



COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. Newsletter No. 78: November- December 2011

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

Website: www.cpst.org.au

Email: tepssec@hotmail.net.au

Turramurra Computer Pals is supported by Microsoft



**Best Wishes to everyone for a very
Happy Christmas and a healthy and
prosperous 2012**

We are now reaching the end of 2011, so it is a good idea to make use of our courses during November. Tutoring ceases by early December to give the tutors a well-earned break. Courses commence again end January/early February next year. The following are the courses available at present to Club members, so 'get in quick' and put your name on a waiting list as soon as possible.

- ◆ **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.

Christmas Lunch

Thursday 24 November, 12 noon

This is for members only, and there is no charge.

**To help with catering, please phone Margaret on 9487 2679, email:
m2ball@iprimus.com.au, by Monday 14th November.**

