GOING TO THE HOME (thoughts of an ageing Baby Boomer)
You're packing me off to the home, Son. Are you sure the place is online?
I must have cable outlet by my bed so I can access at all times.
And a place I can charge my mobile, a stand for my DVD. I'll take the video camera,
who knows what you might see.
I've pre-recorded my favourites on the iPod you gave me last year.
Bob Dylan, Joe Cocker and Tina, The Boss and Puff Daddy, the dear.
Be careful when packing my laptop, I don't want the hard drive to break.
And if I can't play my Arachnid I must just go mad in that place.
I think that is all I can take, Son. I'll leave you the old VCR,
And here are the keys to the Lotus, I won't half miss driving that car.

The following are the courses available at present to Club members:

♦ **Course 1 - Basic Computing 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 Thursday**

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: Thursday 8 September and Thursday 13 October 2- 4 pm. Make use of these sessions, as tutors of various courses will be there to answer your queries and give you a hand using your computer. Also, someone will be there to help you identify the toolbar dropdown menu and ribbon menu systems.

General Meetings at 2 pm:

Thursday 22 September – Richard Jones from COTA giving tips on Energy Efficiency

Thursday 27 October – Paul Fletcher, Federal MP for Bradfield speaking on aspects of the Bradfield electorate and how they affect seniors

COURSE COORDINATOR: We welcome Susan Black who has accepted the role as our new Class Coordinator. Sue will be coordinating Classes for Course 1 - Basic Computing & Course 2 - Word 2003 / Word 2007/2010. Class Waiting Lists are now on the Notice Board & there are still vacancies in most Classes. Sue can be contacted on 9144 2206

SEARCHING THE NET: If you are visiting a website and you want to keep a copy of an article or photo, you can highlight the section you want and right-click. A menu appears and you can either click print to actually print out the section you are interested in, or click copy to paste the item into a document you have opened. Instead of printing or copying you can move your mouse to the page icon on the Task Bar and click on the little arrow next to the page icon. A menu will drop down allowing you to email the page to yourself or to someone else. This is ideal for researching because when you email the page to yourself you are still able to follow any links on that page.

PASSWORDS: "Get a stronger password and change it at least twice a year" is very good advice. Your personal identity and your hard-earned money can be stolen if you use a password that is easy to guess – date of birth, name of children or pets for instance. Select something you will find easy to remember but also add some numbers to it or other characters. Do remember that passwords are case sensitive (they won't allow you to use capital letters if you set a password with small letters, and vice-versa). Don't be tempted to write them down and certainly not in the same place as your credit card or bank book. By being smart you can worry less. A useful website for safety information is: www.telstra.com.au/cyber-safety.

RIGHT MOUSE BUTTON (XP only):
We tend to forget just how useful the RIGHT mouse button is. For instance, when working in Word and any other program that permits cut, copy and paste, instead of using the Edit menu or the buttons on the tool-bar, just right click on the selected text and a small dialogue box appears containing the cut, copy and paste commands. When working in My Computer with files, instead of dragging with the left mouse button use the right one. If you want to know about the size, type of a file etc., right click and select properties. Give it a try!

ENLARGING TEXT ON THE WEB:
If you are viewing a web page that has a font size too small to read, just hold down the Ctrl key and tap the += key. Each time you press the key the text will get larger. To reduce the size, hold down the Ctrl key and tap the _- key (next to the += key). Each tap of the key will reduce the text size. Alternatively, you can use the keys on the number pad on the right of the keyboard, ie. hold the ctrl key down and tap the plus or minus keys.

ANTI-VIRUS PROTECTION:
Do not make the mistake of using more than one anti-virus program (or even multiple versions of the same one). It could slow your system down and affect your computer's performance.

ONLINE BANKING & ATM/EFPOS SECURITY
At the July general meeting a presentation by CBA personnel spoke on things to be wary of when using credit/debit cards and online banking. Security offered by CBA's NETBANK (netbank.com.au) was explained and a demonstration of card scamming techniques shown. The presentation was given using a Power Point background and CBA has left a copy of this file with the club. This file can be emailed to any member interested. Email a request for the file to patbohr@easy.com.au.

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

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THE SENIORS' PRAYER
Now I lay me down to sleep, I pray the Lord my shape to keep
Please no wrinkles, please no bags, please lift my bum before it sags.
Please no age spots, please no grey. As for my belly, please take it away.
Keep me healthy, keep me young; and thank you Lord, for all you have done

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