

COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT INC

NOVEMBER 2004

P O Box 43
Galston 2159

THE PRESIDENT'S DESK

Back from my holiday trip.

Well after 3 months away on the road and 20,000 kilometers of driving it is good to be home again. So where did we go is the question? We drove around a fair bit of Australia's north and west. Some places we visited;

Mount Isa, Normanton, Lawn Hill National Park, Borroloola, Darwin., Wyndham, the Kimberlys, Broome, the Pilbara area, W.A wheat belt area (Wild flowers), Kalgoorlie, Esperance, Nullarbor, then Broken Hill and home. Some statistics: took 1500 photos, fuel costs a little over \$4,000, camping over 40 nights and staying in soft comfort for the other part of the trip. Well all that happened a while ago now, so back to today and tomorrow.

Club equipment upgrades.

We have now replaced our second computer at history cottage with a refurbished "Gateway" computer running the ME (Millennium Edition) Windows operating system. A few weeks ago we replaced the old Windows 95 computer at Rowland Village with a rebuilt "Compaq" computer also running ME. Both of these upgraded computers have our newer versions of the Microsoft programs which we received from Microsoft at the end of last year. These programs, include for example; Office XP, Works Suite 2003, Money 2003, Windows Plus Games, Microsoft Picture it and Publisher. We have installed programs such as Adaware, Spybot – search & destroy, for removal of advertising robots and spyware and Avast anti virus, Winzip and Adobe Acrobat reader which can all be demonstrated to members interested in these programs. A scanner and printer have also been added to the new system at Rowland Village providing further scope for pupils wishing to learn about these features.

Internet Connection

Free!! Bigpond Internet Access Kit. We still have these kits available to members and friends! So if you are not yet connected to the internet or have a friend who is about to be connected, these kits are a deal worth considering.

The free kit offer" has been organized through ASCCA (Australian Seniors Computer Clubs Assoc.) First month or 400MB download free. Kits are available at history cottage or contact Rosemary or Lindsay.

News Items and Questions.

Our Editor Rosemary, tells me that she has been receiving articles for the Newsletter from several Tutors but other members appear a little shy. So come on members I am sure you have a question , a computer experience or a funny line or two to share with other members. Please support your newsletter by sending your article and questions to the editor.

ADSL Connection News. (Asymmetric Digital Subscriber Line)

If you happen to live in the area served by the North Kenthurst telephone exchange which does not currently support ADSL (broadband internet connection), we have been advised that the necessary exchange upgrade is scheduled for next year (2005)

Lindsay McIntyre



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LETTERS TO THE EDITOR

Dear Editor

I was wondering if it would be possible for me to print the Computer Pals magazine in just black and white. I don't really want to print all those colours as my colour cartridge seems to get used up quickly already. I now tend not to print the magazine but just read it through when it arrives in my email. However it would be so much more convenient to be able to refer to it as 'hard copy' as there are lots of useful items there. Mary

Dear Mary

Yes you can print in black and white. Click File, Click Print, Click Properties and select black and white.
Editor

Dear Editor

I really enjoyed reading the letter from Margaret about her 98 year old friend. It reminded me of a student of mine who was 85 and used to come along to Saturday classes to learn computer skills. He had absolutely no idea how to type or how to use a computer, but his son had handed one down to him and he was determined to try to use it. I don't know whether it was the process of learning computer skills or his enjoyment in being part of a class but he never missed a lesson. Another member was a retired politician and they both had endless political discussions, and I often had to remind them that they really were there to learn computer skills, not to change the political situation.

With all these wonderful tips we are continually receiving in the magazine, can I suggest that we purchase an alphabetical index and just jot them down. It is so easy to forget these tips until you need them and then not remember where it was that you read about it!

Dear Editor

I read with interest in your last edition the article "What is a Wizard". It indicated that a Wizard is a tool to guide you through the steps of a process or task by asking a series of questions or options. The trouble is that more often than not, I don't understand what the Wizard is trying to tell me, and I can't find the places on my screen where I am supposed to click to acknowledge or progress with it. Does anybody else have the same problems? I would be most interested to know that I am not the only stupid person out there.

Dear Editor

I often get very frustrated when I read letters and newspaper articles and notice many grammatical and spelling errors. I guess this is a sign of **age**. Recently I received, among my junk mail, a leaflet from Readers Digest advertising their book "101 Computer Hints and Tips". Glancing through this leaflet, there was an article on emailing, listing some of the "Netiquette for beginners". I will list below some frequently used items from the etiquette used:

Np no problem!

mho In my humble opinion

J/k just kidding

Well, of course, there is my answer – most youngsters email their friends constantly, and of course use SMS, and most words are abbreviated. There seems to be no rules for upper and lower case, full stops, commas etc. If they want to be sure of a spelling, they use Spellcheck – regardless of whether it may be grammatically correct or not.

A dictionary is now something of the past.

