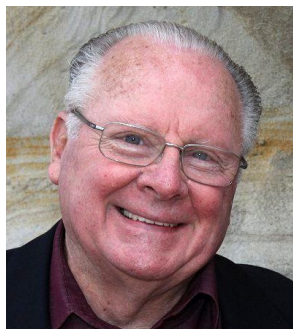# Switched on Seniors

Newsletter of ComputerPals for Seniors – Newcastle
A Member of ASCCA

PRESIDENT'S REPORT

At our last morning tea, we were extremely fortunate in having Paul Brooks as our guest speaker. As an internationally recognised telecommunications expert, Paul was able to give us an explanation, that we all understood, of the National Broadband Network and its function and future benefits. Paul also dispelled some of the misinformation being circulated, so much so that we are looking forward to the near future when the country can take advantage of the Internet speeds which will ensure our competitiveness with other countries.

Our next Members Morning Tea will not be till Seniors Week in March next year, but another expert will be talking to us about risk management with internet banking and shopping, as well as the safeguards in place throughout our banking system. Hopefully his talk will allay the fears that some of us have with financial dealings on the Internet. As General Manager for Risk Management at the head office of the Commonwealth Bank, Kieran McKenna has all the right qualifications to answer all our questions.

Right now we are preparing courses for 2011, with the Education team fully involved in the preparation of new courses and the revision of some of our current courses. Some courses are being combined so that people using different operating systems can do so in the one class. This will enable more courses to be given over a wider range of topics, while at the same time, decreasing the time that people have to wait before they can begin a specific course. Already courses for Session1 for 2011 are almost filled. With one more enrolment day before the end of the year, we already have over 300 financial members and as membership usually increases quite significantly during February and March, we are looking forward to continued success with the club.

Later in the Newsletter are the details for our Christmas Party at Kotara Bowling Club on Wednesday, 8th December. Already, over 20 people have paid, so please remember that numbers MUST be limited to a maximum of 100, so you need to forward your cheque as soon as possible. The final cut-off date will be the 30th November.

Our recent Fish-'n-Chips picnic was attended by only 22 people but we had perfect weather and the food arrived piping-hot. Needless to say, cameras were out, as a few of the folk were members of our DigiPals group and they were feeling a little shutter-happy after having had their scheduled "shoot" washed out. There was another DigiPals outing at the Newcastle Fish Markets and the weather was glorious. After Carolyn's "wash-outs" on some previous occasions, is seems as though she picked a winner this time.

Our committee meetings are being particularly productive with new purchases authorised for an update to LanSchool (which hasn't been performing as well as it was before Windows 7 was installed on our triple-booting computers) and a large screen is being purchased for use during some of our photography courses where LanSchool is not effective. The images shown on the cream walls have meant that colours are indistinct and for image editing programs, better colour is definitely required. Our recently purchased computer has overcome a problem that we had with one of our existing machines.

As well as our club website, our Internet exposure has increased to include a DigiPals site and the GeneaPals group also has a web presence. WriterPals will soon be following suit. Obviously we are becoming a very "computer-savvy" group and that is one of the reasons that the club exists.

Regards to you all, Bruce.
President Computerpals Newcastle Inc.

Committee Members

President: Bruce Deitz

Secretary : Maura Rainbow

Treasurer : Maree Field

Vice President : Rob Golledge

Assistant Treasurer : Michael Pitt

Technical : Neville Clifton

Rosters : Denise Brandon

DigiPals : Carolyn Keane

Newsletter : Bruce Carter

Social Activities : Dawn Howe

Tutor Roster :Mitzi Gordon

Committee : Lindsay Threadgate

Committee : Elaine Butler

Teams

- Technical
- Rostering/Enrolment
- Education
- Web Page

Please Help Us !!

Our email address at **islingtonpals@gmail.com** is used for rostering and it is important we can deal with information immediately.

Please don't send us jokes at this address as it slows our response.

Committee Report

At this stage of the year, most committee decisions are related to plans for next year.

Enrolments are already under way for Sessions 1 and 2, with Session 1 classes almost filled. Each enrolment day, there are additional people signing up as members and the enrolment tam has been kept busy.

The Education team is well under way with revision of courses to streamline some courses to allow faster access to popular courses. This will mean that some classes will be operating all three operating systems at the same time, but with the structure of the courses and the assistance of our tutors no great difficulties are foreseen.

