



COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT INC.

Nov/Dec 2005



P O Box 43 Galston
2159

THE PRESIDENT'S DESK



At our September work shop meeting John Eland gave a very interesting talk and demonstration of the features of one of the very early digital cameras manufactured by Sony, which recorded the picture files onto a standard 3.5" floppy disk, which fitted into a slot in the camera in a similar way to the miniature disc in the cameras being sold today. This older style Sony (launched on the market about 9 years ago), is still taking great photos as John demonstrated to our group. The later part of our workshop was then open to questions about computers and there was certainly no shortage of questions from members, with several tutors involved in answering and demonstrating on the computers.

Questions Answered:

When sending emails: What does the **CC** and **BCC** panel which I see when creating an email, mean and when should I use them?

'**CC**' Stands for '**carbon copy**'. You may want to send one person a message and let others in on the detail as well. If you are organising a family gathering for example, you might send an email to your sister or brother and '**CC**' all your cousins (by entering their email addresses in the '**CC**' space). I always use my address book or contacts list to enter all the names of the recipients into my emails. This method saves time and avoids typing errors, but it does mean that I must keep my address book/contact list up to date.

So '**CC**' is used to keep others up to date and in the picture. In most cases they will not need to reply or take action as they have been copied in for "information only". All **CCed** message recipients can see, who has been sent a copy and see their email addresses.

'**BCC**' Means '**blind carbon copy**'. There are times when it may not be appropriate for all recipients to be able to see that a message has been copied and to whom. By entering their email addresses into the '**BCC**' space each will receive a copy of the email but will not see the other recipients names or email address details. One email address will still be required in the main '**To**' address space. If you want to conceal all recipients' names and addresses, simply type in your own email address in the '**To**' area.

The '**BCC**' method is often used in business, news letters and internet marketing emails. Note the '**BCC**' field (space) may not be immediately visible, depending on the setup of your email program. In Outlook Express, for example you will need to click on the address book icon near the '**To**' or '**CC**' field, select an address and then click the '**BCC**' button.

These notes relate to **Outlook Express**; other email programs incorporate these features, but the steps may vary.

Next Meeting: Our next Workshop/Demonstration /Discussion meeting on Friday 25 November at 10.30am, will be our last workshop meeting for 2005.

I look forward to seeing you there, with a little luck, I will have a chance to say G'Day !

Lindsay McIntyre



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FROM THE SECRETARY



REMINDER



The Next Meeting-cum- Workshop of Computer Pals for Seniors, Galston & District Inc

Will be at **History Cottage**, 412 Galston Road, Galston

Date: **Friday 25th November, 2005 at 10.30 am**

Hello All

The next Meeting-cum-Workshop will also be our **Christmas Get Together**.

It was lovely to see such a good attendance at our last workshop. I hope you all enjoyed the interesting talk by John Eland.

Thank you very much to those who brought something for tea. It is always nice to chat after the workshop and to discuss and solve our various problems.

The Committee extends a welcome to all the recent **New Members**,

Dorothy Barnard, David Chivers, John Byrne and Owen Parr. We hope that you enjoy your period of learning with us. Thank you Dorothy for your News Letter Input.

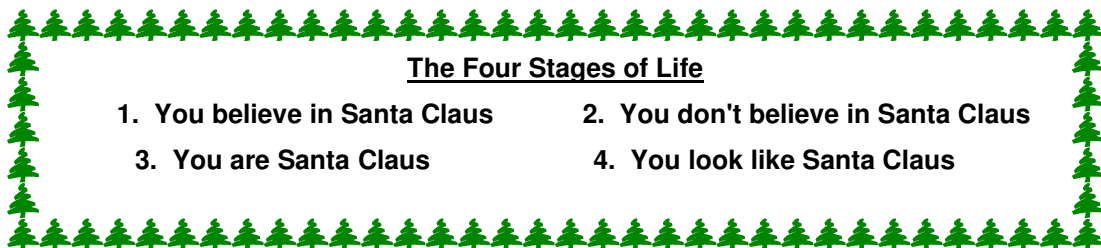
A very Merry Christmas and a Happy New Year to you all.

Rosemary

Letters to the Editor

Q. In **Word 2000** how do I set up a **list of addresses in Mail Merge to print on Labels** for my **Christmas Cards**?

A. Click '**Tools**' Click '**Letters and Mailing**'
Click '**Mail Merge Wizard**'Choose '**Labels**' (You can also choose envelopes here)
Click '**Next: Starting Document**'Choose '**Change Document Layout**'
Click '**Label Options**'. The Product Number is shown **on the labels you have on hand**
Check other items.....Then click **OK**
Click '**Next: Select Recipients**' Choose '**Type a New List**'.
Click '**Create**'. Type all your addresses clicking '**new entry**' for the next etc. It does not matter if you leave a line blank. Then Click '**Close**'
A window appears allowing you to save this list. In '**Save In**' Choose the folder you want to save it in. In '**File Name**' Type for e.g. 'Christmas List'. Then click '**Save**'.
Your list appears, choose the addresses you want to print by putting a tick in the little box on the left. You can Select, clear and edit etc. Then click **OK**.
Click '**Next: Arrange your labels**'Choose '**Address block**'. Then click **OK**
Drag the left tab in to create a margin on the label. Click '**Update all labels**'
Click '**Next: Preview your Labels**'
Click the '**Print Preview**' icon on your standard Toolbar.
If you are satisfied, then Click '**Next: Complete the Merge**'.
Click '**Print**'. Print on plain paper first to make sure your addresses are in the right position. Then insert your label sheets into the printer and away you go.



