



Switched on Seniors

Newsletter of ComputerPals for Seniors – Newcastle
A Member of ASCCA

VOLUME 11

ISSUE 2

MARCH 2011



PRESIDENT'S REPORT

We have had a remarkable influx of new enrolments this year so additional courses for beginners have been scheduled. The Mouse and Keyboard skills short course has really proven worthwhile with people being able to go straight into using the computers at their first Windows course. Already we have a membership of 395 and with the new structure of our courses I think we'll be able to satisfy everyone with the least possible delays.

Thanks to the tutors for their willingness to implement the new courses, because it has meant a real change for them and the train-the-trainer sessions have been the source of lively discussion (although I believe that there was a lot of laughter at the last tutors' meeting.)

At the committee meeting on the last day of February it was decided to seek quotations for the supply of four new computers to replace some of our older machines. This is one of the things we do regularly to ensure that we can offer the latest in software and the best of performance with our computers. The Office 2007/2010 courses are filling very quickly and I'm sorry that we've had to cease presenting courses for Office 2003 but please remember that most of the SKILLS are transferable from one version of the software to another. If you don't have the latest versions of programs on your home computers, this may make it harder for you to practise at home, BUT you will still learn a lot about how to use your computer.

This month will include Seniors Week so on Monday, 21st March we have something planned which I hope will prove of benefit to us all. We have a special guest speaker coming from Sydney to talk about the use of credit cards and the security measures taken by the banks to ensure your safety when using internet banking or when purchasing items online. Kieran McKenna is the General Manager, Business Risk for the Retail Division of the Commonwealth Bank. Part of Kieran's role is centred on ensuring that the customer experience for Branch, Internet and Phone meets regulatory requirements and the ongoing goal of customer satisfaction. He has had wide experience in his field and will prove more than capable of answering all your questions related to electronic transactions.

As always, members are encouraged to bring their spouses/partners/friends along for our Seniors Week morning tea. Because of a problem a couple of people had at our last meeting because they felt that the morning tea was too late, we are going to alter things a little. The morning tea will be served from 9:30 till 10:00. A short meeting will then be held to keep you informed about what the committee and our groups have planned and this will be followed by our guest speaker. This means a very early start for our ladies with preparation of the morning tea so any assistance you can give will be greatly appreciated by them.

As always, we endeavour to update the website during the first week of each month, even though information from the committee was not available till the last day of February. Reports have to be submitted from a number of people and then our volunteer editor has to prepare the Newsletter and that is no small task I can assure you!

For those people who were not at the Christmas luncheon last year, there are winning photographs on display in the vestibule outside the clubroom.

