

SeniorNet

Eastern Bays Inc



October 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

Welcome to our new members. All members are now accepted on the understanding that they will attend a free introductory two-hour session. This is to explain some of the things about SeniorNet Eastern Bays that they need to know and to give us a chance to assess their computer skills so that we can best advise them what courses they should attend. Included in this hour will be a break for a sociable cup of tea or coffee and a biscuit or two.

In the past we have had difficulties with members enrolling in the more advanced courses of Email, Internet, Excel, Photo-Editing and others, without taking the Computer Awareness course to learn the basic skills necessary to satisfactorily learn what is taught in the more advanced courses. Not only does that situation limit severely what they can learn but it also holds back the other students in that course or class. This does not apply to members who come to us with already developed skills in the basics. We can assess those skills and recommend which courses they should enrol in and how to go about it.

We are in the process of developing a range of 2-hour classes such as calendar making, label making (for preserves or wine bottles, etc.), making tables in MS Word, using drawing tools in MS Word, keyboard shortcuts, using a cell-phone, texting, converting audio from Vinyl to CD's and many others. Unfortunately the people who could lead these are the same people who are already very busy taking courses or are weighed down with administrative tasks. If you know a set of skills that would fit into this category and are willing to have a go at leading a group learning them please contact me by emailing to pated@actrix.co.nz

Our raffle of the Epson Picture Mate Personal Photo-printer is to be drawn at our November meeting. Tickets will be available at the October meeting and immediately before the November meeting.

Eddie

SPECIAL!!!!!!

Telstra Clear Open Morning for SeniorNet Members at our rooms 106 West Tamaki Road

Thursday 16th October from 9.30 to 12.30

Matthew Bourne the SeniorNets account manager for TelstraClear and another representative from TelstraClear will advise members on how much a plan with TelstraClear would cost them

Bring your latest bill from your present provider and they will compare costs of a TelstraClear account, but wait there is more!!! you will then automatically go in the draw for a Cordless Uniden Phone RRP \$149.

Come and hear more information and other specials on Thursday 16th October

MONTHLY MEETING

15th October

100 St Heliers Bay Road

St Heliers Church & Community Centre

Speaker Kevin Hicks (ACC) and Constable Gabriel Milite

Subject Security in the home

Course Schedule for Oct - Nov 2008

Computer Awareness Windows Vista

Six 2-hour classes for \$30

Sue La Roche, 10-12 Tue/Thu, Oct 14, 16, 28, 30, Nov 04, 06

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.

Files Management for Windows XP and Vista

Six 2-hour classes for \$30

Graham Wright, 2-4 (Full) Wed, Oct 01, 08, 15, 22, 29, Nov 05

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.

Publisher 2003

Six 2-hour classes for \$30

Sue La Roche, 2-4 (Full) Tue/Thu/Wed, Sep 30, Oct 02, 08 (10-12), 09, 14, 16

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

Special Workshop

One 3-hour class for Free

Telstra/Clear, 9:30-12:30 Thu, Oct 16

TELSTRA/CLEAR services offered especially to SeniorNet members. (*See details in "SPECIAL" on 1st page*)

Word Processing MS Word 97-2003

Six 2-hour classes for \$30

Liz Watson, 10-12 Tue/Thu, Sep 30, Oct 02, 07, 09, 14, 16

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.

The following courses to be scheduled as needed

Camera Selection,

Computer Awareness Windows Vista

Computer Awareness Windows XP,

Computer Maintenance and Security

Email, Email Revision Excel

Genealogy

Genealogy Refresher

Greeting Cards Workshop

Photo and Image Editing,

Power Point

Scanning,

TradeMe

Word Processing MS Word 97 – 2003

Word Processing Revision,

Word Processing Workshop

You will find a more detailed description of the courses to be scheduled on our web site page www.sneb.org.nz

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 Oct	20th
	2-4pm	Monday Nov	17th

Question and answer group

Usually every 1st Monday in the month

Eddie Hagen	1.30 – 3.30	Monday Oct	6th
Eddie Hagen	1.30 – 3.30	Monday Nov	3rd
Eddie Hagen	1.30 - 3.30	Monday Dec	3rd

Bits & Bytes

The computer swallowed Grandma

Yes, honestly it's true!

She pressed "control" and "enter" and disappeared from view.

It devoured her completely, The thought just makes me squirm.

She must have caught a virus, or been eaten by a worm.

I've searched through the recycle bin

And files of every kind;

I've even searched the Internet, but nothing did I find.

In desperation, I asked Jeeves, my searches to refine.

The reply from him was negative, not a thing was found "online"

So, if inside your "Inbox", my Grandma you should see.

Please "copy, scan & paste" her and send her back to me.

Thanks Jack

Tips, Questions & Answers

Q. On Google's website, on the link to "Others", they have an item called "G Mail". Is this any use to a casual user such as I?

A. Probably the main use for this is as a free casual email facility. A new email username and address can be created for use when visiting sights that offer free downloads or require registration for some other reason. Then if too much spam is received the address can be abandoned and another username and address can be created for free.



Tip Another facility on Google is Storage, where files can be stored. When travelling overseas all photos on a Digital Camera can be uploaded to Google Storage then on your return to home they can be downloaded onto your computer or other storage device.

Q. When using Excel Spreadsheets only 3 worksheets are shown can I insert another worksheet?

A. Yes, you can insert another worksheet by clicking on Insert in the menu bar, then Worksheet.

The worksheet's tab position, at the bottom of the window, can be altered by dragging it across to where you want it. The name can be altered by right-clicking on the tab and selecting rename from the drop-down menu. If desired the colour of the tab can also be altered from the same right-click, drop down menu.



In Excel if you wish to make a series of titles such as the day of the week or series of months, it can be done using the Auto-fill tool. Select the cell in which you wish the series to begin by clicking in it. Enter the first title, such as Mon, or Monday, April or Apr and click and hold the mouse pointer on the Auto-fill tool which is the small black square at the bottom right of the cell. Drag the square across, or down, for as far as you wish the series to extend.

	Apr	May	Jun	Jul	Aug	Sep
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
	2008	2009	2010	2011	2012	2013

If you wish to do the years or any other series, type in the first 2 or 3 titles in the series (as the years above), select those 2 or 3 cells by clicking in the first cell and dragging across to select the other 2 or 3 cells, take hold of the Auto-fill tool and drag it across as far as you want the series to extend.

As the Auto-fill tool is dragged it displays, just below the mouse pointer, the next title in the series.



In MS Word you can use the scroll button on your mouse to zoom in and out of documents quickly. Just hold down the Ctrl key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.



When you're creating a bulleted or numbered list in Word or [PowerPoint](#), you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list. Another useful trick: In Excel, you can press Alt-Enter to start a new line within a cell.



When you copy text from the Web or another document into a Word file, Word will reproduce the typeface, color, and font size displayed in the original page. If you want the pasted text to match the formatting in the destination document, use Edit/Paste Special, and choose Unformatted Text.



The AutoCorrect feature in Office can automatically place symbols in your documents. To find the dialogue box to do it click on Tools, in the menu bar, and then AutoCorrect Options

(c) will do this: ©

(r) will do this: ®

(tm) will do this: ™

==> will do this: ➤

<== will do this: ➤

--> will do this: →

<-- will do this: ←



Do you need to swap the second and third 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.



These tips and many others are already on our website at www.sneb.org.nz under "Site Latest" (top right of home page) or under "General Tips" or "Technical Tips." So don't be stuck, go to our website and have a search.

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