COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 90: November-December 2013**
Computer Room Tel. No. 9983 0774 (Monday – Friday, 9 am – 4 pm)
Website: www.cpst.org.au
Email: tcpssec@hotkey.net.au
Turramurra Computer Pals is supported by Microsoft

Best Wishes for a very happy festive season and for a successful and satisfying 2014

An elderly lady was standing at the railing of a cruise ship holding her hat on tightly so it wouldn't blow away.
A gentleman approached her and said, 'Pardon me, madam. I do not intend to be forward, but did you know that your dress is blowing up in this high wind'. ' Yes, I know - I need both hands to hold onto this hat'.
'But madam, you must know that your privates are exposed' said the gentleman in earnest.
The woman looked down, then back at the man and replied: 'Sir, anything you see down there is 85 years old.
I just bought this hat yeterday'.

CHRISTMAS GET-TOGETHER – 28 November, 12 Noon
The Club has made a practice of having a get-together on the fourth Thursday of each November. This year we will be serving a light lunch of sandwiches, Christmas cake and mince pies. Of course, we will have some 'nibbles', wine, tea and coffee. Please contact Margaret Ball, Tel: 9487 2679, email: m2ball@iprimus.com.au, Norma Kelly, Tel: 9144 3160, email: flog@tpg.com.au, or Sue Black, Tel: 9144 2206, email: susanjblack15@optusnet.com.au, by Monday 18 November.

COMPUTER HELP SESSION: Thursday 14 November 2 – 4 pm. These sessions are held on the second Thursday of each month, February – November. There is always a number of tutors there to help you with any computer problems you may have – so please make use of the time that tutors put into the club to assist with any queries.

Our Courses are still running until the beginning of December. Place your name on the appropriate waiting list to get into one before we close for the Christmas break, or contact Sue Black, Tel: 9144 2206.

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)

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 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.

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 2066. This would mean the class could commence on time, rather than waste time waiting for you to arrive.

INTERNET SECURITY:
It is important to have passwords that are unusual and secure.

- You should use a mix of random numbers, letters upper and lower case, and the other symbols on the keyboard, and are at least 10 characters long, and also use different passwords for each account.
- Having chosen a strong password do not change it, unless it has been compromised by others.
- Use a "password manager" for managing more than a few passwords.

For those who would like to read some background on this subject, there is a short paper available for emailing – please contact Dean Simes – Tel: 9449 7735.

ASCCA CONFERENCE: The Australian Seniors Computer Clubs Association is holding its annual conference on 12th and 13th November at Rydges World Square, Pitt Street. There are some interesting speakers on both days that will interest a number of our members. Please get onto www.ascca.org.au to find out the details. Our Club is a member of ASCCA which means that anyone from Turramurra will be able to attend at the members' price. Attending the Conference includes a very nice lunch as well as gaining information on some interesting topics.

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

Another elderly lady was going up and down the halls in a nursing home, tipping up the hem of her nightie saying "Supersex! Supersex!". She walked up to an elderly man in a wheelchair and again she said "Supersex!" He thought for a moment or two, and finally answered, "I'll take the soup."

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