



COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 88: July - August 2013**

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

Website: www.cpst.org.au

Email: tcpssec@hotmail.net.au

Turramurra Computer Pals is supported by Microsoft

A few things to ponder on –

A bargain is something you don't need at a price you can't resist

I always take life with a grain of salt, ... plus a slice of lemon, ... and a shot of tequila

The trouble with being punctual is that nobody is there to appreciate it

*The human brain is a wonderful thing – it starts working the moment you are born, but stops the moment you speak in public
At every party there are two kinds of people – those who want to go home and those who don't. The trouble is, they are usually married to each other.*

Never go to a doctor whose office plants have died

The club's short sessions are proving popular – you should get into the club rooms and place your name on the waiting lists on the noticeboard for these short lessons, and also for our mainstream four-six week courses. Together they cover most things you should know about using a computer or hand-held devices. We can only help you if you help us by placing your name of on the required list. They are listed on the reverse page of this newsletter.

GENERAL MEETINGS – 2 pm:

Thursday 25 July – A Question and Answer Session, addressing some questions that have been put to the club.

Thursday 22 August – Kevin Callinan from the Men's Shed will be speaking of some of the activities of this organisation.

Visitors always cordially welcomed

The Annual General Meeting was held on 23 May, and the Office Bearers and Committee are noted at the end of this newsletter.

COMPUTER HELP SESSIONS: Thursdays 11 July and 8 August, 2 – 4 pm. Make use of this opportunity to get help with any computing problem you may have. Also, if you have a problem at any other time, please ring any of the Committee and they will find someone to help you. These sessions are always held on the second Thursday of the month, February – November.

Laptops for \$150

Our computer supplier has a number of second-hand Laptops for sale with XP operating system, hard drive about 80Gb and warranty. Please phone Ismet on 9482 2582 for details and mention you are a club member.

HANDY HINTS:

- For those who have an interest in historical things there is a search engine called Trove. You can access this through www.trove.nla.gov.au, or just Google Trove. Enter your key search words and you are taken straight to source rather than other websites. Trove first went online in April 2010 when it offered 90 million items. Now, over three years later it offers nearly 300 million items comprising books, images, historical newspapers, oral histories, research papers, letters, diaries, music, maps and much more. It is an invaluable course for those who are curious about our families or who have questions about Australia or Australians.
- To see how much hard drive/hard disk space you have left, you can double click on My Computer. Then right mouse click on your C drive (or any hard drive you want information about) and choose

properties. You will be able to see exactly how much space you have already used and the amount still left.

- From time to time you need to clean the underside of your optical mouse. It picks up unwanted things from your desk while scooting around. A little bit of Spray and Wipe on a cloth will do the trick – it's a good idea to clean the desk area at the same time.

SHORT SESSIONS NOW AVAILABLE:

- **Attaching Documents/Photos to Emails**
- **Transferring Photos from Camera to Computer**
- **Backing-Up Files**
- **Solving your Problems - Where to Get Help**
- **Windows Media Player**
- **Using Microsoft Help Menu and other options**
- **Some Essentials for Those New to Computing**
- **How the Computer Works and its Basic Care**
- **Security for the Home User**
- **Introduction to Wikipedia**
- **Skype**
- **Windows 8 – Bring your own laptop to download a short introductory program to work through with Dean**

Our mainstream 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, and Friday
- ◆ **Course 2 – Word 2003 OR Word 2007/2010:** (four weeks course) Monday and Friday
- ◆ **Course 3 – Word 2003 OR Word 2007/2010:** (seven weeks course): Monday and Wednesday

Additional Courses:

- ◆ **Desktop Publishing Using Word:** Tuesday afternoons (five weeks)
- ◆ **Digital Photography:** Monday
- ◆ **Internet/Email:** Thursday mornings and Friday afternoons (four weeks)
- ◆ **Introduction to Excel:** Thursday mornings (six weeks)
- ◆ **Understanding Your Computer:** Tuesdays (for *more advanced students*)
- ◆ **Files and Folders:** 3-week classes, 11.30 am – 1.30 pm Monday. Bookings with Stella Maude, Tel: 9449 3083.
- ◆ **The Club also provides a service of transferring slides/transparencies to a CD:** Tuesday and Friday. Contact Nilo (9416 5345) or Erich (9488 8418)

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 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.

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
	Dorothy Soper

One elderly lady (or gentleman!) to another –

*“My memory really sucks Mildred, so I changed my password to “Incorrect”.
That way when I log in with the wrong password, the computer will tell me
“Your password is incorrect”.*