Committee Members

President: Bruce Deitz

Secretary : Maura Rainbow

Treasurer : Maree Field

Vice President : Rob Golledge

Assistant Treasurer : Michael Pitt

Technical / Education: Neville Clifton

Rosters : Denise Brandon

DigiPals : Carolyn Keane

Social Activities : Barry Keen

Newsletter / Webmaster: Bruce Carter

Tutor Roster : Mitzi Gordon

Committee : Elaine Butler

Teams

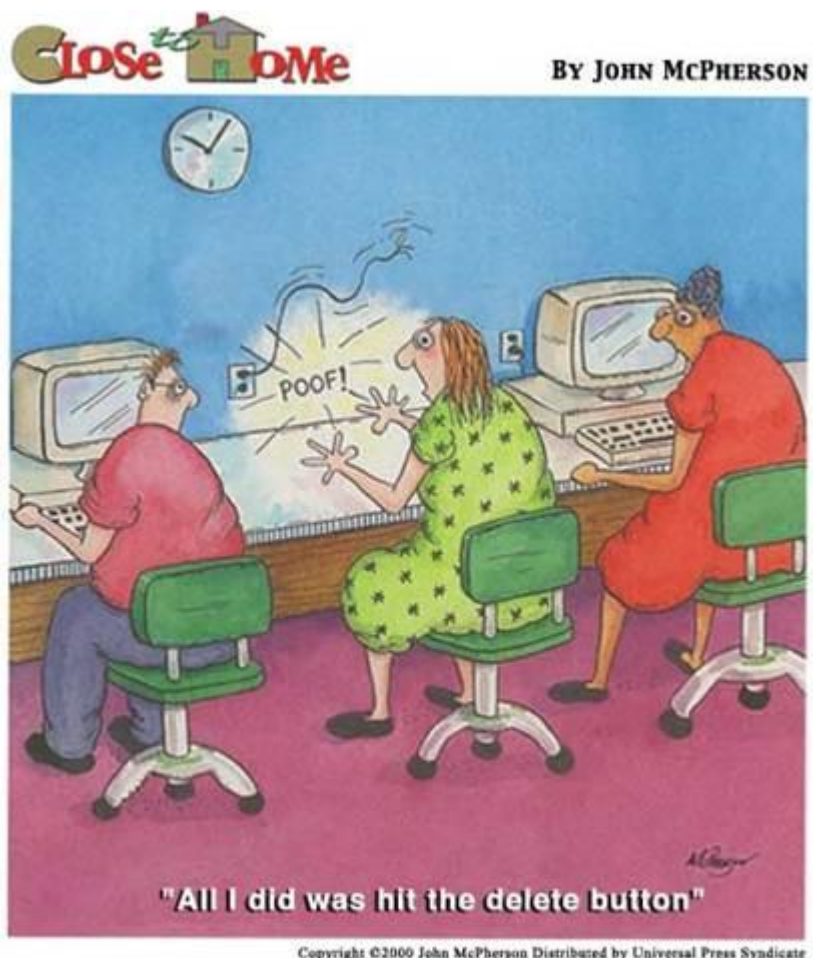
- Technical
- Rostering/Enrolment
- Education
- Web Page

I hope that everyone takes advantage of the short lists of pre-course requirements displayed well in advance for the various courses. These have been prepared to ensure that everyone is aware of what the required skills or equipment will be as we don't want people to come along and attempt a course without having a solid background of skills and knowledge. Remember also that the details of all the courses are available on our prize-winning website!!

Regards to you all and I hope to see you at our Seniors Week morning tea.

Bruce Deitz

President Computerpals Newcastle Inc.



Contact Us

Committee members listed in the left hand column may be contacted by following the instructions on the CONTACT US page on the club website.

We always welcome constructive ideas.



IMPORTANT DATES TO REMEMBER

DigiPals Contact Person :

Carolyn Keane



Pictures on the right are from our DigiPals snappers.

Thanks to contributions from John S, Lindsay and Dawn.

Digipals Report

Not very good weather for photography, this hot weather presents all kinds of problems eg over exposure, haze. Our outdoor shoot at Stockton was on the hottest Saturday in ages; 43 degrees in the shade of the large of the large Moreton Bay fig trees. Thirteen brave enthusiasts turned out and despite the heat we had a good afternoon culminating with a cool drink at the air-conditioned "Washtub", delightful.

Our clubhouse meeting was well attended and we reviewed our wide angle and telephoto shots and it was nice to received comments in the days following from people that they had really benefitted from the discussions. We also ran through Picasa again for the benefit of those folk having a few problems uploading to our website.

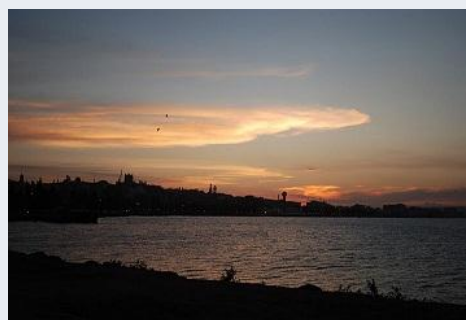
This month our outdoor shoot is at Valentine Bowling Club at 3pm. We will meet in the car park under the large tree, there is ample parking and after our shoot we can refresh ourselves with a coffee or a cool drink in the club. We will concentrate on landscape, water shots, reflections, boats and even macro, it will be fun.

