

SeniorNet

Eastern Bays Inc



October 2007

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

At the September meeting we had an interesting address by Anna Yallop on Laser etching portraits into blocks of crystal.

The month has been difficult for our committee. News has come of a reduction in our course fee subsidies, from the Tertiary Education Commission, from \$3.50 per student hour to \$1.70 per student hour and then a rent rise, from the landlord of our clubrooms at 106 West Tamaki Road, of 34.5 %.

The NZ Federation of SeniorNet Societies has been battling, on our behalf, trying to get the Tertiary Education Commission subsidy improved to what was promised but so far no progress has been made. Negotiations continue.

After difficult negotiations with our landlord we have had to accept the rent rises for the next two years, due to the fact that there appears no suitable alternative accommodation available in our area. To find alternative accommodation we would have to go to Mt Wellington or Ellerslie. Perhaps when our lease again expires in two years time we may have to give these areas serious consideration. In the meantime we need to keep thinking and looking.

Our reserves built up by the committees over several years, plus the assistance the Auckland City Council gives us with our accommodation, should allow us to survive the coming two years, pressing ahead with enthusiasm.

The landlord has readily agreed to organise repairs to the outside wall at the south east corner of our main room. There is seepage through the wall behind where we usually stack the chairs. He has also agreed to replace a faulty light fitting and a broken power point in the kitchen.

Very slowly new members trickle in. We expect to approach some of the retirement villages in the area with a view to running classes at their premises, for residents who have their own computers but feel unable to travel to our clubrooms for lessons.

Some of our members are still not receiving the emails that we send out about 3 times each month. I know they are not receiving them as the emails are bouncing back to me with the message, "No such address."

If you haven't been receiving them please email me at: pated@actrix.co.nz

Enjoy the spring sunshine and give up skiing on Ruapehu for this season.

Better still, avoid skin damage by staying indoors and working on your computer.

Eddie

Monthly Meeting

17th October Wednesday 10-11am

St Heliers Church & Community Centre

100 St Heliers Bay Road

SPEAKER *Claire Vial* is co-author of more than 50 non-fiction childrens books, owns and operates an African Safari travel business (www.africansafaris.co.nz) and an online photolibrary (www.pictures4schools.com) for students and teachers.

Course Schedule for Oct-Nov. 2007

Computer Awareness

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

Liz Watson, 10-12 Tue/Thu, Oct 02, 04, 09, 11, 16, 18
Hugh Spencer, 2-4 (Full) Tue/Thu, Oct 09, 11, 16, 18, 23, 25

Judy Iggo, 10-12 Mon/Thu, Oct 15, 18, 22, 25, 29, Nov 01

Judy Iggo, 10-12 Mon/Fri, Nov 05, 09, 12, 16, 19, 23
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**

Shelagh Coop, 10-12 Tue/Thu, Oct 23, 25, 30, Nov 01, 06, 08

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

Excel

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

Eddie Hagen, 2-4 (Full) Thu/Tue, Sep 20, 25, 27, Oct 02, 04, 09

Eddie Hagen, 2-4 Tue/Thu, Nov 13, 15, 20, 22, 27, 29
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**

Neville Salisbury, 2-4 (Full) Thu, Nov 01, 08

An introductory course of two classes and two field trips, in a subject much sought after by grey-headed students.

Internet

Six 2-hour classes for \$30

Annette Bierre, 10-12 Fri/Mon, Nov 09, 12, 19, 23, 26, 30

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

TradeMe

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

Annette Bierre, 2-4 Tue/Thu, Oct 16, 18

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

Word Processing

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

Liz Watson, 10-12 Tue/Thu, Nov 06, 08, 13, 15, 20, 22

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.

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 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 Revision

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

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

Files and Folders

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

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

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.

Texting

One 2-hour class for **\$10**

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

Vista Seminar/Discussion Group

One 2-hour class for Free

Videos from the www.windowsvista.com website will be shown and discussed. Transcripts of the videos will be handed out so that the members can go home and practice at home or practice on our computers when the room is not in use. If the interest is there we will continue into MS Office 2007. As these are Discussion Groups if members feel that they can make a contribution they will be welcomed.

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

Photo and Camera Discussion Group

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

John Richards, 2-4 Mon, Oct 15

John Richards, 2-4 Mon, Nov 19

Question and Answer Discussion Group

Eddie Hagen, 1:30-3:30 Mon, Nov 05

Use of the Print Screen Key

The more that we use MS Word the more we become familiar with it's amazing range of functions, so much so that we forget how strange many of these functions are to the less experienced.

