

SeniorNet

Eastern Bays Inc



March 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

Being Chairman of our SeniorNet entails me in frequently taking our club's temperature, so to speak, and assessing its health. Our membership is now 368 which is 3 more than our membership at 31st March last year. After a history of falling membership over several years until 2005-6 we are pleased to see the, once more, slowly increasing numbers. It indicates that we must be doing some things that please our members.

If any members feel that we should be doing more please send me an email at pated@actrix.co.nz with your suggestions.

Liz Watson is bringing in, from a friend in Australia, DVD's:

"Looking into Windows XP" "Looking into Windows Vista" "PhotoStory" and "Looking into Picasa"

I have looked at a couple of these and they are very good. They can only be played on a Computer DVD Player, not a conventional DVD Player, although a few may be available on CDs. (see details in box below how to purchase)

Several have already got a copy of the programs of their choice and are finding them very difficult to put down. Burnt and uncooked dinners and much racing back to their computers is resulting.

Eight of our tutors attended a Tutor Training Day organised by the Papakura SeniorNet at Papakura. Many ideas were picked up and will be talked over at our Tutors' session later in March. Our membership should be able to look forward to more interesting times.

The committee is in the process of organising a sign for the street frontage of our rooms at West Tamaki Road. Barfoot & Thompsons, Meadowbank, have offered to buy the sign for us in exchange for their logo in a bottom corner. Permission is currently being sought from interested parties and then it should be "all go."

A few weeks ago our server computer "gave up the ghost." Our technician, Lourens Pentz, diagnosed it as a faulty mother board. As the server is only about 11 months old and we have a 4 year guarantee it was back to the suppliers with it. A replacement mother board will be 3 weeks in coming from Australia but a temporary motherboard was fitted. In spite of being difficult to start it seems to be doing most of its required functions while we await word of the arrival of the new motherboard.

Eddie

TUTORIALS LOOKING INTO WINDOWS XP, VISTA, PICASA PHOTO STORY

One of our Tutors, Liz Watson, has a supply of Tutorial DVDs and CDs, which she gets from a friend in Australia. He has created them for his own pupils in Queensland and he will let us have these at the same price he sells them for there, which is \$20.00. Any member interested in purchasing these should email Liz at skipliz@xtra.co.nz or, if you don't have email, phone her on 575-9421. Please include your name, address, email address and phone number so she can contact you if necessary.

The Tutorials are "Looking into Vista", "Looking into XP", "Looking into Picasa" and "Looking into Photo Story 3".

These DVDs can only be played on your computer DVD player. They cannot be played on any other DVD player.

Neither Liz nor SeniorNet Eastern Bays makes any profit from the sale of these.

Monthly Meeting

19th March 10-11am

100 St Heliers Bay Rd
St Heliers Church &
Community Centre

Speaker Richard Poole
From

"GrownUps" 50 +
You will be amazed at
the varied interests of
this group Come and
enjoy and be amazed!!

Course Schedule for March-. April 2008

Computer Awareness Windows Vista

Six 2-hour classes for **\$30**

Sue La Roche, 10-12 (Full) Mon/Thu/Fri, Feb 11, 14, 21, 25, 29, Mar 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 basic Word Processing using the "Wordpad" program that comes with Windows Vista.

Computer Awareness Windows XP

Six 2-hour classes for **\$30**

Ross Smith, 2-4 (Full) Tue/Fri, Feb 12, 15, 19, 22, 26, 29, Mar 04 (10-10:30)

Hugh Spencer, 2-4 Tue/Thu, Mar 04, 06, 11, 13, 18, 20

Judy Iggo, 10-12 Mon/Thu, Mar 31, Apr 03, 07, 10, 14, 17

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.

Word Processing

Six 2-hour classes for **\$30**

Liz Watson, 10-12 Tue/Thu, Mar 11, 13, 18, 25, 27, Apr 01

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.

