



**COMPUTER PALS FOR SENIORS
TURRAMURRA INC.**

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 66: November-December 2009**

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

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Turramurra Computer Pals is supported by Microsoft



**Best wishes for a very happy festive
season,
and may you have many happy hours**

Inner Peace: Oh, how true:

If you can start the day without caffeine, if you can relax without liquor.

If you can always be cheerful, ignoring aches and pains.

If you can resist complaining and boring people with your troubles.

If you can eat the same food every day and be grateful for it.

If you can understand when your loved ones are too busy to give you any time.

If you can take criticism and blame without resentment.

If you can conquer tension without medical help. If you can sleep without the aid of drugs.

Then you are probably the family dog.

We are now coming to the close of another year - that makes nine years that Computer Pals at Turramurra has been operating. We have enrolled well over 1400 members in that time, and it is hoped that most of them have gained excellent computer skills. We close mid-December and open again at the beginning of February. That doesn't mean that the club comes to a standstill – a lot of maintenance work goes on during the holiday period. To make the break all the more exciting, there is a Christmas Lunch for members being held on Thursday 26 November at 12 noon (see over the page for more details – it is essential to book for this event).

The following courses will again be running next year:

Introduction to Computing: (six weeks course) Monday, Tuesday, Wednesday and Thursday

Working With Word: Thursday and Friday (four weeks)

Mastering Word: Monday and Thursday (six weeks)

Internet/Email: Tuesday and Wednesday mornings, Friday afternoons (four weeks)

Introduction to Publisher: Tuesday afternoons (five weeks)

Introduction to Excel: Thursday mornings (six weeks)

Digital Photography: Monday and Thursdays, mornings and afternoons

The days that these courses are held may alter occasionally – it all depends on the tutors availability so please be understanding, they do have a life outside of Computer Pals!

Safety and Comfort while using your computer:

Now most members have obtained excellent computer skills, perhaps many spend more time in front of their computer. People who spend a lot of time in front of a computer can experience discomfort unless they take a few precautions.

Adjust your body position and your work equipment to find your 'comfort zone'. Don't sit in one position for too long, move around and perform other tasks. Make sure your feet can rest solidly and comfortably on the floor while sitting. Be sure you have sufficient space under your work surface for your knees and legs. Adjust your chair to fully support your body. Distribute your weight evenly and use the entire seat and backrest to support your body – don't slouch forward. Check your elbow height to make sure your elbows are at the height of your keyboard. You will reduce eye strain and muscle fatigue in your neck, shoulders, and upper back by properly positioning your monitor. Tilt the monitor so that it faces your eyes, ideally the monitor screen and your face should be parallel to each other – this is particularly important if you use bifocal or trifocal spectacles. Try to position your monitor so that its side faces the windows. Avoid bright light sources in your field of vision and don't face an uncovered window during daylight hours. This also applies when using your laptop on the sofa.

When using your mouse hold it loosely. Keep your hand relaxed and click the buttons using a light touch. When you are not using it, don't hold onto it – let it go.

Listen to your body – comfort or discomfort will help you know whether your have your adjustments correct.

Opening Office 2007 files if you have an earlier version of Office:

The file format of Office 2007 is different from that of 2003 and earlier. This can be seen by looking at the file extension for a Word document – for Word 2007 it is **docx**, for Word 2003 it is **doc**. If you have the 2003 version you will not be able to open one with the docx extension, such as one you might receive as an Email attachment.

There is a free download “Microsoft Office Compatibility Pack for Word, Excel and PowerPoint 2007 file formats” – which fixes this, though without some of the special features which can only be found in 2007 versions.

Click on: <http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

Either click or hold the Ctrl key and click on this link – if you hover your mouse over the link it will show an information box specifying which action to take. Click on File Download box. The File Download box will now open. Select Save, and in the next window select the location where you wish to store it (desktop is useful). Click Save – when downloading is complete, click Run, and when that is complete you should be able to open Word 2007 documents without any trouble.

Members’ Christmas lunch –

Thursday 26 November at 12 noon

As usual, this function is being catered for, and there is no cost for members.

It is essential that you book for the lunch by phoning Margaret Ball (9487 2679), Norma Kelly (9144 3186) or Stella Maude (9449 3083) by Thursday 12 November.

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 |
| Committee: | Stella Maude | 9449 3083 |
| | John Richardson | 9418 1228 |
| | Jim Sweeting | 9449 4369 |
| | Roy Sim | 9476 1339 |

Just Crackers!

*What carol is the favourite of parents? – Silent Night
Who is never hungry at Christmas? – the turkey ‘cos he’s always stuffed
What do you call people who are afraid of Santa Claus? – claus-trophobic
How did the chickens dance at the Christmas party? – chick-to-chick
What happens if you eat the Christmas decorations? – you get tinsel-itus
What is the best thing to put into a Christmas cake? – your teeth*

We don’t want to put a dampener on the festive season, but the Club runs financially on a calendar year. Could you please use this renewal slip to accompany your 2010 fees - our courses are only available to financial members.

Renewal of Membership Fee: January – December 2010

Name: **Address:**

Telephone No. **Email:**

Single: \$65.00 **Married Couple: \$100.00** *(Please circle relevant amount)*

Send to: Treasurer, Computer Pals for Seniors, Turramurra Inc, PO Box 66, Turramurra, NSW 2074