

SeniorNet

Eastern Bays Inc



November 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 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

This will be the last Newsletter of 2008. SeniorNet closes down over December and January.

Our landlord at 106 West Tamaki Road is intending to do some renovations to the exterior of the building. Originally the builders were expected to start work in September 2008 but at the beginning of October I had a meeting with the landlord and the architect and it is now expected that work will begin in January. We will see if that takes place.

The intention is to remove the concrete blocks and windows along the front of the building and replace them with panels and windows from floor to ceiling. The windows are to be coated inside so that although we can see out the people outside will not be able to see in. Also, the windows in the tutoring rooms will be replaced. The canopy over the Hairdressers' will be extended to the western end of the building (over our left-hand room). This will all cause some disruption to our operations with builders' noise and dust. It is hoped that arrangements will be able to be made to restrict the worst of the interference to outside our teaching hours.

It may be that the building work will be completed during January but I, for one, doubt it so we will probably need to move our computers around from room to room to avoid damage from the builders' activities. It is possible that participants in courses may start out, for instance in the Left Hand Room, move to the Right Room and even end up in the Seminar Room. Patience will be the by-word.

Several months ago we announced that members enrolling for a course would need to pay for it before actually being enrolled. This condition has been waived for an indeterminate period.

The raffle for the Epson colour printer will be drawn at our November Meeting at the Community Centre so we look forward to seeing all ticket holders there.

The committee and I wish all members a Merry Christmas, a Happy New Year and a Joyous time with their families and friends.

Regards,

Eddie

Discussion Groups at the Club Rooms

All Welcome No Charge

Please bring along your queries. We may not be able to answer them all, but we will do our best to find a solution

Photo and Camera Discussion Group

Usually every 3rd Monday in the month

John Richards, 2-4pm Monday Nov 17th
2-4pm Monday Jan 19th

Question and answer group

Usually every 1st Monday in the month

Eddie Hagen 1.30 - 3.30 Monday Dec 1st
1.30 - 3.30 Monday Feb 2nd

MONTHLY MEETING

19th November

100 St Heliers Bay Road

St Heliers Church & Community
Centre

Speaker Grant Stephens
Eden Computers

Subject Nod 32

Course Schedule for November 2008

General Revision

One 2.5-hour class for \$5

Annette Bierre, 1:30-4 Thu, Nov 20

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

Making Videos with Vista

Six 2-hour classes for \$30

Graham Wright, 2-4 Mon, Oct 20, 27, Nov 03, 10, 17, 24

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

TradeMe

Two 2-hour classes for \$10

Annette Bierre, 2-4 Tue/Thu, Nov 25, 27

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

Word Processing Workshop

Two 2-hour classes for \$10

Liz Watson, 10-12 (Full) Tue/Thu, Nov 18, 20

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?

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 Awareness Windows XP

Six 2-hour classes for \$30

This course is especially designed for those who are new to computing or who have little experience with computers.

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

Digital Picture Management Workshop

One 3-hour class for \$7

This workshop will cover the transferring of photographs from a digital camera to a computer and managing them using the Windows file management program Windows Explorer

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.

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.

Greeting Cards Discussion Group

Six 2-hour classes for \$30

A 2 hour discussion forum formerly held every second Monday of the month

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.

Internet

Six 2-hour classes for \$30

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

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 MS Word 97-2003

Six 2-hour classes for \$30

This course takes the student further into the powerful program Microsoft Word2003 following on from the Computer Awareness course for WindowsXP. It does not, however, purport to cover all aspects of the MS Word2003 program.


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.

