COMPUTER PALS FOR SENIORS
TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 53 – September/October 2007**
Computer Room Tel. No. 9983 0774 (11 am – 4 pm)
Website: www.cpst.org.au
Turramurra Computer Pals is supported by Microsoft

Feel like exercising – here is a weekly workout:
Monday: Beat around the bush, jump to conclusions, climb the walls, wade through the morning paper.
Tuesday: Drag my heels, push my luck, make mountains out of molehills, hit the nail on the head.
Wednesday: Bend over backwards, jump on the bandwagon, run around in circles.
Thursday: Advise the Prime Minister on how to run the country, toot my own horn, pull out all the stops.
Friday: Open a can of worms, put my foot in my mouth, start the ball rolling, go over the edge.
Saturday: Pick up the pieces.
Sunday: Kneel in prayer, bow my head in thanksgiving, uplift my hands in praise, hug someone and encourage them.

STOP PRESS: At the General Meeting on Thursday 23 August there will be a demonstration of using GoogleEarth and GoogleMaps. Come and find out how to use these computer tools.

COURSES: The procedure for members enrolling into courses is as follows:

♦ Each month a schedule of Word courses is emailed or posted to new members. From this schedule they 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.

Remember: Word processing doesn't begin and end with just doing the Basics course – there is a lot more to it, and members would be well advised taking all three of the Word courses to ensure that they have mastered the features that are available on their computers.

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

VOLUNTEERS NEEDED to be on a roster to answer the telephone at the Club rooms. It is preferable to provide 'a personal touch' when answering the phone or when meeting visitors, rather than an electronic answerphone. If you are able to help with this, perhaps one half-day per week (or other), please contact Lois Sim on 9449 3031 (email: sim041@aol.com), who will be coordinating the list

SOME MORE USEFUL KEYBOARD SHORTCUTS (WORD only – not used in any other program)

Function	Key combination	Function	Key combination
Toggle italic style on or off	Ctrl + I	Deletes character to left of cursor	Backspace
Toggle bold style on or off	Ctrl + B	Deletes character to right of cursor	Delete
Toggle underline style on or off	Ctrl + U	Moves cursor to start of line	Home
Arrange text left ranged (straight edge left)	Ctrl + L	Moves cursor to end of line	End
Arrange text right ranged (straight right edge)	Ctrl + R	Moves cursor to start of document	Ctrl + Home
Arrange text justified (straight left and right edges)	Ctrl + J	Moves cursor to end of document	Ctrl + End
Arrange text centred	Ctrl + E	Help (if all else fails!)	F1

A 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.

HANDY HINTS:
Spam Emails: If you are unsure whether an email is a spam, there is a way to take a look at the message in Outlook Express without opening it. Right-click the message, choose Properties, Details tab, and click Message Source. Scroll down to read the message contents and then click Close and Cancel. If the message is indeed spam, you can delete it without having opened it.

UNWANTED COMPUTER HARDWARE:
An email was sent out recently about disposing of unwanted computer hardware through Ku-Ring-Gai Council. A more worthwhile method of recycling anything you have no further use for, is to contact Technical Aid to the Disabled (227 Morrison Road, Ryde. Tel: 9809 7670) which will take computer equipment that they can recycle for their disabled clients. They also provide other assistance to the disabled, such as devices to assist those affected by arthritis and other similar complaints.

WORKSHOPS: The last two Workshops for the year will be held on Thursdays 13 September and 11 October. If you have any problems with your computing, or want to share some knowledge you have acquired, pop into one of these Workshops and the tutors available should be able help with your queries. These are a learning curve for the tutors as well as students – it is surprising the things we all learn along the way.

9TH AUSTRALIAN COMPUTER CONFERENCE FOR SENIORS (organised by ASCCA) to be held at the Power House Museum, Harris St, Darling Harbour on 27-28 August 2007. This is to be opened by Prof Marie Bashir AC, CVO, Governor of NSW. This conference has a number of keynote speakers, and sessions on most things to do with the computer. Further details from ASCCA on 9286 3871 or www.ascca.org.au.

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.
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General Meetings: Thursdays 27 September and 25 October, 2 pm
At each General Meeting there will be an information segment on various areas of computing – to be decided nearer the time.

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

A few things to ponder:
The easiest way to find something lost around the house is to buy a replacement.
Health is merely the slowest possible rate at which one can die.
The only difference between a rut and a grave is the depth.
Health nuts are going to feel stupid someday, lying in hospitals dying of nothing.
All of us could take a lesson from the weather – it pays no attention to criticism.
I used to eat a lot of natural foods until I learned that most people die of natural causes.