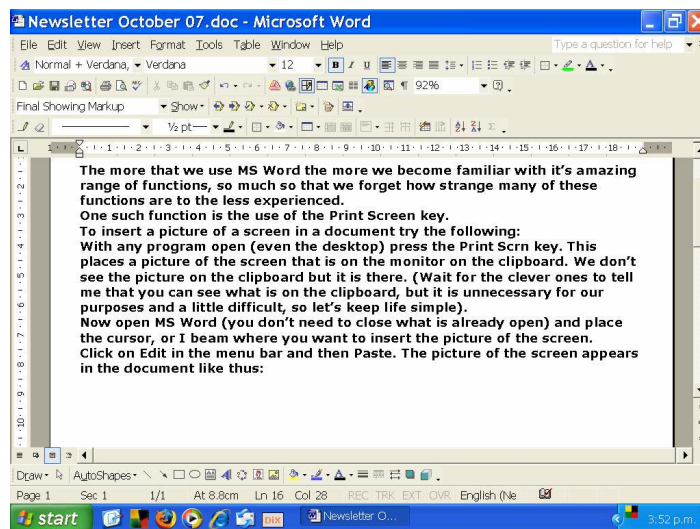
One such function is the use of the Print Screen key (it's just above the Delete and Home keys).

To insert the picture of a screen in a document try the following:

With any program open (even the desktop) press the Print Scrn key. This places a picture of the screen that is on the monitor on the clipboard. We don't see the picture on the clipboard but it is there. (Wait for the clever ones to tell me that you can see what is on the clipboard, but it is unnecessary for our purposes and a little difficult, so let's keep life simple).

Now open MS Word (you don't need to close what is already open) and place the cursor, or I beam, where you want to insert the picture of the screen.

Click on Edit in the menu bar and then Paste. The picture of the screen appears in the document like thus:



You can move the picture by clicking in the middle of it to show the resizing handles and then dragging the picture to where you want it with the mouse pointer. Remember to hold down the left mouse key as you drag the picture.

A more convenient way of moving the picture while the resizing handles are showing is to just tap the arrow keys on your keyboard at the bottom right (below the Delete, End, Page Up and Page Down keys). To make finer adjustments hold down the Ctrl key while using the arrow keys.

You may wish to reduce the size of the picture. To do this v-e-r-y slowly pass the mouse pointer over one of the resizing handles in one of the diagonal corners. When a double-headed arrow appears hold the mouse pointer down and drag the corner of the picture to the required size. Using the resizing handles at the corners of the picture keeps the picture in proportion both vertically and horizontally. If you use one of the intermediate handles on either side, top or bottom the picture will distort.

If you wish to crop the picture be sure that the resizing handles are visible (click in the middle of the picture if they are not) and then click on Format on the menu bar and then Picture at the bottom of the drop-down menu. From the dialogue box that appears you can crop from Left, Top, Right or bottom. You'll need to experiment to get the distances right. After each unsatisfactory attempt just click on Format and Picture and try again. Good luck, and who said computers are a great time waster?

Email Tips

Lost Emails

I have been called several times regarding this mystery, so I thought it worthy of communicating.

The mystery begins with sending an e-mail to a friend or associate and they do not receive it. So, you send them another one and again they do not receive it! You're baffled because you know that you have the correct e-mail address. So, you have them send you an e-mail message and you reply to the e-mail and they still do not receive it.

Inevitably this mystery needs to be solved on the recipients computer. Ask them to open Outlook Express, click on Tools, Message Rules, Block Senders List...

Click on the Blocked Senders tab.

This will produce a list of e-mail addresses that the recipient has either intentionally or non-intentionally blocked. If they find you listed there, have them click on your e-mail address then click on the Remove button and click on Yes then click on OK. This will remove you from the Blocked list.

Another way to test if your outgoing e-mails are working is to send yourself an e-mail, if you receive it back, then you know your send function is working!

All men should strive to learn before they die what they are running from, and to, and why.

Thanks to The Patient Tutor

Please excuse the later delivery of this email Newsletter. During the recent storm, water gathered in the deck of the dentists', upstairs, due to a small piece of carpet becoming lodged in the drainage pipe. The overflow through our ceiling drained itself down the wall of the Left-hand Tutoring room and into our carpet. Our Chairman had to spend some time at our rooms organising insurance assessor and service people when he expected to be tuning the newsletter and adding a comment or two.

Enjoy!

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