The Four Stages of Life

1. You believe in Santa Claus
2. You don't believe in Santa Claus
3. You are Santa Claus
4. You look like Santa Claus



THE REASONS WHY MEN ARE HAPPIER PEOPLE



Men Are Just Happier People. What do you expect from such simple creatures. The garage is all yours. Wedding plans take care of themselves.



Chocolate is just another snack.

You can be President. You can never be pregnant.

You can wear a White T-shirt to a water park. You can wear no shirt to a Water Park. Car Mechanics tell you the truth.

The world is your urinal. You never have to drive to another gas station restroom because this one is just too icky.

You don't have to stop and think of which way to turn a nut on a bolt.

Same work, more pay. Wrinkles add character.

Wedding dress \$5000. Tux rental-\$100.

People never stare at your chest when you are talking to them.

The occasional well-rendered belch is practically expected.

New shoes don't cut, blister, or mangle your feet. One mood all the time.

Phone conversation's are over in 30 seconds flat. You know stuff about tanks.

A 5 day vacation requires only one suitcase. You can open all of your own jars.

You get extra credit for the slightest act of thoughtfulness.

If someone forgets to invite you, he or she can still be your friend.

Your underwear is \$8.95 for a three-pack.

Three pairs of shoes are more than enough.

You almost never have strap problems in public.

You are unable to see wrinkles in your clothes.

Everything on your face stays its original color. The same hairstyle lasts for years, maybe even decades. You only have to shave your face and neck.

You can play with toys all your life.

Your belly usually hides your big hips.

One wallet and one pair of shoes one color for all seasons.

You can wear shorts no matter what how your legs look.

You can "do" your nails with a pocket knife.

You have freedom of choice concerning growing a mustache.

You can do Christmas shopping for 25 relatives on December 24 in 25 minutes.

No wonder men are happier.

Frank Clark



Remember the five simple rules to be happy

1. Free your heart from hatredForgive
2. Free your mind from worries.....Most never happen
3. Live simply and appreciate what you have.
4. Give more
5. Expect less.



Dale Rodham



Windows Tips

1. If the **Task Bar** appears on the top or side of your screen, click the task bar and drag to the bottom.
2. **Right Click** on anything gives a context menu. There is **no such thing as a double right click**.
3. **Left click once** selects or locates the cursor. **Double left click** executes if it is an executable file.
4. To see how much **space** you have on your **C drive**. In **Windows Explorer** Right click on C drive, select **Properties** from the context menu and you will get a pie chart and a usage analysis
5. The **Windows Key** (there is one on either side of the space bar) plus the **E key** brings up Windows Explorer

Excel Tips

1. **CTRL + ;** always puts **today's date** in the cell.
2. To enter **consecutive dates** in a column—put a date in a cell, then put the next day's date in the cell below. Select these two cells and catch the little **plus sign on the bottom right** of the selection and drag down that column as far as you require.

Internet Tip

1. The **back space key** works the same as the **Green Back Arrow** at the top left of your screen.
2. If your **Address Bar** is not available and the word Address appears on the top right of your screen, with your mouse catch the Address and drag it down a little way.

Word and Excel Tip

1. To find Auto Correct, click Tools and click Auto Correct Options. Go through the options. You will find that most of them are already set up but there are many Auto Options you can choose.

Cordless Desktop Express

This allows you to be free of all cables and wires on your desk and is available for around \$60. You can even use the mouse from a fair distance away..

REMINDER

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Will be at **History Cottage**
412 Galston Road, Galston

Date:

Friday 25th November, 2005

Time 10.30 am



Editor: Rosemary Ansley
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BOILED FRUIT CAKE

15oz tin crushed pineapple
1lb mixed fruit (if desired, soak fruit overnight in ½ cup sherry or similar)
4oz butter or substitute.
1cup sugar 1 tsp mixed spice
1 tsp bicarb soda 2 eggs .1 cup plain flour.
1cup Self Raising flour ¼ teas salt

Line 8" deep round tin (square x 2½" deep) with double thickness greaseproof paper – bring paper a little above edge of tin.

Combine undrained pineapple, fruit, butter, sugar, spice & soda in a saucepan. Bring to boil, boil uncovered 3 mins. Leave till cold. When cold, add beaten eggs & sifted dry ingredients. Mix well & spread evenly into prepared tin. Bake in mod. Oven 1¼ hrs. Cover & leave in tin till completely cold.