Our additional groups of **DigiPals, GeneaPals and WriterPals** are all functioning well and enrolments in each group are steadily increasing, so if you are interested in becoming a member of any of these groups, you will be very welcome.

New purchases have been authorised for an update to the LanSchool program and the addition of a screen for the clubroom. This should prove a worthwhile addition for some of our photography courses which don't work well on LanSchool.

A small group of volunteers using the NEC Computer Kiosks for the basic introduction to computers will be attending a couple of Friday afternoon sessions with us so that they become familiar with the programs on these computers. These kiosks cater for a different group of people from us, but no doubt, some of the people who begin using computers at the kiosks will later join our group for more advanced courses.
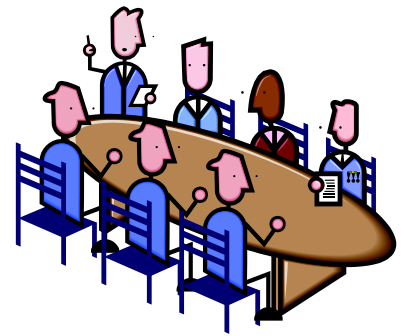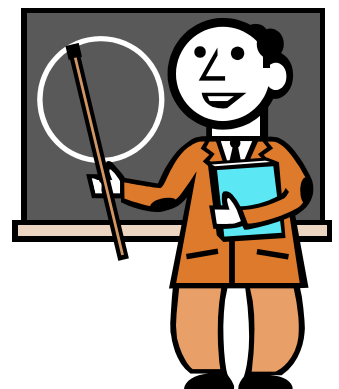
A Tutor's Whinge

Please allow me to whinge in the nicest possible way. We have made numerous appeals to members with regard to non attendance and cancellations. However we still have courses where tutors out number those attending the course yet the booking sheet is full. This is unfair to other members and disappointing for the tutors who could be doing other things with their time.

At a recent course we had a small number of students and 3 tutors and this for a course with high demand.

At a time when we are battling to find times for new and in demand courses we appeal to members to take your bookings seriously and turn up.

We understand urgent and medical problems crop up but we appeal to all members to be considerate and cancel at the earliest opportunity so that another member may attend.

Graham

Digipals Report

Summer is upon us but we are still plagued by wet weather and have had to postpone some of our outdoor shoots. Last Saturday was kind to us and with great weather we had a really good turn out at the Newcastle Fish Markets. Some interesting photo opportunities and a pleasant chat over coffee at the Cruising Yacht Club made for a very pleasant afternoon.

The previous weekend some of us enjoyed a very nice fish and chips picnic at Speers Point. Sitting at the edge of the lake with gorgeous weather made for a lovely relaxed afternoon but by 4pm the heavens had opened and the rain tumbled down for the next 36 hours.

During the month we successfully launched our first Picasa Workshop so please check the booking sheets as we are taking bookings for the new year. We also plan to run a series of short courses called "Know your camera" for the benefit of those members either new to photography or wanting to get more from their camera.

Our November shoot will be on November 20 and you will be advised as to which venue we have chosen.

Happy snapping.

Graham

IMPORTANT DATES TO REMEMBER

DigiPals Contact Person :

Carolyn Keane

Carolyn, Liz T, and Sandra have samples of their work on the right

Next Photo Shoot:

November 20th
Venue: TBA

SOCIAL REPORT

Social Activities Contact :
Dawn Howe

Robyn's Kotara Christmas Menu

Kotara Bowling Club, Howell St, Kotara, Phone 49576251

Date :   8th December

Cost : $23.50

Meal :   Two course meal

Service :   Food served to table

Limit   :   Maximum 100 people

Mains Choice :

- Roast turkey and ham served with cranberry sauce OR
- Grilled perch fillet with a citrus sauce OR
- Crumbed chicken breast with mango and ham

Dessert Choice :

- Plum Pudding with Brandy Custard OR
- Pavlova with mixes berries OR
- Warm apple pie

All meals served with seasonal vegetables, bread roll, tea, coffee and dinner mints.

Enjoy

Fish'n Chip's Day

BITS & PIECES

From the Roster team

We request members use islingtonpals@gmail.com to contact the Roster Team or the Treasurer regarding rosters or payments.

