

SeniorNet

Eastern Bays Inc



March 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

We are still hearing of some members who complain that the Question & Answer Discussion group is unsatisfactory because some of the answers are too complicated and at too high a level of computer knowledge. We cannot filter out questions that may be too advanced before they are asked and when they are asked we cannot refuse to answer them because they may be too advanced for some of the attendees, including the persons who asked them. The Question & Answer group is for **all** of our members. Like all such sessions and columns much will be discussed that is of interest to only a few but if one question is asked that only a few are uninformed about then the answer could be useful to those members. So come along and ask your question, basic or advanced and some of us may learn something from the discussion. As some of our members say, "I always enjoy the Question & Answer Discussion Group because I always learn something new."

Graham McLeod will again be in Auckland Wednesday 15th April, 2-5pm would be mainly Picasa 3, and Friday 17th April 2-5pm Disc burning, DVD movies etc, with Photo Story 3, Nero Express, and Ulead Movie Factory. Although the sessions are free for our members bookings must be made. Either or both sessions may be booked on the Voice Mail number above.

Ruth Meltzer has given us a handbook for an HP Photosmart 2570 All-in-one series printer. It is in the Library at the rooms and any member who would like to borrow it is welcome but please put your name in the notebook in the cupboard. The library is in the cupboards under the windows in the main room.

As yet we have not had any volunteers to take over the tasks of Assistant to the Course Manager and also Federation Invoicing that I appealed for earlier this month. This is another job that I have to do myself until someone steps forward. Can you type a letter on your computer, can you write an email with an attachment and can you open an attachment from an email? If so, we need you! It is time to ask the questions, "Is SeniorNet Eastern Bays worth saving?" and "Can I do something to help?"

Enjoy the autumn.

Eddie

DISCUSSION GROUPS at the CLUB ROOMS - All Welcome - no charge

Photo and Camera Discussion Group

John Richards, 2-4 Mon, Mar 16

John Richards, 2-4 Mon, Apr 20

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

Question and Answer Discussion Group

Eddie Hagen, 2-4 Mon, Apr 6

Eddie Hagen, 2-4 Mon, May 4

There is no charge for this Discussion Group and 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.

MONTHLY MEETING

18th March 10 am

100 St Heliers Bay Road

St Heliers Church & Community Centre

Speaker

Murray Judd

Product Manager of Telstra Clear

Subject

"An introduction to Broadband and what you can do with it"

Followed by question time on the internet, security and computer related topics

OPEN DAY 25TH MARCH

At the clubrooms anytime between 10am & 4pm

Bring your friends, show them what can be learnt

Course Schedule for March - April 2009

Computer Awareness Windows XP

Six 2-hour classes for \$30

Ross Smith, 2-4 Tue/Thu, Mar 17, 19, 24, 26, 31, Apr 02

This is Ross Smith's last course, thank you Ross for your help and support as a tutor for many years.

Hugh Spencer, 2-4 Tue/Thu, April 14, 16, 21, 23, 28, 30

The 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 Awareness Windows Vista

Six 2-hour classes for \$30

Sue La Roche 10-12noon Mar 17, 19, 24, 26, 31, Apr 2

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 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

Digital Picture Transfer Workshop

One 3-hour class for \$5

Sue La Roche and Annette Bierre, 2-5 Fri, Mar 20

This workshop will cover the transferring of photographs from a digital camera to a computer using the Windows file management program, Windows Explorer. After a demonstration, you will do the exercise with your camera with guidance from the tutors. Bring your camera's USB cable and the instruction book if you have it. Make sure your camera is fully charged.

Excel Graphs

One 2-hour class for \$5

Eddie Hagen, 2-4 Thu, Mar 19

A two hour study of graphs using Excel 97-2003

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.

Genealogy Refresher – Free Q & A sessions

Neville Salisbury, 10-12 Thu, Mar 26

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.

Internet

Four 2-hour classes for \$20

Shelagh Coop, 2-4 Thu/Mon, Mar 12, 16, 23, 26

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

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.

TradeMe

Two 2-hour classes for \$10

Annette Bierre, 2-4 Mon/Thu, Mar 30, Apr 02

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

Word Processing MS Word 97-2003

Six 2-hour classes for \$30

Liz Watson, 10-12 Tue/Thu, Apr 07, 09, 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 WindowsXP

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 \$5

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

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.

General Revision

One 2.5-hour class for \$5

This is your chance to sort out a problem. Sit at a computer and ask the tutor to demonstrate the topic that puzzles you.

Greeting Cards Workshop

One 3-hour class for Free

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.