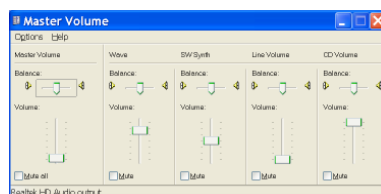
Questions, Answers & Tips

- Q.** *How do I change the size and colour of the font in emails I send in Outlook Express?*
- A.** With Outlook Express open, in the menu bar click on Tools/Options. In the dialogue box click on, the Compose tab. In the Compose Font section at the top click on the Font Settings button for Mail. Select the font and size that you want and in the colour bar click on the reveal button (the blue one with the down arrow) and select the colour that you want. Click on the Apply button and then the OK button. Emails that you compose will now have the font that you chose.
- Q.** *How do I enlarge the font in emails that I receive in Outlook Express?*
- A.** With Outlook Express open, in the menu bar click on Tools/Options. In the dialogue box click on, the Read tab. In the Fonts section at the bottom of the dialogue box click on the Fonts button. In the Fonts dialogue box click on the reveal button in the Font Size bar. Select Larger or Largest.
- Q.** *I send regular emails to a group of recipients. How do I create a Group email?*
- A.** In Outlook Express, click on Address Book in the Toolbar. Make sure that you are in the folder where the recipients are listed. Click on New and then New Group. Enter the group name where the cursor (or I beam) is flashing. Click on the Select Members button. Select the members by clicking on a person required for the group and then click on the Select button between the two panes. The person and their email address will be transferred to the group list in the right-hand pane. Several can be selected at the same time by holding down the Ctrl key on the keyboard as you click on each name then click on Select. When all of the group's names are in the right-hand pane click on OK and the group's name will be displayed in Bold in the address list. When selecting the recipient from the list of addresses the groups name will be displayed in Bold in the list of addresses. One click on that will put all of the group into the address bar of your email.

 **Tip!** When selecting contiguous addresses, if the Shift key is held down, on the keyboard, while clicking on the first name and also held down while clicking the last name then all of the names between the two will be highlighted. If wanting to select non-contiguous names just hold down the Ctrl key while clicking on each name.

 **Tip No.2!** I suggest that you don't select too many names at a time as when you accidentally click on a space (as you will from time to time) the highlighting disappears from all of the names and you'll need to start all over again.

- Q.** *When I reply to an email the sender's address automatically goes into my address book. How do I stop that from happening?*
- A.** In Outlook Express, Click on Tools/Options. In the Options dialogue box Click on the Send tab. In the Sending section at the top, click on the tick box beside "Automatically put people I reply to in my address book." Click on the Apply button, at the bottom of the dialogue box and then OK. This will un-tick the box and ensure that people you reply to will not automatically go into your address book.
- Q.** *When I open emails with sound in them I cannot hear the sound. My speakers are plugged in and turned on. Do you have any suggestions?*
- A.** In the notification area, at the bottom right of your screen (around the clock), there is an icon of a speaker (you may have to click on the button with an arrow that reveals hidden icons). Double-click on the icon and the volume control for all audio inputs and outputs are then shown. Un-tick any of the "Mute" tick boxes that are ticked. This should cure the problem. Many computer keyboards have a volume control, either in the form of a knob or a slider which alters the Master volume control shown in this display.



Q. *How do I put music into an email?*

A. The sound must first be stored in a folder on your computer. With the new email open click on Format in the menu bar. Then rest the mouse pointer over Background and select Sound. Browse for the sound that you want, highlight it, click on the Open button and then the OK button and the sound will start immediately (providing the computer sound is switched on).
Of course when Background was open there was also a choice of Picture and Colour. They are inserted in a similar way.

REMEMBER, inserting Pictures and/or Sound adds to the size of the email in massive amounts and the recipient may not have Broadband. When I experimented with the backgrounds of Picture and Sound I increased the size of the email file by 446 Megabytes. That would be several days of uploading and downloading time on my dial-up connection.



Tip! In Word Do you need to swap the second and third paragraphs, or any other paragraphs in the document you're working on? Don't waste time dragging text around within your document using the mouse. Just click on the paragraph you'd like to move, hold down Shift-Alt, and move the paragraph up or down using the arrow keys. Each press of the arrow key causes the selected paragraph to jump over one adjacent paragraph.



Tip! Some of the features that are supposed to help you can just be downright annoying. Take those squiggly red and green underlines Word puts under words and sentences. Intended to point out spelling and grammatical errors, these are often wrong or inappropriate. To turn off the squiggly lines, choose Options from the Tools menu, select the Spelling & Grammar tab and then uncheck Check spelling as you type and Check grammar as you type. Similarly, the Smart Tags that appear under dates, telephone numbers, pasted text, and so on can be distracting. You can choose AutoCorrect Options from the Tools menu, and then select the Smart Tags tab to turn off individual features or all Smart Tag displays.



Tip! Handy keyboard shortcuts to use for Copy, Cut and Paste are:
With the text or picture highlighted;
To Copy to clipboard - Hold Ctrl + the letter C
To Cut onto the clipboard - Hold Ctrl + X (looks like scissors)
To Paste - Hold Ctrl + V

They use far fewer movements than using the Edit menu.

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