It is nice that members like to include us but we are kept busy attending to emails concerning the rosters and payments, therefore, we ask that members do not send email jokes or the like into this Computerpals business email address.

Next Enrolment Day

Friday

3rd December

Between 10am and 11:30am

So Far

Courses are well under way and continue to be very well patronised.

To check availability of courses please phone 4961 6576 during office hours.

And the Next Course?

An outline of the courses is available on the website and on notices in the Clubroom. If you need further explanation, the Tutors will be more than happy to advise which course is the most suitable for you to take.

Demand for the courses is high so it is imperative to enrol early and confirm your position by forwarding your payment.

Please check that a vacancy exists in the course before sending payment.

Most Courses are repeated in later sessions.

Best Wishes

• For our members who are celebrating birthdays and anniversaries - congratulations!

• To those who are ill our best wishes for a speedy recovery.

Barry Alcock
Jane Hoskings
Patricia Isherwood
Kenneth Johnstone
Majorie Johnstone
Robyn Casey
Albertine Young
Cecil Gilson
Glenys Edmunds
Coral Bland
Marion Diamond
Dianne Vielhauer
Alan Johnson
Colleen Hollis
Ellis Crowfoot
Beth Moran
Michael Daly
Rosemary Johns
Barbara Burke
Ian Partridge
Maureen Partridge
Patricia Hoole
Terry Skippen
Colin Hay
Carmel Koutts
Audrey Arms
Anna Holz
Des Holz
Christine Engel
Robert Williams
Brian Bellotti
Daphne Bridges
Jennifer Derkenne
Edwin Aitken
Anne Moyle

The Tutors and their assistants are also Seniors and conduct the courses in a relaxed atmosphere. Your questions are welcome during the classes and there is no need to feel embarrassed if you need to ask for something to be repeated.

The classroom is fitted with a hearing loop for those people who wear hearing aids.

Condolences

To all of our members who have lost loved ones recently, please accept our condolences.

# HINTS & TIPS

Microsoft Office 2007 & 2010 on Windows

When you open the Office 2007 or 2010 versions of Word, Excel or Powerpoint, you will notice that the new interface looks quite different from Office 2000 and 2003. The same tools are all there, but they are arranged very differently and new features have been added.

