COMPUTER PALS FOR SENIORS
TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. **Newsletter No. 72: November-December 2011**
Computer Room Tel. No. 9983 0774 (11 am – 4 pm)
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Turramurra Computer Pals is supported by Microsoft

> **Seasons Greetings** to all, and best wishes for a very happy New Year and successful results in your computing efforts during 2011

Spring Cleaning Poem
I asked the Lord to tell me why my house is such a mess – he asked if I'd been computing, I answered 'Yes'
He told me to get off my butt, tidy up the house. So I started cleaning up the smudges on my mouse.
I wiped and shined the topside, that really did the trick – I was just admiring my work, I didn't mean to 'click'
But click I did, and oops – I found a real absorbing site, I was into it nearly all night.
So nothing's changed except my mouse – it's shiny as the sun, and my house will just have to stay a mess

We are nearly at our 10 year anniversary of Computer Pals at Turramurra.. We have enrolled nearly 1600 members in that time, and it is hoped that most of them have learnt a lot to help them with their computing. We close mid-December and open again at the beginning of February, but during that time all of our computers will be replaced, together with new 22 inch monitors. So we can look forward to 2011 with new equipment and enthusiasm.

The following courses will again be running next year:
Introduction to Computing: Monday, Tuesday, Wednesday and Thursday (six weeks)
Working With Word (2003 and 2007): Monday, Tuesday, Thursday and Friday (four weeks)
Mastering Word: Monday and Thursday (seven weeks)
Internet/Email: Wednesday and Thursday mornings, Friday afternoons (four weeks)
Desktop Publishing with Word: Tuesday afternoons (five weeks)
Introduction to Spreadsheets (Excel): Thursday mornings (two weeks)
Spreadsheets Applications (Excel): Thursday mornings (four weeks)
Digital Photography: Monday and Thursdays, mornings and afternoons (six weeks)

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!

LAST HELP SESSION FOR 2010: Thursday 11 November, 2 – 4 pm

A NEW COURSE is being trialled during November **– 'Understanding Your Computer'** – it covers a simplified description of how it works, and how you can care for it and all that you have on it. In this course we consider where you can find help with many of the questions that may arise as you continue to explore some of the rewarding things that await you in your adventures in computing. This is a Level 1 course - it will not make you an IT expert. At the end, though, you should have a rounded picture of your computer's functioning, and feel confident that you can protect it and what is on it, and know what to do if the unexpected arises. It is not technically advanced. Contact Stella Maude on 9449 3083 for bookings.

We are also keen to add other new courses to our list, and the best way to see what interests our members is for them to complete the tear-off slip at the bottom of this page and return it to the club. The reverse side of the tear-off slip is the renewal slip for membership fees, so the two can be received by the club at the same time.
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TELL THE CLUB: I would like to learn about……. *(circle your choices)*

'Keeping nasties away'………'E-Bay'…….'Typing' ……..'Making my computer work faster'…… 'Printers

'Getting my lost stuff back'…….'Internet Banking'…….'Internet buying and selling'……….'Making

personalised cards'……..'Keeping track of my investments'….'What to do when my computer crashes'

Others, comments:…………………………………………………………………………………………….

PUBLISHER USING WORD: Because Publisher is no longer available on the new MS Office programs a new course is commencing in February using Word (which all Office programs have). The course will be offered in two streams – Word 2002/3 and Word 2007/10, and students must have at least completed Working With Word. The course will be structured to enable members wishing to just learn how to make greeting cards without continuing on to learn other applications to be able to do so.

TOUCH TYPING: It is of course easier to use your computer if you have a good speed in typing. The best way to obtain this skill is to do what most female members (and maybe some males!) did in their secretarial course after leaving school – practice, practice, practice. The secret is to become familiar with the keyboard, and do lots and lots of copy typing.   You will find a small protrusion on the bottom of the 'f' and 'j' keys on the keyboard – this helps you to always go to the 'home keys' which are **'asdf'** for the left hand, and **'jkl;'** for the right hand. Always place your fingers on these keys, and move them up and down the keyboard for the other rows of keys. There are numerous websites that have free downloads – just type into Google 'Typing Tutorial'. The site www.sense-lang.org/typing has downloadable tutorials and even a segment on Seniors' skills, and typing games - they are worth a look. If you are unable to download a typing tutorial there are various ones available on CD at the computer stores.

SAVING TO A FLASH DRIVE: Place flash drive in USB Port, and locate the document you want to save to it. Right click on the document and choose Send To, then Flash Drive (it may be called Removable Disk). Your document should now be on the flash drive. Don't pull the flash drive out straight away – check an icon on the right of the toolbar at the bottom of the screen. Click on this icon and wait until you see the balloon 'It is safe to remove hardware'.

Members' Christmas lunch –
Thursday 25 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 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

Random quotes:
I have entered the snapdragon part of my life – part of me has snapped and the rest of me is draggin'
I am not 40 something – I am $39.95 plus shipping and handling
A balanced diet is chocolate in both hands. I was born free – now I am expensive
Inside me lives a skinny person crying to get out, but I can usually shut it up with cookies
I refuse to think of them as chin hair – I think of them as stray eyebrows.

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 2011 fees - our courses are only available to financial members.

RENEWAL of Membership Fee: January – December 2011

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