



COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 52 – July/August 2007**

Computer Room Tel. No. 9983 0774 (11 am – 4 pm)

Website: www.cpst.org.au

Turramurra Computer Pals is supported by Microsoft

A GOLDEN OLDIE

*With all the sadness and trauma going on in the world at present, it is worth reflecting on the death of a very important person, which almost went unnoticed. Larry LaPrise, the man who wrote 'The Hokey Pokey', died peacefully at the age of 103. The most traumatic part for his family was getting him into the coffin. They put his left leg in, **and then the trouble started!!***

STOP PRESS: There will be a presentation of photos of Margaret's recent Antarctica trip at the General Meeting on Thursday 28 June 2007, 2 pm.

COURSES: Our new method of enrolling new members into classes is working well. As a reminder, this is how the enrolment procedure works:

- ◆ Each month a schedule of Word courses is emailed or posted to them. From this schedule new members should select their course and email or phone the Course Coordinator, Horrie Kinnersly, Tel: 9416 3106 (between 6.30 pm – 10 pm only), initial.bookings@cpst.org.au, to apply to be enrolled in that course, and if space is available they will be enrolled immediately.
- ◆ Anyone who has been a member of the Club for longer than 6 months and wants to undertake any of the Word courses, or if you want to repeat a course, you should contact Horrie Kinnersly, to be enrolled in the appropriate course.
- ◆ Enrolment in all other courses (ie. Graphics, Publisher, Excel, Internet, Share Trading, Finance, Web Design etc.) will continue to be by the lists on the board in the main hall.
- ◆ If anyone wishes to discuss matters relating to the course in which they are enrolled they should ring John Richardson, Tel: 9418 1228, or any member of the Committee.

A number of people join the club with the main aim of doing the Internet course. There is a lot more with using the computer than sending emails and 'surfing the net'. After completing the Basics course, it is very beneficial to undertake Working with Word and Mastering Word courses as they cover all the really interesting parts of word processing. You will acquire extra skills that will help you create better emails and documents you can attach to emails, or print for example, just like this newsletter. After completing all three courses you will be able to create very professional looking documents with fancy WordArt headings and features, add pictures and photographs to your text and put text into columns. The use of tables is also taught, plus much, much more. It is highly recommended that students take the three Word courses to give them the complete picture of using the Word program. When you know how, it is surprising what interest you can get out of this complicated 'box of tricks'!

EMAIL ADDRESSES: Please let the Secretary know if you have recently connected to the internet and acquired an email address, or have just got the hang of using it. Send an email to sec@cpst.org.au, so that you can be transferred to the email address list – this saves the club a lot of expense and time. Note the new email address – it now ties up with the website. Please look at your computer frequently to see if you have any messages – the Club is using this method of contacting members as much as possible to notify them of the various activities offered. Using email is a very convenient tool in communication.

HANDY HINTS:

Attachments: If in Outlook Express you are unable to open attachments that come with emails, it may be that they have been blocked as a security measure. If you are confident about the sender and want to read the attachment, go to Tools, Options, Security tab, and untick the box that says 'do not allow attachments to be saved or opened that could potentially be a virus'. You will then be able to open the attachment.

The keyboard: If you turn your keyboard over you should see two clips, one on either side. If you pull those clips out and then put your keyboard back down you will notice that it gains a little bit of height. Try it – you will find it more comfortable to use.

Spelling error: When a word you have typed comes up with a wiggly red line underneath it is probably a spelling error. Click on this word with your right mouse button and a list of alternatives – just left click on the one that you want. This does not apply to place names.

Useful keyboard shortcuts in Word (useful for those who find the mouse hard to cope with!!)

Function	Key combination	Function	Key combination
Create a new document	Ctrl + N	Centre selected text on page	Ctrl + E
Open an existing document	Ctrl + O	Italicise selected text	Ctrl + I
Close an open document	Ctrl + W	Underline selected text	Ctrl + U
Save the current document	Ctrl + S	Copy selected text	Ctrl + C
Save current document by name	F12	Cut selected text	Ctrl + X
Print current document	Ctrl + P	Paste text from clipboard	Ctrl + V
Select all text in a document	Ctrl + A	Make font size smaller	Ctrl + Shift <
Bold selected text	Ctrl + B	Make font size larger	Ctrl + Shift >

WORKSHOPS: Remember, if you have any problems with your computing, or want to share some knowledge you have acquired, pop into one of our workshops which are held on the second Thursday of each month (March – October), 1 – 4 pm. Tutors are available to help with your queries. The next ones are on 12 July and 9 August.

USEFUL WEBSITE: www.aboutseniors.com.au A heap of interesting links to legal issues, travel, health, and in fact just living. Give it a try.

TROUBLE WITH EYSIGHT? If you are suffering from impaired vision and finding it difficult to use the computer we may be able to offer some help. Please contact Pat Bohr (tel: 9489 0230, email: patbohr@easy.com.au) for more information.

General Meetings: Thursdays 26 July and 23 August, 2 pm
Guest Speaker, Jo Harris, from the Ku-Ring-Gai Historical Society, will be talking
on Genealogy at the July Meeting

For further information, please contact any of the following:

President:	Ken Doyle	9449 9160
Vice President	Norma Kelly	9144 3186
Secretary:	Margaret Ball	9487 2679
Treasurer/Public Officer:	Patrick Bohr	9489 0230
Course Coordinators:	Horrie Kinnersly	9416 3106
	Jean Galloway	9958 6108
Committee:	John Richardson	9418 1228
	John Armstrong	9489 6120
	Ellen Fahey	9144 5305
	Ken Tribe	9943 0600
	Nick Booth	9868 2197
Technical Consultant:	Roy Sim	9476 1339

SOME INTERESTING SNIPPETTS!

By the time the youngest children have learned to keep the house tidy, the older grandchildren are on hand to tear it to pieces.

Women mean to do things, go places, one of these days, when the husband and kids don't need them. By that time they are probably too tired to try!

A man loves a woman so much that he asks her to marry, to change her name, be home when he gets there, move where his job is. You can hardly imagine what he might ask if he didn't love her.

There is no pleasure in having nothing to do. The pleasure is in having lots to do and not doing it. What do bullet-proof vests, fire escapes, windshield wipers and laser printers have in common? They were all invented by women!!