Although some of the layout varies between 2007 and 2010 it is very similar. In Office 2010 the MS Office button is replaced by a FILE button (see next page).
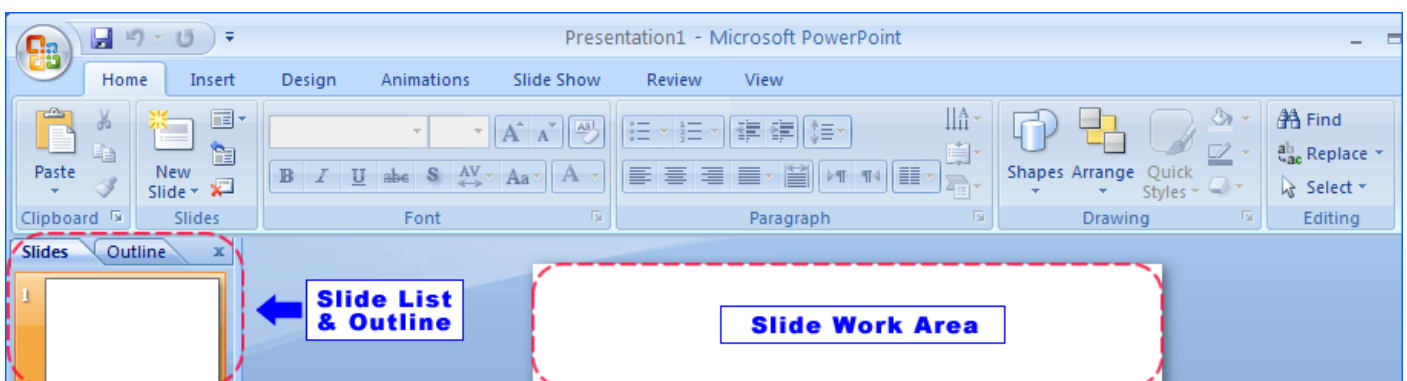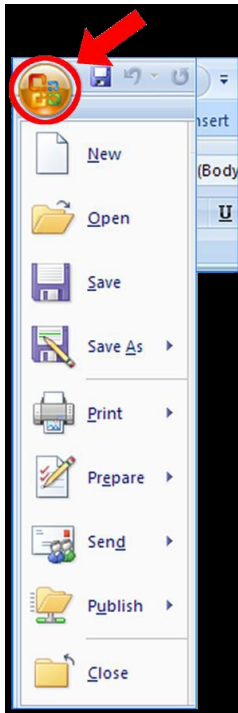
Word
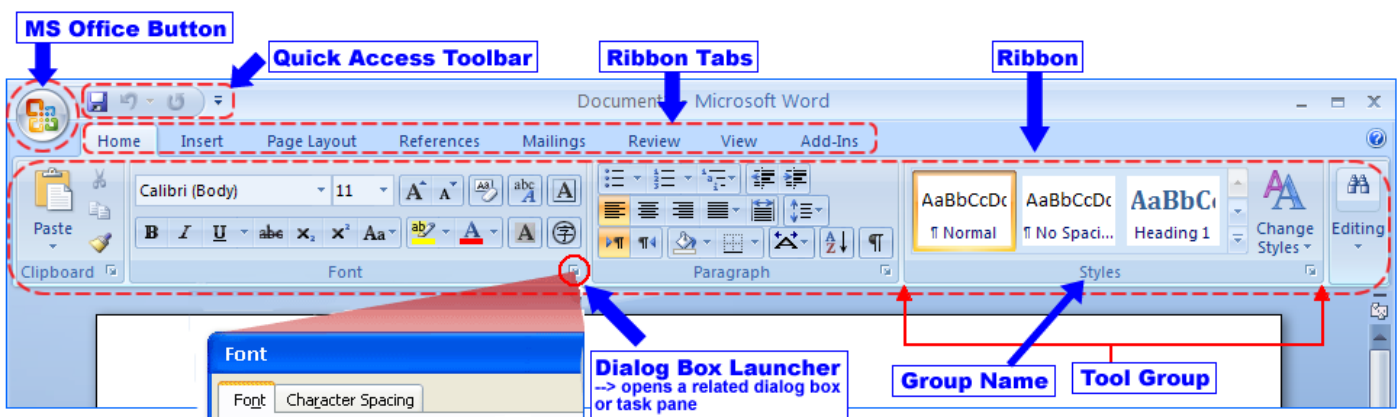
Excel
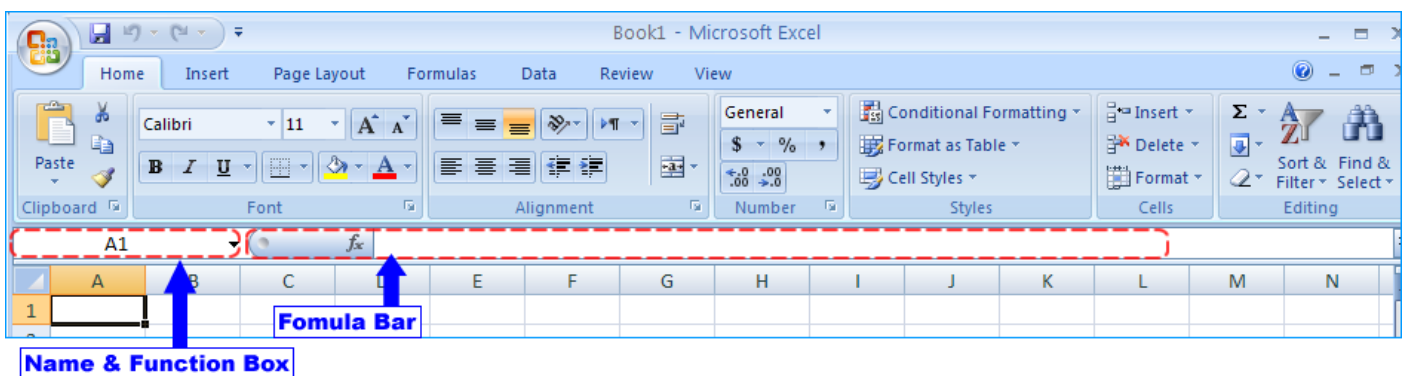
Power Point

Office 2007

The Office Button is the round icon at the top left-hand corner.