Email

Six 2-hour classes for **\$30**

Shelagh Coop, 10-12 Tue/Thu, Mar 25, 27, Apr 01, 03, 08, 10

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

Files Management for Windows XP

Five 2-hour classes for **\$25**

Graham Wright, 2-4 Wed, Feb 27, Mar 05, 12, 19, 26

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

Photo and Image Editing

Six 2-hour classes for **\$30**

John Richards, 2-4 Wed/Fri, Apr 02, 04, 09, 11, 16, 18

An introduction to photo-editing and enhancing.

Genealogy Refresher session

One 2-hour class for Free

Neville Salisbury, 2-4 Thu, Apr 10

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

TradeMe

Two 2-hour classes for **\$10**

Annette Bierre, 2-4 Tue/Thu, Mar 18, 20

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

Word Processing Revision

Two 2-hour classes for **\$10**

Annette Bierre, 2-4 Tue/Thu, Apr 08, 10

This is a short course revising the "Microsoft Word" skills learned in the Introductory and Intermediate Computer Skills courses.

The following courses to be scheduled as needed

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.

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.

Files Management for Windows Vista

Seven 2-hour classes for **\$30**

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

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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.

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.

Email Revision

Two 2-hour classes for **\$10**

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

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.

Discussion groups at the club rooms

All welcome – no charge

Photo and Camera Discussion Group Mon 17th March

John Richards, 2-4pm, Mon, 17th March

John Richards 2-4pm Mon 21st April

Question and Answer Group

Eddie Hagen, 1.30-3.30 Mon 7th April

Eddie Hagen 1.30-3.30 Mon 5th May

Some Questions & Answers from the Q & A Group 3-3-08

1.

Q. How do I make the text in an incoming email larger?

A. From the Inbox open Tools/Options and select the "Read" tab. At the bottom of the dialogue box is Fonts. Click on the Fonts button and select Largest.
2.

Q. I have scanned a photo and want to make it larger. I have looked for the re-size handles but cannot see them. How do I resize it?

A. The picture may still be in the scanning program. It must first be saved to "My Pictures". Then open it in a Photo-Editing program to resize it. Microsoft Picture It or some other program will be able to do it. From the menu bar open Image/Resize. Be careful to ensure that the picture is re-sized proportionally. Be careful not to resize it too large as the pixels will become visible and blur the picture.
3.

Q. Sometimes when I have sent an email I get it returned because of an incorrect address. Is there any way I can resend it with the correct address without re-typing it all?

A. Yes! Find the email in the Sent Items folder. Highlight it and then Forward on the menu bar. The email will appear. Put the correct address in the To: bar, delete the text that was inserted into the email in the sending process and remove the Fwd: from the Subject. Then Send it as a normal email.
4.

Q. Doesn't Outlook Express put the addresses into my Address Book automatically?

A. You can ask it to automatically put the addresses of emails that you reply to into your Address Book. To do this, from the Inbox select Tools/Options and the Send tab. Click in the tick box beside "Automatically put people I reply to in my address book." It will do so until you un-tick the tick box. The problem with doing this is that it puts the address into your address book but not the recipient's name and often the address has no relationship to the name.
5.

Q. When I want to put an address into an email I start to type the person's name into the address bar and as I type their full name appears in the address bar, because their name and address is in the Address Book.

A. This is the Auto Complete function which, in this case, automatically completes the address. Of course, if the name inserted is not the one you want just continue to type until the correct name appears.
6.

How do I Copy and Paste?

In any program highlight the word, phrase, paragraph or picture that you wish Cut, Copy or Paste. If it is text, you can either swipe across it with the mouse pointer so that it is highlighted or a much more accurate way is to click the mouse pointer before the first letter of what you want to highlight, hold the Shift key on the keyboard down and using the right and/or down arrow keys in the middle of the keyboard highlight the part wanted.

When the required text is highlighted, hold the Ctrl key down and then press the C key. This copies it to the Clipboard.

Move the cursor to the place elsewhere in the document, in another document or in another program where you wish insert the text you have saved. Hold the Ctrl key on the keyboard down again and press the V key. This will Paste the saved text to the new location. Why the Ctrl + V key instead of the Ctrl + P key? Because the Ctrl + P has already been assigned to Print. The text will be inserted in the chosen place.

