



COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 75: May/June 2011**

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

Website: www.cpst.org.au

Email: tcpssec@hotmail.net.au

Turramurra Computer Pals is supported by Microsoft

Just a Few Thoughts

Wouldn't it be nice if whenever we messed things up we could just press 'Ctrl Alt Delete' and start all over again. Amen, Amen!

Don't argue with an idiot – people watching may not be able to tell the difference

Wouldn't you know it – brain cells come and brain cells go, but FAT cells live forever.

Marriage changes passion – suddenly you're in bed with a relative

I saw a woman wearing a sweat shirt with 'Guess' on it. So I said 'implants' – she hit me!

When I was young we used to go 'skinny dipping', now I just 'clunky dunk'

I signed up for an exercise class and was told to wear loose fitting clothing. If I could wear loose fitting clothing I wouldn't have signed up in the first place.

We are now teaching the operating system Windows7 and Office 2010 in addition to our normal ones – anyone purchasing a new computer nowadays will most likely have this system installed – don't worry, you can learn all of our classes at the club using the same system as you have on your new computer. **At the time of going to press there are vacancies in most of the following courses, so call into the club and put your name down on a list and get in early to the class of your choice.** Please write clearly - we all have eyesight problems occasionally!!!

The titles of our Basic Computing and Word Processing courses are changing, to indicate the progression of difficulty. They are now as follows:

- ◆ **Course 1 - Basic Computing 2003 (toolbar dropdown menu) and 2007/2010 (ribbon menus):** (six weeks course) Monday, Tuesday, Wednesday, Thursday and Friday
- ◆ **Course 2 – Word 2003 (toolbar dropdown menu) and 2007/2010 (ribbon menu):** (four weeks course) Monday, Thursday and Friday
- ◆ **Course 3 – Word 2003 (toolbar dropdown menu) and 2007/2010 (ribbon menu):** (six weeks course): Monday and Thursday
- ◆ **Internet/Email:** Thursday and Wednesday mornings, Friday afternoons (four weeks)
- ◆ **Desktop Publishing Using Word:** Tuesday afternoons (five weeks)
- ◆ **Introduction to Excel:** Thursday mornings (six weeks)
- ◆ **Digital Photography:** Monday and Thursdays, mornings and afternoons
- ◆ **Understanding Your Computer:** Tuesdays
- ◆ **Transferring Slides/Transparencies to a CD:** Tuesdays and Fridays

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, you should come to the Help Session (see below).

These courses are only available to financial members for 2011 – check that you have paid your membership fee.

COMPUTER HELP SESSION: Thursday 12 May, and Thursday 9 June 2- 4 pm.

Tutors of various courses will be there, so it is a good opportunity to get any help you may need with using your computer. Someone will be there to help you identify the toolbar dropdown menu and ribbon menu systems. Make use of the tutors' expertise while they give up their time to help you.

ANNUAL GENERAL MEETING:

This was held on the 28 April, and all the Executive Committee were re-elected unanimously (see over).

GUARD AGAINST DISASTER:

We all know from the disasters that have occurred in this country and overseas, there is a constant need to protect our records. Most have photos, family historical documents and records and it would be very inconvenient to lose them. One step against this is to make an electronic copy of all these and transfer them to an external hard drive, a flash drive, or onto a CD. Keep this in a separate location to your computer. Handy tools for this are of course a digital camera and a scanner.

FUNCTION KEYS (top row on the keyboard):

Most of us haven't a clue what these function keys are for – here are the answer for just a few

F1 – opens help for the currently displayed program: F2 – opens new blank document: F3 – opens already saved document: F5 – short cut to 'find and replace': F6 – short cut to 'spelling and grammar': F11 – inserts a blank page.

SIMPLE HINTS FOR SEARCHING THE INTERNET:

- ◆ Keep it simple – if you are looking for the name of a company enter as much of it as you can.
- ◆ If you are looking for a Thai restaurant in your locality, just enter 'Thai restaurant' and your suburb or postcode.
- ◆ Describe what you are looking for with as few words as possible.
- ◆ Choose descriptive words – the more unique the more likely you are to get the right results.
- ◆ Never enter personal information unless you are on a secure site – when ordering goods online look for the locked lock symbol before entering personal details.
- ◆ Every time you access a website you have stored in your 'favourites' or 'bookmarks', don't forget that you need to click on the refresh button. That way any changes made to the website since your last visit are updated.

'SENIORS MOMENTS':

To help make these 'moments' happen less frequently, try clicking on some of the following websites:

www.exploratioium.edu/memory; www.braingle.com; gamesforthebrain.com; www.nationalmemorytest.net.au.

After a few tries at these you may find you have the memory as good, or better, than your grandchildren!

General Meetings at 2 pm:

Thursday 26 May– James Kelly from Owen Hodge (Lawyers) will be speaking on the various legal issues affecting us as we get older

Thursday 23 June – Robert McLeod from Sydney Cochlear Implant Centre informing us of the benefits to be obtained from this technology

For further information, 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

What kids say:

Melanie (5) asked her granny how old she was. Granny replied she was so old she didn't remember any more. Melanie said 'if you don't remember you must look in the back of your panties – mine say five to six'

Clinton (5) was in his bedroom looking worried when his Mum asked what was troubling him. He replied 'I don't know what'll happen with this bed when I get married – how will my wife fit in it?'

Tammy (4) was with her mother when they met an elderly, rather wrinkled woman her Mum knew. Tammy looked at her for a while and then asked 'Why doesn't your skin fit your face?'