It includes the basic File Functions from the older version of Office

Click on the Office Button icon.

You will see the main file functions in the pull-down menu.

When using SAVE you can also save in Acrobat PDF files if the PDF add-on is included. If it is not then you can download from http://www.microsoft.com/office

Office 2010

There is NO Office button in Office 2010. The interface returns to a FILE button. When you press FILE the file functions will display.
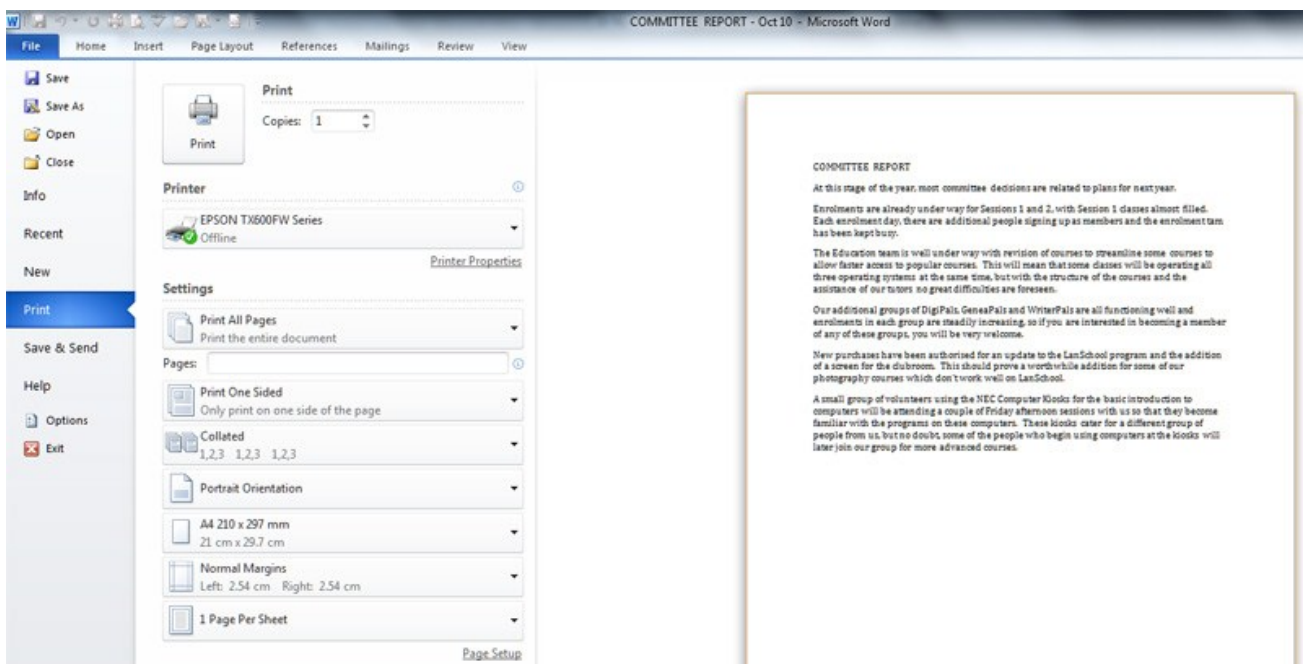

- The list that appears is similar to Office 2007. To the right of the pane is the big difference. The layout tends to be more informative. As you can see above the print information is in a "one stop shop".

- The accessibility of recent documents and recent places greatly assists finding files. With this approach your documents can be anywhere on your computer or removal drives and it will track their location more easily. No longer a recent list of only the previous 9 documents.
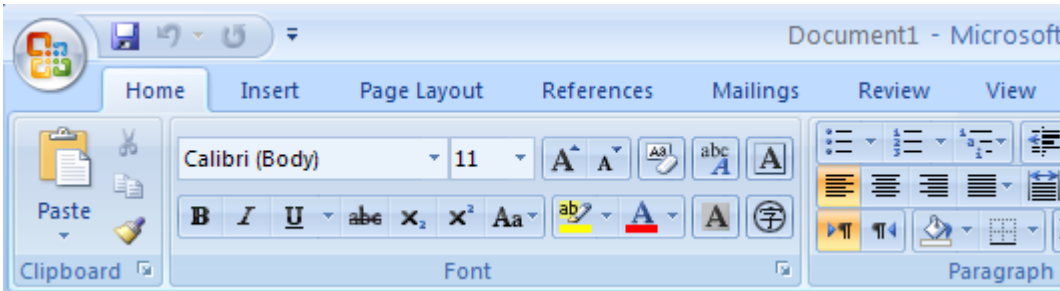
Ribbon Tabs

