



COMPUTER PALS FOR SENIORS TURRAMURRA INC.

PO Box 66, Turramurra, NSW 2074. Newsletter No. 87: May – June 2013
Computer Room Tel. No. 9983 0774 (Monday – Friday, 9 am – 4 pm)
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Turramurra Computer Pals is supported by Microsoft

CONFUSION NO. 1

Phone answering machine message: 'If you want to buy marijuana, press the hash key'

I went to buy some camouflage trousers the other day – but I couldn't find any.

Apparently 1 in 5 people in the world is Chinese – There are 5 people in my family so one of them must be Chinese. It's either my Mum or Dad, or my older brother Colin, or my younger brother ho-Cha-Chu – but I think it's Colin.

A man to the Doctor – "I've hurt my arm in several places. The doc's reply "Well don't go there any more"

I got a compliment on my driving today – a note on my windscreen said 'Parking Fine' – wasn't that nice.

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. They are listed on the reverse page of this newsletter.

Annual General Meeting – 23 May, 2 pm

This will be followed by a General Meeting, with David Bennett from Avalon Computer Pals speaking on the use of Apple Computers and hand-held devices.

PLEASE NOTE: There will not be a General Meeting in April (ANZAC DAY)

ANNUAL GENERAL MEETING: All positions on the Committee will be declared vacant. Anyone wishing to nominate themselves or anyone else should contact the Secretary on Tel: 9487 2679, email: m2ball@iprimus.com.au.

COMPUTER HELP SESSIONS: Thursdays 9 May and 13 June 2 – 4 pm. This is a really good opportunity to get help with any computing problem you may have – there are always tutors there whose brains you can pick. If you have a problem at any other time, please ring any of the Committee and they will find someone to help you.

HELP WANTED: the Committee is seeking help from members. Questions are required for an occasional Q & A session which will follow one of our General meetings. If you have any topic you would like discussed could you please let the Secretary know - Tel: 9487 2679, email: m2ball@iprimus.com.au

Seniors Week Open Day – this was not a resounding success, mainly due to minimum circulation of Ku-Ring-Gai Council's advertising material. However, an enjoyable time was had by the visitors to the club who gained an insight into what we have to offer, and a morning tea provided by the Council.

HANDY HINTS:

Do you SAVE or SAVE AS?: When saving emails, documents, spreadsheets or other types of documents, there are two functions available – SAVE and SAVE AS. These are under the File menu. When you save a file you record (or save) a copy of it to the hard drive (or other drive you select) so you can open it to read and edit again and again. SAVE is used for files that have already been named and saved at least once before. In addition, there is often a

SAVE button on the Standard Toolbar that serves the same function. SAVE AS serves two purposes; it is used the first time a new file is saved, and it is used to change the name of an existing file being saved again. You need to select a name for your file and type it in the box labelled File Name – this should be done before saving the file. By default, some applications name the file by the first few words typed into it. You should change it to something more specific so you can identify it in the future.

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**

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, 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:

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|---------------------------|-----------------|
| President: | Ken Doyle |
| Vice President | Norma Kelly |
| Secretary: | Margaret Ball |
| Treasurer/Public Officer: | Patrick Bohr |
| Committee: | Stella Maude |
| | John Richardson |
| | Dean Simes |

CONFUSION No. 2

When I was ready to pay for my groceries, the cashier said, "Strip down, facing me." Making a mental note to complain to my local member about Security running amok, I did just as she had instructed. When the hysterical shrieking and alarms finally subsided, I found out that she was referring to my credit card. I have been asked to shop elsewhere in the future.