

# SeniorNet

Eastern Bays Inc



September 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**

We are now sending the email version of our Newsletter to all members on our email list and an increasing number have emailed saying they do not need to receive the postal version. The saving in postage and envelopes can go towards other important things. Members who are receiving the email Newsletter might consider sending me an email at [pated@actrix.co.nz](mailto:pated@actrix.co.nz) and opting out of the postal version if they haven't done so already. If you have an email address, but haven't been receiving our emails monthly please send an email to me at the above address. I'll reply to each email.

Our SeniorNet was started with the express purpose of teaching people over the age of 55 how to use computers. Many of our members have been with us since those very early days and although they have been through our courses we are pleased that we are able to continue to give those people some enjoyment from remaining members. Attendance at our monthly meetings and discussion groups seems to be giving a number some enlightenment and entertainment. If you have a spare hour and would like to embark on an amazing journey, try going to our website at [www.sneb.org.nz](http://www.sneb.org.nz) and follow some of the links down the left side. Each link opens a wonderland of information. Like never before in history information is available with little effort. For those who are new to the web a link usually is in a coloured text which when the mouse pointer is passed over it turns to a hand. If this happens we know it is a link to another web page. When the hand is showing left-click on the link and you are on your journey, all from your computer chair. As more and more information is put on the web, often because somebody felt it should be available, free to anyone with a computer, we experience the wonder that we felt when we realised the wealth of knowledge available from books turn into amazement and joy at finding some of those books and any other information that can satisfy, or stimulate, our curiosity.

It is now spring so shortly we will begin to start feeling warmer and looking forward to another summer. Our fingers will feel less stiff on the keyboard and hopefully we will feel more enthusiasm for SeniorNet courses.

**Eddie**

## **Monthly Meeting**

19<sup>th</sup> September Wednesday 10-11am

St Heliers Church & Community Centre

100 St Heliers Bay Road

**SPEAKER Anna Yallop**

*Arty new business on the block through the use of a 3 dimensional camera, producing a 3D image in 3D within a solid block of optical grade crystal using an industrial laser.*

*A power point presentation that should prove an interesting talk for our members with samples of her work on display*

## Course Schedule for August-Sept. 2007

### Computer Awareness

Six 2-hour classes for \$30

**Liz Watson**, 10-12 Tue/Thu, Oct 02, 04, 09, 11, 16, 18  
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.

### Excel

Six 2-hour classes for \$30

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

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.

### Internet

Six 2-hour classes for \$30

**Shelagh Coop**, 10-12 Tue/Thu, Sep 18, 20, 25, 27, Oct 02, 04

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

**John Richards**, 2-4 Wed/Fri, Sep 19, 21, 26, 28, Oct 03, 05

An introduction to photo-editing and enhancing.

### 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.

### 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.

### 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.

### Texting

One 2-hour class for \$10

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

### 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.

The lecture is usually followed by questions and answers from one or more guest speakers on a topic of interest to SeniorNet. Other matters of administrative or computing importance may also be discussed.

## Discussion groups - at the club rooms

All Welcome - no charge.

### Photo and Camera Discussion Group

**John Richards**, 2-4 Mon, Sep 17

**John Richards**, 2-4 Mon, Oct 15

**John Richards**, 2-4 Mon, Nov 19

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

### Question and Answer Discussion Group

**Eddie Hagen**, 1:30-3:30 Mon, Oct 01

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

Contributions for October Newsletter to Daphne Wood at [dmow@xtra.co.nz](mailto:dmow@xtra.co.nz) by 4th October.....

Last month we talked of printing a page of blank cells from Excel.  
Graham Haywood writes to us telling how it can be done more simply:

*Hello, I saw in your August newsletter that Annette wants to print an excel sheet blank with all the gridlines on it. It's relatively simple.*

*Best way is having opened a new Excel page select the area you want. You can get about 10 cells across and about 55 cells down.*

*So select all of those cells.*

*Go to FILE select Print Area. That has now selected the print area you want to print.*

*Then go to Page set up in Menu, go to Sheet and tick the Gridlines.*

*Then go to print and you should get what you want.*

Thanks, Graham.

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We have received the following from ErgoTouch

# ErgoTouch™

## News Break

September 2007

We are pleased to announce the release shortly of our **WIRELESS ErgoTouch™ mouse**.

This mouse has all the ergonomic benefits associated with our wired **ErgoTouch™ mouse**, but is **WIRELESS**, and has a range of up to 7 metres from your computer.

Due to the fantastic support that we have had from Senior Net organizations, we are **releasing this product FIRST to Senior Net members**, at a price that is 2/3rds of the retail price.

The **ErgoTouch™ WIRELESS mouse** has a retail price of \$69.95 plus GST or \$78.70 and our **inclusive price to Senior Net members is \$49.94**.

This release is a **WORLD FIRST**, and pre dates the release in the USA by us, by 3 months.

The details of this **WIRELESS ErgoTouch™ mouse** are:

- It is Stealth Black, that is very shiny were it should shine, and matt where it matters.
- It has a new Scroll wheel, brilliant red!
- It is 2.4gh wireless, with a range of up to 7 metres.
- It is C√ compliant for New Zealand.(The NZ Electrical Compliance Code)

**ErgoTouch™** are **Preferred Suppliers** to holders of the new **Senior Super Card**.

Check out our new website,  
[www.ErgoTouch.co.nz](http://www.ErgoTouch.co.nz), find the Senior Net section, and buy directly.

We welcome any questions on **0800 374 686**. Fax is **09 570 9421**. You can contact me at any time on **021 501 209**.

Thank you.

**Bruce Bryant** - Managing Director – Digi-Clik Int. Ltd, the **ErgoTouch™** parent.

## Email Tips

Have you ever received an e-mail with loads of e-mail addresses in the **To:or CC:** fields. Names of people you don't even know & your e-mail address is amongst the mass? This method of sending e-mails breaches everyone's privacy and exposes everyone to the spread of viruses &/or spam. This is like giving out someone's telephone number without their permission.

**The Bcc:** field is the preferred way to send an e-mail to a group of people who don't necessarily know each other.

**Bcc:** means **Blind Carbon Copy** and is used to hide the e-mail addresses of the recipients.

To **show Bcc:** on your outgoing e-mails, open an e-mail, click on the View menu, All headers.

To **place** someone in Bcc, click on BCC, this will open your address book, click on the desired Bcc: recipient, click on the Bcc: button. You can add as many to the Bcc: field as you desire.

If you want to forward an e-mail that has heaps of e-mail recipients, click on the **Forward** button and then highlight the header, the part that says: ---

**Original Message**--- From: To: Sent: Subject: there may be several layers, press the Delete button on the keyboard. This will remove all the previous recipients.

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## Open Day

Our Open Day was held on 5<sup>th</sup> September. The organisation went well with lots of help from our members. Unfortunately, the weather was against us for the day, sandwiched between two perfect days.

In spite of a low attendance we gained 13 new members on the day, half of all visitors. Thank you to all that helped.

*Eddie*

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**Our apologies for the late delivery of this email version of the Newsletter.**

### 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