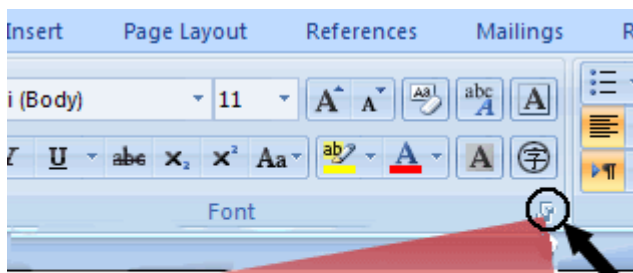The Menu or Toolbar from older versions of MS Office have been replaced with Ribbon Tabs.
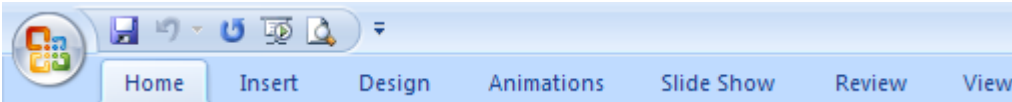
Ribbons

Ribbons have replaced the Toolbar from the older version of Office Each Ribbon Tab opens up a Ribbon full of Tool Groups
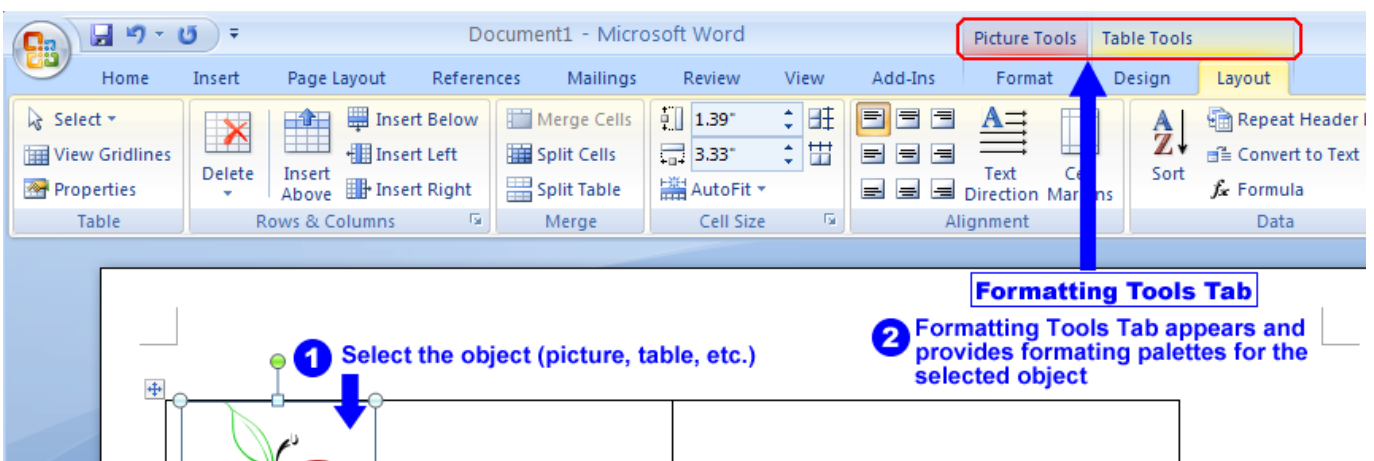
Dialog Box

When you click on the small arrow at the bottom right-hand corner of Tool Group box, a Dialog Box appears.

The Dialog Box provides additional Formatting options related to the Tool Group that you chose.

Formatting Tools Tab

In order to format or edit any inserted object (images, tables, etc.)

1. Select the object by clicking on the image or bring the cursor inside the table.

2. The Formatting Tools Tab appears at the right-hand end of the Ribbon Tabs. It provides the formatting palettes for the selected object.