COMPUTER PALS FOR SENIORS TURRAMURRA INC.

Best Wishes for a Happy, Prosperous and Fruitful 2014

A few pictures to show what a good time was had at the Club's Christmas Lunch on 28 November.

Another year is upon us, and we hope to add some interesting and helpful features to our Club's activities during 2014. With the continuing interest in hand-held devices, we will be holding sessions on these starting in the new year. _We are short of tutors for these sessions – if you have experience on ipads, tablets etc. could you please contact any member of the Committee._

A great deal of background work takes place during the Christmas/New Year break, but the club rooms will not be open every day. Please ring Margaret Ball, Tel: 9487 2679, Norma Kelly, Tel: 9144 3186, or Sue Black, Tel: 9144 2206 to let them know which course you would like to undertake and they will put your name on the appropriate waiting list. We commence activities for 2014 at the end of January.

SHORT SESSIONS NOW AVAILABLE:
* **Attaching Documents/Photos to Emails; * Transferring Photos from Camera to Computer;**
* **Backing-Up Files; * Solving your Problems - Where to Get Help; * Windows Media Player;**
* **Using Microsoft Help Menu and other options; * Some Essentials for Those New to Computing;**
* **How the Computer Works and its Basic Care; * Security for the Home User; * Skype**
* **Introduction to Wikipedia; * Introduction to Windows 8 – Bring your own laptop to download a short introductory program to work through with Dean**

Our mainstream courses are running as usual, and are as follows:
- **Course 1 - Basic Computing using Office 2003 OR Office 2007/2010:** (six weeks course) Monday, Tuesday, and Friday
- **Course 2 – Word 2003 OR Word 2007/2010:** (four weeks course) Monday and Friday
- **Course 3 – Word 2003 OR Word 2007/2010:** (seven weeks course): Monday and Wednesday

Additional Courses:
- **Desktop Publishing Using Word:** Tuesday afternoons (five weeks)
- **Digital Photography:** Monday
- **Internet/Email:** Thursday mornings and Friday afternoons (four weeks)
- **Introduction to Excel:** Thursday mornings (six weeks)
- **Understanding Your Computer:** Tuesdays (for *more advanced students*)
- **Files and Folders:** 3-week classes, 11.30 am – 1.30 pm Monday. Bookings with Stella Maude, Tel: 9449 3083.
- **The Club also provides a service of transferring slides/transparencies to a CD:** Tuesday and Friday. Contact Nilo (9416 5345) or Erich (9488 8418)

If you are unable to attend a class that has been arranged for you, the courtesy of a phone call would be appreciated – either to the tutor at the club room, or to our course coordinator, Sue Black – tel: 9144 2206. This would mean the class could commence on time, rather than waste time waiting for you to arrive.

COMPUTER HELP SESSION: Thursday 13 February 2 – 4 pm. Make use of this opportunity to pick the brains of a number of teachers who give up their time to give you a hand.

Backing Up Files and Keeping Your Data Secure and Accessible.
All your computer information is on your hard drive. If this fails you have lost what is on it. If some forms of malware are let into your machine they can encrypt your files so that they are no longer accessible.
How do you protect yourself against a loss such as occurs with either of these two events? And how can you do this effectively and efficiently? We have courses which you may find helpful. They are

- Security for the home user
- Backing up files
- Backing up the complete hard drive

Of course, the best protection against the consequences of infection is not to get infected. This means protection of your computer by sound security systems and practices. This we address in the first in the list. Regrettably this may not be sufficient. Despite us taking care not to click on a connection to malware, this can be so disguised that some of us may be tricked into this action. Statistically the incidence is not high in percentage terms, but the gross number of infections so far reported are quite large. And the consequences of infection are so severe that we need another line of defence. This is backup. It is so important that we repeat this **Backup! Backup! Backup!**
In the second and third courses we look at what we want to backup, how often, in what place and how it is done. There are many options for consideration, and an aim of the courses is to arrive at a workable set of choices among them. Some examples of backup programs and practices are given in the courses. Each of us will make our own decision. In doing so, for our backups we should choose methods, and their location, that are **secure** and **user friendly**.

Further information about the club, please contact any of the following:

President:	Ken Doyle
Vice President	Norma Kelly
Secretary:	Margaret Ball
Treasurer/Public Officer:	Patrick Bohr
Committee:	Stella Maude
	John Richardson
	Dean Simes
	Dorothy Soper

Travel Plans for 2014
I have never been in Cognito – I hear no one recognises you there.
I have been in Sane – you have to be driven there. I have been there often, thanks to my children, friends, family and work.
I have been in Flexible, but only when it was very important to stand firm.
Sometimes I am in Capable, and I go there more often as I'm getting older
I may have been in Continent, but I don't remember what country I was in. It's an age thing – they tell me it is very wet and damp there.

We don't want to put a dampener on the festive season, but the Club runs financially on a calendar year. Could you please use this renewal slip to accompany your 2014 fees - our courses are only available to financial members.

Renewal of Membership Fee: January – December 2014

Name: ……………………………….   **Address: ……………………………………………………**

Telephone No. …………………………   **Email: …………………………………………………**

Single: $65.00   **Married Couple: $100.00** *(Please circle relevant amount)*

Send to: Treasurer, Computer Pals for Seniors, Turramurra Inc, PO Box 66, Turramurra, NSW 2074