Our intrepid photographer Barry Keen is ailing with a bad back sustained on his trip to Tasmania and is rather scarce at the moment, we wish him a speedy recovery. We hope to see his photos at some later date..

Our Know your Camera and Picasa courses are proving popular and we hope to have them more frequently in the coming months. Check the booking sheet in the clubroom foyer.

By popular demand we will be holding a special clubroom day specializing in macro photography so read up on this topic in your manual and also Google up Macro photography on the internet.

Our President Bruce is still struggling health wise and we hope he gets back to normal fairly soon. He has been a keen supporter and active member of Digipals so we want him back in good shape.



Happy Snapping, Graham

BITS & PIECES



ASCCA is the Australian Seniors Computer Club Association

ASCCA exists to support and encourage seniors to take advantage of modern information technology to meet their individual needs and to provide further challenges. To become computer literate at their own pace, in a friendly non-threatening environment and to have fun whilst doing so.

ASCCA's Newsletter and its informative items can be accessed on the web site:

<http://www.ascca.org.au>

Don't forget ASSCA have awards later in the year. We're looking for entries. Have some great snaps, creative writing.

We'll let you know when the time draws near.

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

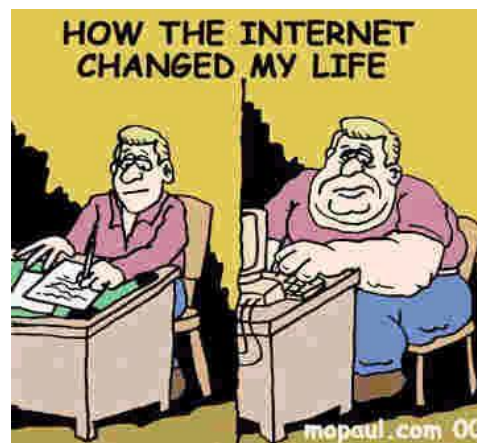
- For our members who are celebrating birthdays and anniversaries - congratulations!
- To those who are ill our best wishes for a speedy recovery.

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.



- Our club's constitution, as amended at the 2008 AGM, is available to be downloaded and read via the link on the Member's page on the website.
- Don't forget to print the calendar that is available on the Club website

HINTS & TIPS

Our Website

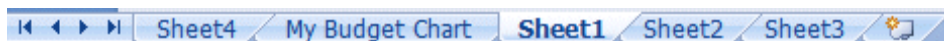


We keep all past newsletters which contain "Hints & Tips".

Changing (Renaming) Excel 2007 Tabs

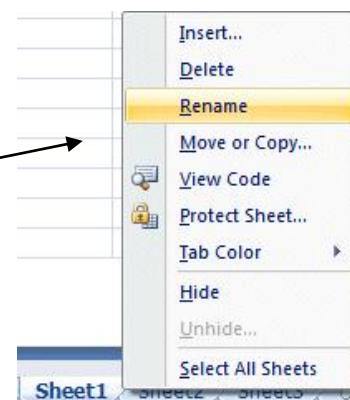
If you would like to have **logical names** for your **Excel 2007 spreadsheet tabs** – rather than Sheet 1 and Chart 1, we'll show you how to do this.

At the **bottom** of your **spreadsheet** you will see your **tabs** (like the image on the below). To **change the name** of one of the **tabs**, place your **cursor over a tab** and click the **RIGHT** mouse button.



We'll **change** the name of **Sheet 1** first.

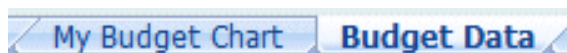
RIGHT click on **Sheet 1** and the drop down menu screen to the right will appear. Choose **Rename**.



When you choose **Rename**, the **Sheet 1** tab will "**turn black**" – like the image on the right. As soon as you see this, **type in the name you want for your chart**. We typed in **Budget Data**.



As soon as we began typing, the tab name changed. When we finished, the Tabs for our Chart and Data looked like the image on the below.



So, anytime you need to change Tab names, all you have to do is Right Click and Rename.

Source : <http://www.officetutorials.com>

This site has a large number of Office tutorials - all free to download. At this stage they specialize in Office 2007 and earlier versions.

