



# COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 80: March - April 2012**

Computer Room Tel. No. 9983 0774 (Monday – Friday, 9 am – 4 pm)

Website: [www.cpst.org.au](http://www.cpst.org.au)

Email: [tcpssec@hotmail.net.au](mailto:tcpssec@hotmail.net.au)

*Turramurra Computer Pals is supported by Microsoft*

## **WHERE I HAVE AND HAVEN'T BEEN**

*I have been in many places, but I've never been in Cahoots. Apparently, you can't go alone. I've also never been in Cognito - I hear no-one recognizes you there. I have, however, been in Sane. I have made several trips there, thanks to my friends, family and work. I would like to go to Conclusions, but you have to jump (beyond my capability now). I have also been in Doubt - that is a sad place and don't visit too often. I have been in Flexible, but only when I could stand firm. Sometimes I'm in Capable, and I go there more often as I'm getting older. One of my favourite places to go is in Suspense! It really gets the adrenalin flowing and pumps the old heart! I need all the stimuli I can get!*

***BUT ONE PLACE I DON'T EVER WANT TO BE IS TO BE IN CONTINENT.***

- ◆ **Course 1 - Basic Computing using Office 2003 OR Office 2007/2010:** (six weeks course) Monday, Tuesday, Wednesday, Thursday and Friday
- ◆ **Course 2 – Word 2003 OR Word 2007/2010:** (four weeks course) Monday, Thursday and Friday
- ◆ **Course 3 – Word 2003 OR Word 2007/2010:** (seven weeks course): Monday and Thursday

## **Additional Courses:**

- ◆ **Desktop Publishing Using Word:** Tuesday afternoons (five weeks)
- ◆ **Digital Photography:** Monday and Thursdays, mornings and afternoons
- ◆ **Internet/Email:** Thursday mornings and Friday afternoons (four weeks)
- ◆ **Introduction to Excel:** Thursday mornings (six weeks)
- ◆ **Understanding Your Computer:** Tuesdays (for *more advanced students*)
- ◆ **The Club also provides a service for members of transferring slides/transparencies to a CD:** Tuesday and Friday, commencing Friday 3 February, when you will also be able to process negative strips onto a CD.
- ◆ **Files and Folders:** Four 3-week classes, 11.30 am – 1.30 pm Monday and Thursday starting on 30<sup>th</sup> January. Bookings with Stella Maude, Tel: 9449 3083.

*It is essential that students identify which Office Program they have on their own computer, as the toolbar dropdown menu (2003) and ribbon menu (2007/2010) are taught in different classes. If you are unsure, there is an example of each method on the noticeboard at the club rooms. Also, if you come to the Help Session (see below) a tutor can help you understand this.*

*It is strongly advised that students wishing to undertake any of the additional courses have at least completed Course 1 – Basic Computing, otherwise they may find these courses too complex to understand.*

**COMPUTER HELP SESSIONS:** Thursdays 8 March and 12 April, 2 – 4 pm. Come and pick the brains of tutors for various courses – get some help with any of your computing problems.

**OPEN DAY:** This is being held on Wednesday 21 March, from 10 – 2 pm. We are pleased to say that Premier Barry O'Farrell will be opening this event and will be there from 12 noon – 1 pm.- It is a good opportunity for members, their friends and family, to visit the club and see demonstrations of various courses, and what the club is all about. There is no charge and refreshments will be available.

## **THE BENEFITS OF UNDERTAKING COURSE 2:**

With Course 1 completed and with a basic knowledge of the 'ribbon' in Word 2007/2010 or the 'Toolbars' in Word 2002/3, the four week Course 2 is the logical way to improve your skills before undertaking advanced courses. This course covers the use of files and folders to enable you to keep your computer system organized and tidy. You will also learn formatting techniques to enable the production of professional documents: bulleting and

numbering, rearranging text, etc. etc. You will also learn the use of portable drives and moving documents and folders from one drive to another.

### THE BENEFITS OF UNDERTAKING COURSE 3:

This is a more advanced course of Word Processing, with 'all the bells and whistles' included both in Word 2002/3 and Word 2007/2010 - it will enable you to produce really professional documents. The main subjects covered are how to use WordArt with text in various shapes, sizes and colours, and how to insert it into text; to produce text in two (or any number) of columns and insert pictures with text wrapped around. The use of tables is covered, and how to add them to a Word document, edit and format the table and do calculations within it. Also included are headers and footers, and styles for headings. All this and much, much more.

## Speakers at General Meetings – 2 pm.

Thursdays 22 March – Mark Lees from TAD Disability Services

Thursday 26 April – Rosalene Jones from The Aged Care Rights Service Inc.

### DON'T LET YOUR COMPUTER BE A PAIN:

Spending protracted sessions in front of your computer can be a real pain – literally. Here are a few tips on how to enjoy using your computer without causing your body long-term damage. Back and neck pain, headaches, and shoulder pain are mainly due to poor posture, poor workstation and extended hours in front of the thing. A comfortable chair at the correct height helps. When positioning the monitor make sure the screen is about an arm's length from your body, and top of the screen should be no higher than eye level. It is important to take regular breaks from what you are doing at the computer. The break doesn't have to be long, even a micro-break can be just as effective. Take a 30 second break while you focus on an object 30 metres away, and do some gentle stretches. The biggest hurdle faced by laptop users is that they are often used in less than ideal situations, airport lounge, on a hotel bed or in a lounge chair. It is essential that the above rules are applied even when you are using it in other places than a desk.

For 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

### BE CAREFUL .....

*The new employee stood before the paper shredder looking confused. "Need some help?" a secretary, walking by, asked. "Yes" he replied, "how does this thing work?". "Simple", she said, taking the fat report from his hand and feeding it into the shredder. "Thanks, but where do the copies come out?"*

***If you receive this newsletter by 'snail mail' and you have an email address, could you please notify the club so that you can receive it electronically and thereby save the club money on paying postage. Thank you.***

*The Club runs financially on a calendar year, which means that membership fees are due again. Could you please use this renewal slip to accompany your 2012 fees - our courses are only available to financial members. If you do not renew your membership by 31 March 2012 you will be deemed to be 'unfinancial'.*

### RENEWAL of Membership Fee: January – December 2012

Name: ..... Address: .....

Telephone No. .... Email: .....

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

Is there any topic on which you would like a short two-hour course? .....

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