



# COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turrumurra, NSW 2074. **Newsletter No. 82: July - August 2012**

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

Website: [www.cpst.org.au](http://www.cpst.org.au)

Email: [tcpssec@hotmail.net.au](mailto:tcpssec@hotmail.net.au)

*Turrumurra Computer Pals is supported by Microsoft*

## **BRITISH HUMOUR IS DIFFERENT (seen in UK newspapers)**

**FREE PUPPIES** -  $\frac{1}{2}$  cocker spaniel,  $\frac{1}{2}$  sneaky neighbours dog.

**FREE PUPPIES** - Mother is Kennel Club registered German Shepherd. Father is a Super Dog able to leap tall fences.

**COWS, CALVES: NEVER BRED.** Also one gay bull for sale.

**JOINING NUDIST COLONY:** Must sell washer and dryer (£200).

**WEDDING DRESS FOR SALE:** Worn once by mistake - call Stephanie.

**COMPLETE ENCYCLOPAEDIA BRITANNICAS**, 45 volumes. Excellent condition (£200 or best offer) No longer required, got married, wife knows everything.

It is apparent that a number of our members require tuition in shorter courses on specific subjects. With this in mind the Club has introduced a number of two-hour sessions for one or two weeks. As an introduction to this 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 10 July and 9 August, 2 – 4 pm.** It is wise to make use of this time slot - tutors of various courses will be there to answer your queries. It is a good opportunity to get some help with any specific problem and give you a hand using your computer.

**COMPUTER REPAIRERS:** (please keep a note of these as they won't be included in every newsletter):

- CompuParts & Services P/L, 63 Hunter St, Hornsby. Tel Ismet on 9482 2582. Computers at the Club are supplied by this company.
- Servant Pty Ltd (Thornleigh), Tel: 9980 9866, email: [info@servant.net.au](mailto:info@servant.net.au); [www.servant.net.au](http://www.servant.net.au)
- YS Computing, Tel: 9888 9352, Mob: 0419 801 307
- Shepp Computers, Tel:9487 5443, Mob: 0402 026 464
- Joran van der Smagt, JCR Computers, Tel: 8004 6043, Mob: 0403 492 043, [joran@jcrcomputers.com.au](mailto:joran@jcrcomputers.com.au)
- Eric You, Pymble Computing Services, Tel 9440 8078, Mob: 0403 008 190, [pymblepcs@hotmail.com](mailto:pymblepcs@hotmail.com)
- Russell Parton, Tel. 0412 566 370. \$60/hour for Seniors + \$10 if travel is greater than 10 kms from East Lindfield.

*The Club does not especially recommend any one repairer, but some of our members have used them and have been very satisfied. It is best to check the hourly rate before taking your computer to their premises or having them visit your home.*

## General Meetings – Thursday at 2 pm

**26 July: Barrie Butt with splendid photos and information on his fourteen months in Antarctica**

**23 August: Patrick Dodd on rediscovering Sydney Harbour Gems**

### HELPFUL HINTS:

When receiving emails it is useful to know where they come from, just in case it is a hoax/scam. Do not open the message, just right click on it in the Inbox, left click on **Properties**, click **General** tab. The email address will be shown. The country of origin is represented by the last two letters of the email address. This information can help in deciding whether to delete an email.

### FILES AND FOLDERS:

When naming folders you can use pretty much any character you like, but there are a number of punctuation marks that are banned, including double quotes, forward and backward slashes, asterisks, question marks, colons, and greater (>) and less than (<) signs. All of these are used by the file system to help identify and search files.

**To rename a file or folder** you must right-click on the file or folder name, select Rename, and then edit the name as needed. **To delete a file or folder** – right-click on the file or folder name, select Delete, and confirm that you really want to delete the file. **Moving a file or folder** – click on the file or folder name to select it, then drag and drop it to its new location. Alternatively select Edit, Cut, then navigate to the new location and select Edit, Paste.

If you are unsure of the difference between a forward and a backward slash, read on. Forward slash is / and a backslash is \. The name tells you in which direction the top of the slash points. Forward slashes tell your computer you're looking for something external to your system, like web pages. Back slashes tell your computer you're looking for something inside your system, like a drive or a file.

### USEFUL WHEN TRAVELLING:

How many times have we been looking for the 'elusive loo'!!!! There is a National Public Toilet Map – [www.toiletmap.gov.au](http://www.toiletmap.gov.au), or 1800 990 646. If you have an iphone there is an app [www.itunes.apple.com.au](http://www.itunes.apple.com.au)

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

### GREAT TRUTHS THAT ADULTS HAVE LEARNED

Raising teenagers is like nailing jelly to a tree. Wrinkles don't hurt.

Families are like fudge – mostly sweet, with a few nuts.

Today's mighty oak is just yesterday's nut that held its ground.

Laughing is good exercise – it's like jogging on the inside.

Middle age is when you choose your cereal for the fibre, not the toy.