Making Videos with Vista

Six 2-hour classes for \$30

This course uses Movie Maker version 6 which comes with Vista.

Photo and Image Editing

Six 2-hour classes for \$30

An introduction to photo-editing and enhancing.

PowerPoint

One 2-hour class for \$5

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

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.

Windows Vista Workshop

One 2-hour class for \$5

One session for those who have upgraded their computer and need learn "What's new" in Vista. It could also suit those who have attended the Computer Awareness course and would like a "refresher".

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.

Tips, Questions & Answers



Tip! Those wanting to speed up their computer, remove unnecessary files from the registry and generally clean out infections the Federation Newsletter tells us:



There is one Company that does provide a genuine one click repair program that has been used and tested on both XP and Vista Operating Systems by several SeniorNet people.

Its very effective, and simple to use.

The program which is Free and is only 7.5MB to download is called Advanced System Care, and can be found at <http://www.iobit.com> It will scan, repair, protect, optimise, clean and remove spyware and generally fine tune your computer all in one operation. You can of course purchase a Pro Version but the Basic Free one is certainly worth trying and is completely safe to use if the simple instructions are followed.

Thanks to Don MacLean from the Hibiscus Coast for telling us about this.

Chairman's Note: As with any program downloaded from the Internet be sure to create a Restore Point and preferably a Backup before installing.

Q. *With an older version of MSWord I could see the text boundaries that didn't show in the printed document. How can I get it to show in my present version?*

A. Click on Tools in the menu bar, then Options in the drop-down menu, then tick the Text Boundaries tick-box in the Print and Web Layout section.

Q. *I use Open Office Writer as my Word Processor, how do I get rid of the text boundaries view?*

A. In Open Office Writer click on View in the Menu Bar and then click on Text Boundaries.

Q. *I have received a form which I have scanned and I need to put answers into it and would like to send it back by email. How do I do this?*

A. The scanned form has become a picture, not a document, although some scanners will convert it to a Word document, but few satisfactorily. To overcome this, print the scanned form and fill it out by hand or with a typewriter. Then scan it again, preferably in jpg format and attach it to an email.


Q. *I notice that in the newsletter the ends of the lines are all lined up. How is this done?*

A. Highlight the paragraph, or whole page, and in the Tool Bar click on the Justify button.



This and much more can be learnt in our Word Processing course.

Q. *I would like to type a column of figures with all of the decimal points aligned. What is the best way to do this?*

A. In Word, click on the button where the side and top rulers meet. Keep clicking until this symbol appears  Note the decimal in the angle of the sign. In the top ruler click where you would like the decimal points to align then just tab across to this mark and type in the number. Press Enter and tab across to the tab mark and enter the next number. Do the same for each number. The decimals will be aligned.

More accuracy in placing the tab can be achieved by clicking on Format in the Menu Bar and clicking on Tabs. Type in the position that you want the tab and click on the alignment you want and then Set.

Q. *In MY Favourites in Internet Explorer, how do I sort my favourites into alphabetical order?*

A. The only way that I know is manually. Click on Favourites/Organise Favourites. Drag the icon beside the one you want to move, to where you want it to go.

Q. *How do I sort the icons on my Desktop into order?*

A. Right click on a space in the Desktop. In the Drop-down menu click on the way that you want them sorted.

Q. *How do I sort the files in my folders?*

A. In My Computer open the folder you want. In the Menu Bar click on View and then Arrange Icons By: and choose the order you want.

Q. *How do I sort the names in a list in Word; In a table?*

A. Highlight the list or column that you want to sort and then click on Table/Sort. Choose the option you want and click on it.

Q. *In Publisher I can link the text boxes so that the text carries on into the next box. Can I do that in MS Word?*

A. Yes you can. Insert the first text box and then the second. As the text boxes are inserted the text box tool bar appears. Position the cursor in the first text box, click on the unbroken link in the toolbox, then position the paint can in the second text box and click. Now as you type in the first text box it will overflow into the second.



Tip! Is your scanner like mine and only scans to a .tif file and you would like to convert to a smaller file format that your friends can open on their computer?

I use Irfanview file converter; a free download from www.irfanview.com Just download the file, double-click on the compressed file that is then on your computer, usually on the desktop, and it will install itself. Then when you want to convert a file open it in Irfanview and Save as a jpg file. Now the file will be smaller and your friends should have a program on their computer that will open it.

Are you getting annoyed with my spelling program instead of programme? Or disk instead of disc? The reason is that computers developed in the U.S.A. and most computer books and articles that you read will spell these things these ways.

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 Easter Bays