MORE HINTS & TIPS



Source :

www.onenotereview.com

The review on this page asks -

Does OneNote really help you get organized?

Is it the best option out there for someone who needs to efficiently organize all their data?

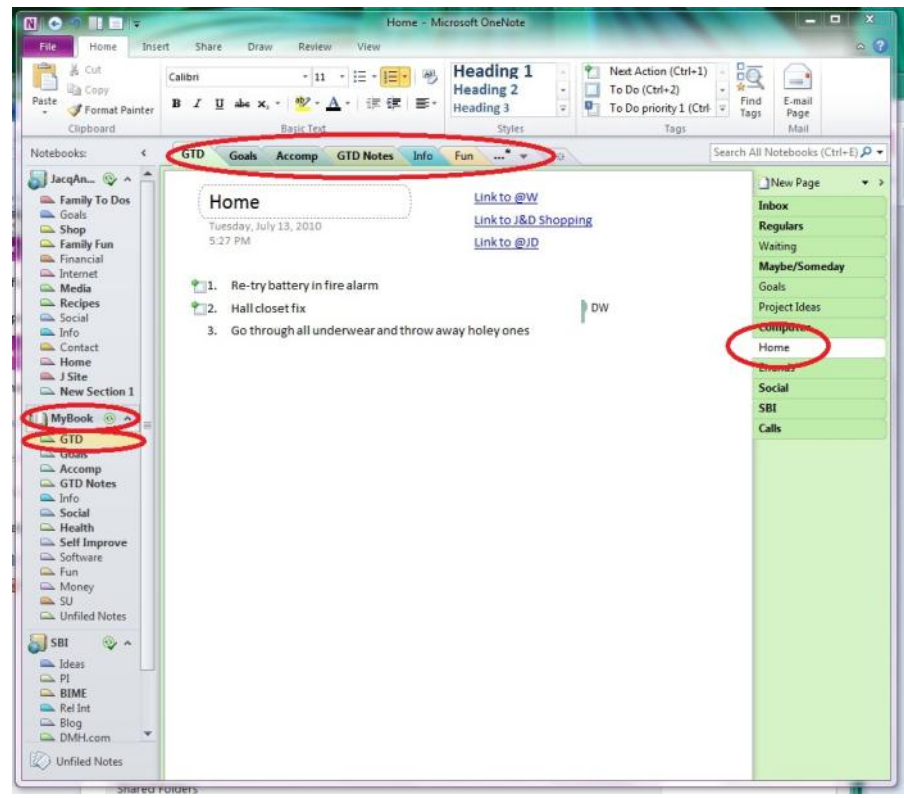
Microsoft One Note

- If you have a lot of information to organize and never seem to get a handle on it, forget where you wrote something,
- You need to reference things eg. recipes, to-dos, shopping lists, gift lists, goals, fun ideas, project ideas, and so much more.

How can I buy it?

It is available as an individual purchase and in a number of Office packages.

OneNote 2010 Basic Features and Layout



- On the top is the ribbon where you've got all of your menu actions. The ribbon is familiar to you if you've worked with Office 2010 or Office 2007.
- The notebooks and sections within those notebooks are on the left side. For example, I'm currently in the section "GTD" within the "MyBook" notebook. That's tier 1 (notebooks) and tier 2 (sections). You can also see the sections for the current notebook at the top as tabs like a real notebook.
- The 3rd Tier is on the right side. I'm currently in the "Home" page within "GTD" within "MyBook." You can also make sub-pages for an extra half-tier or so, but I don't think that's necessary really. If I need sub-pages, I usually turn a page into a section.
- You can see the links to another page within OneNote at the top of the current page. Also, you can link to files and websites anywhere within OneNote.

MORNING TEA



Date : Monday 21st March, 2011

Time : 10.00am

Location: Islington Public School Hall,
Hubbard St., ISLINGTON

Guest Speaker : Kieran McKenna - General
Manager, Business Risk for the Retail Division of
the Commonwealth Bank.

Topic : Credit Cards
(includes Security)



ALL WELCOME