So I guess I should totally ignore all those years at school, and "go with the flow" as my daughter tells me. Do any other readers have similar thoughts?

USEFUL TIPS

Excel Tips

- You can press **HOME** to select the **first cell** in a row.
- To Print only part of the worksheet in Excel, select the area you want to print, point to **Print Area** on the File Menu then click **Set Print Area**.
- The Shortcuts for switching sheets are **CTRL + PAGE DOWN** to next sheet and **CTRL + PAGE UP** to previous sheet.
- To move cell contents, drag the border of the selected cell or cells and drop in another location. To copy the cell or cells contents, hold down CTRL while you drag.

Word Tips

- To quickly **MOVE TEXT**, select the text, then click on the text and drag and drop it.
- To **COPT TEXT**, select the text, hold down the CTRL key while dragging
- To look up **SYNONYMS** in the Thesaurus, select a word and press **SHIFT + F7**

From the Secretary



Well here we are at the end of another year which has been a very successful one although we missed our President Lindsay for a few months while he motored around Australia. We haven't seen much of Betty but she has had such a lot to do packing up, selling their house and moving into a Retirement Village. We all hope that you will both be very happy in your new home. The Club warmly welcomes these new members, **Keith Horam, Sharon Hughes, Trish Piper, Ann Edwards, John Knight, Margaret Moody and Helen Moody** and we wish them all happy and successful computing.

Don't forget the **Christmas Morning Tea on Friday 10th December at 10.30 am in the History Cottage on Galston Road.**

Rosemary (Secretary)

LETTER TO THE EDITOR

Dear Editor **A local love story**

George is my neighbour whose property adjoins mine at the rear. He became engaged to a young Russian woman earlier this year. They had met via their computers on the internet.

They had communicated on the net for many months and grew to like one another so much, that they decided to meet in person and see each other in the flesh rather than in the photos they had exchanged, and so arranged to have a skiing holiday in Switzerland, meet up and see what developed.

It was a great success, they immediately felt comfortable in each others company and had a fun filled holiday on snow slopes.



They each returned to their home country, continuing to communicate via the net but also speaking to each other by phone. Friendship blossomed into love and

George asked Irina if she would come to Australia to settle and become his wife.

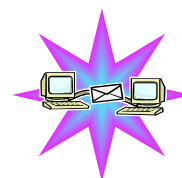
I saw George's fiancé soon after she arrived in Australia, a beautiful blonde with a gentle smile and lovely blue eyes, she was working in the garden, cutting grass, moving pots, tidying up etc. I told her how impressed I was with the improvements she was making to the front garden. She told me she wanted to do something attractive with the many pots scattered around but was having difficulty digging earth from the garden to fill them. I explained that she was going about it the wrong way, heaved an enormous bag of potting mix I had stored in the garage over the fence and solved the problem. She was most grateful for my help, said she felt we were already good friends and would be most pleased if I would come to her wedding.

Saturday was a perfect Spring day with the birds singing in the trees, a breeze softly moving the leaves, the sun shining on the roses massed in hundreds along the pathways of Roxborough Park. Irina in an elegant ice blue gown, a rosette of fine ribbon of the same colour in her flowing blonde hair was a vision of loveliness. She moved through the sea of roses towards the rotunda where the marriage ceremony took place and she and George became man and wife.

I felt I had to share with computer pals this local love story that started on the net the other side of my back fence.

Regards,

Wilma Hickey



A Few More Tips

- To **Close a dialog box** press ESC
- To **move a Toolbar button** press ALT while dragging the button
- To **copy a button** press ALT + CTRL
- To **close all open documents**, press SHIFT, then click CLOSE ALL on the File Menu.
- Click any object with the **right mouse button** to **display a shortcut menu** of commands that apply to that object.
- You can **resize an object** while maintaining it's width and height proportions by **holding down SHIFT** while you drag.

How to create your own custom dictionary:

1. On the Tools menu select **Options**, and then select the **Spelling & Grammar** tab.
2. Click the **Dictionaries** button, and then the **New** button.
3. Enter a **name** for the new dictionary, and then click **Save**.
4. At the **Custom Dictionary dialog box**, choose a **Language** (probably English/Australia).
5. Select the new dictionary's name to **add a check** mark. (If many dictionaries are listed, the new one is at the bottom of the list). Click **OK**.
6. At the **Spelling and Grammar** tab, choose the **new** dictionary from the "Custom dictionary" list, and make sure that 'Suggest from main dictionary' is not selected.
7. Click **OK**
8. Spell-check your document, adding any queried terms, as appropriate to your new dictionary.



☆☆☆ Don't forget the Christmas Tea on Friday 10th December at 10.30 am in the History Cottage Galston Road. ☆☆☆

REMINDER

The **Next Meeting** of Computer Pals for Seniors,
Galston & District Inc
Will be at **History Cottage**
412 Galston Road, Galston
Date: **Friday 4th February, 2005**
Time 10.30 am



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