



COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. Newsletter No. 83: September-October 2012

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

THOUGHTS OF AN AFRICAN KID

When I born, I black. When I grow up, I black. When I go in sun, I black.

When I scared, I black. When I sick, I black. And when I die, I still black.

And you white fellow: when you born, you pink. When you grow up, you white.

When you go in sun, you red. When you cold, you blue.

When you scared, you yellow. When you sick, you green. When you die, you grey.

And you calling me coloured?????

The way 2012 is racing by, it will not be long until it is Christmas and New Year all over again. You will get the most from your membership fee if you get up to the club and place your name on a waiting list for another course.

The Club has introduced a number of two-hour sessions for one or two weeks to cater for members wishing to undertake a session in a specific subject. The areas covered at present are:

Attaching Documents/Photos to Emails; Transferring Photos from Camera to Computer; Backing-Up Files.

The waiting list for these short sessions are on the noticeboard at the club rooms, so place your name on whichever subject you are interested in, and you will be contacted when the session is available. Please let the Committee know if there are other areas of concern, then a session will be made available for you.

Our other 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, 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, 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. 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 13 September and 11 October, 2 – 4 pm. It is a good opportunity to get some help with any specific problem and give you a hand using your computer. It is wise to make use of this time slot - tutors of various courses will be there to answer your queries.

MORE ON COMPUTER SECURITY:

You may not be aware that Microsoft have available a programme to further assist in the detection of malware including viruses, worms, trojans, rootkits, dialers and spyware. The programme is called "Windows Defender

Offline" and is a free download. It is simple to use and can be installed on a CD or Flash drive. Once installed, the computer is rebooted from the CD/Flash drive, and the instructions are easy to follow. This system will allow the interrogation of every file on the hard drive. You may however need some guidance if booting from a Flash Drive as some alteration may be required to the BIOS settings on your motherboard - **do not attempt this if you are not experienced in this task**. Like other virus scanners the programme is updated frequently but when run will check if updates are necessary and do so automatically. A full explanation and download instructions of this programme may be found either on:-

<http://windows.microsoft.com/en-US/windows/what-is-windows-defender-offline/>

http://ask-leo.com/microsoft_standalone_system_sweeper_clean_malware_from_your_machine.html

EVEN MORE!!! When a suspicious website or box pops up while on the internet, get out of the page immediately. Some scams have the "instal" option hidden under the "red cross" or "cancel" button of the suspicious box. Don not tick on anything – hold Alt and F4, it closes the current window.

General Meetings – Thursday at 2 pm

27 September: Kevin Ryder will talk on some new advances in technology, ie: Windows 8

25 October: Jo Harris from Ku-Ring-Gai Historical Society on 'Early Ku-Ring-Gai'

It has been requested that we have an occasional General Meeting followed by a Q & A session. We will be doing this next year, but need to have questions from members in advance to enable the Committee/tutors/ members to have the answers ready. If you have an area you would like discussed could you please let the Secretary know – tel. no. below.

ESCALATING POWER COSTS: Are you worried about rising electricity costs? – Think carefully on how you use your computer. Computers, printers and modems are essential, but running them all the time can add more than \$100 a year to your bill. Try to group your home office equipment onto a single switch power board and turn them off when they're not in use. For extra safety get one with a surge protector. Desktops use more energy than a laptop – get into the habit of turning off your equipment when not in use.

Where possible do not store your computer on the floor where it may operate almost like a vacuum cleaner by sucking dust into the case. This may result in permanent damage to the computer.

A HANDY HINT:

When working on a Word document, either in XP 2003 or Windows7 2007/10 – you can change the case of your text by selecting it - hold the shift key down while pressing F3. It will alter the text from lower case, to upper case and to title case. Just click F3 again to move from one to another. It saves time going to Format, Change Case. Anything to same some time for more enjoyable activities!!!!

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
	Dean Simes

PARAPROSDOKIANS (unsure what this means? - look it up in the dictionary or internet)

Do not argue with an idiot. He will drag you down to his level and beat you with experience.

Light travels faster than sound. This is why some people appear bright until you hear them speak.

Behind every successful man is his woman. Behind the fall of a successful man is usually another woman.

Going to church doesn't make you a Christian, any more than standing in a garage makes you a car.

I want to die peacefully in my sleep, like my grandfather, not screaming and yelling like the passengers in his car.

The evening news is where they begin with 'Good Evening', and then proceed to tell you why it isn't.