federation of NZ SeniorNets sells a number of programs at a much reduced price. With the low price for students, to which SeniorNet members are entitled, there is also a discount for SeniorNet members. On the internet go to www.seniornet.co.nz and most are listed there. You can also email to grant@seniornet.co.nz Also available are various items at low, low prices. Check the website out.

The Heat pump systems have been installed in our 3 tutoring rooms and appear to work very well. Please ensure that they are turned off before vacating the rooms. The tutors will usually do this.

We have received notice from the Landlord of alterations to be made to the outside walls of our tutoring rooms. There will be some disruption to our activities from about September on as a temporary wall will be constructed about 1/2 a metre inside the road frontage wall. Let's hope that we can find a place for our new sign which we have just put up beside the front door on the street.

We still do not have the email addresses of a number of our members who have email on their computers. This cuts them out of special activities that are available at short notice as it is impossible to telephone those members for whom we do not have email addresses. Those members who have email addresses but are not receiving the 3 or more emails each month that we send out please reply to this email with your email address. I will reply acknowledging your email.

Enjoy the coming winter --- enrol for Seniorsnet courses.

Eddie

Monthly Meeting

Wednesday 18th June 2008

10am - 11am

St Heliers Church & Community Centre

100 St Heliers Bay Road

This is our Annual General Meeting. After the Annual Reports and Election of Officers our own John Richards will give a slide presentation titled "A Brief History of Auckland"

Courses Scheduled

Computer Awareness Windows Vista

Six 2-hour classes for \$30

Sue La Roche, May 27, 30, Jun 03, 06, 10, 13

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 basic Word Processing using the "Wordpad" program that comes with Windows Vista.

Computer Awareness Windows XP

Six 2-hour classes for \$30

Judy Iggo, 10-12 Mon/Thu, Jun 16, 19, 23, 26, 30, Jul 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.

Files Management for Windows XP and Vista

Six 2-hour classes for \$30

Graham Wright, 2-4 (Full) Wed, Jun 18, 25, Jul 02, 09, 16, 23 (9-11)

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.

Greeting Cards Workshop

One 3-hour class for Free

Annette & Rita, 9-12 Fri, Jun 06

This workshop is an extension of the MS Publisher course and is intended for those members interested in making Greeting Cards and creating other items on their computer.

Internet

Six 2-hour classes for \$30

Annette Bierre, 2-4 Thu, Jun 26, Jul 03, 10, 17, 24, 31

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

PowerPoint

One 2-hour class for \$5

John Richards, 2-4 Wed, Jun 11

Learn to use Powerpoint to design attention-grabbing presentations

TradeMe

Two 2-hour classes for \$10

Annette Bierre, 2-4 (Full) Mon/Thu, Jun 09, 12

Learn how to navigate around the TradeMe web-site, the procedures for registration, buying and selling.

The following courses to be scheduled as needed

Word Processing

Six 2-hour classes for \$30

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.

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.

Photo and Image Editing

Six 2-hour classes for \$30

An introduction to photo-editing and enhancing.

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

Six 2-hour classes for \$30

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

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

Excel

Seven 2-hour classes for \$30

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.

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.

Genealogy Refresher

One 2-hour class for Free

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

Publisher 2003

Six 2-hour classes for \$30

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

Scanning

Five 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.

Vista Refresher

Two 2-hour classes for \$10

Two Q & A sessions for those who would like further tuition on any aspect of the Vista operating system

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.

Discussion groups - at the club rooms

All Welcome - no charge.

Question and Answer Discussion Group

Bring your questions no matter how difficult or simple. The group will try to answer them.

Eddie Hagen, 1:30-3:30 Mon, Jun 02

Eddie Hagen, 1:30-3:30 Mon, Jul 07

Photo and Camera Discussion Group

Bring your questions we'll try to answer them.

John Richards, 2-4 Mon, Jun 16

John Richards, 2-4 Mon, Jul 21

Contributions for July Newsletter to Eddie Hagen at pated@xtra.co.nz by June 23

Question & Answer June 2008

On the first Monday of each month we hold a Question & Answer session at our rooms. Listening to the tape of the session I hear much hilarity, and myself talking too much. Come along and join in the fun.

We repeat some of the Questions and Answers here. For those who attended the Question & Answer session and did not get, or did not record, a clear and understandable answer. We hope that this column may clarify some of the answers.

- Q. When I start my computer the desktop shows but underneath my Outlook Express icon my password is showing. How do I get rid of my password from my desktop?
- A. *How it got there I have no idea, but to get rid of it try right-clicking on the icon. A drop-down menu should appear. Select "Rename" and type in the correct name of the icon. Press "Enter" on the keyboard. That should fix the problem.*
- Q. How can I put an icon, for opening a program, on the desktop?
- A. *In XP, click on the "Start" button. Click on "All Programs." Find the icon for the program you want and holding the Ctrl key down click on that icon and while holding down the Ctrl key drag the icon out onto the desktop. If you do not hold the Ctrl key down as you drag the icon onto the desktop, you remove it from the list of programs and will have difficulty finding it again if you unintentionally remove the icon from the desktop.*
- Q. I have too many icons on my Desktop. How do I get rid of some of them?
- A. *Click on the icon which you wish to remove. Press the "Delete" key on the keyboard. That removes the icon from the Desktop to the Recycle Bin but does not remove the program to which it is a shortcut. The program can still be opened by clicking on the "Start" button, clicking on "All Programs" and then clicking on the program which you wish to open.*
- Q. When I open Outlook Express I cannot see the margin on the left-hand side of the screen. I have XP as my operating system.
- A. *The easiest way to see the screen properly is to click on the resize button (the middle of the 3 buttons at the top right-hand corner of the window). That should increase the window to full size and it should be positioned correctly. If not click on the resize button again so that the window is reduced in size and then move it by clicking and holding the blue title bar along the top of the window and the window can be moved around to wherever it is wanted. When Outlook Express is opened the next time the window will be in the same position as it was when last closed down.*
- Q. How do I save just a section of a pdf document, like the Emailed Newsletter?
- A. *Open the document in Adobe Reader. At the top left there should be a button titled "Save Text." The other button beside it is "Save Image." Click on the "Save Text" button and then highlight the required text in the normal manner. Hold Ctrl on the keyboard and press the C key. This copies it to the clipboard. Open a Word document or WordPad document and holding the Ctrl key again press the V key to paste the selected text into Word, or WordPad as the case may be.*



Tip: When sending a list by email try enclosing it in a table. This anchors the text neatly in the email.

Q. The window, for any of the programs on my computer, are too far up the monitor and I can only see a little of the Close, Resize and Minimise buttons. How do I move it up so that I can see these buttons? I have Vista and Word 2007.

A. It appears that the window in one of the programs has been moved, thus the windows in all of the programs follow suit. To move it down click on the title band at the top of the window, hold the mouse button down and drag the window down. If it moves it is in the Resize mode. Run the mouse pointer over the bottom corner until it shows a double-headed arrow, hold the mouse button down and drag the window to a smaller size. Click on the resize button and the window will fill the whole screen in the correct position.

Greetings Card Discussion Group

After a recess of several years the popular Greetings Card Discussion Group using Publisher is to be reconvened by Annette Bierre and Rita MacDonald.

Date: 6th June

Time: 9 -12 noon.

Admission is free.

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