

COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT INC.

February 2006

P O Box 43 Galston
2159

THE PRESIDENT'S DESK



A Happy New Year to Everyone!!

Already the first month of the new year 2006 is behind us and the grand children are all back home, tackling a new year of learning. This is very similar to all of us at Computer Pals, trying to learn more about computers, software programs and computerized gadgets to enable us to pursue our hobbies and interests.

Yes! The process of learning continues for each of us as the world around us changes and we pursue new interests.

Storing photos as digital images on our computers and saving them to CD's or sharing them with friends across the internet, has become a very popular activity for many of our members. Like most hobbies, photography and the organization of the photos can become very time consuming and **for some it becomes a very serious and technical pursuit.** I prefer to keep my interest in digital photography limited to the simple basics. Having said all that I do try to organize my photos and present some to share with family on CD etc.

Microsoft have several programs which are designed to achieve some of our presentation goals as amateur photographers and over Christmas I spent some hours playing around with two of these programs.

Windows Movie Maker

If your computer operating system is Windows XP you will have this program as it comes loaded with Windows XP.

Click on Programs and go to Accessories then Movie Maker (about 3rd last on list)

If you are already storing photos on your Computer you should have no problem creating your first photo presentation with some reference to the help file. Although the program makes reference to Video it will make a slide presentation using your photo files and gives you the facility to add into your presentation such features as story boards, caption, background music and audio commentary and transitions (a special effect to the way a picture opens on screen).

I suggest you limit your first project to about 6 to 12 pictures to get the feel of the program.

Remember, you do not have to use all the features in a project.

If you require tutorial notes for "Windows Movie Maker" please send an email to me and I can send them by email as a Word document attachment.

Windows Story Book 3

This program was released as "Story Book 2" with Microsoft "Digital Image suite 10"

Story Book 3 is available as a free down load from the Microsoft web site.

The program requires Windows XP and Microsoft Media Player 9 or later to run the software. This is another program which can be used to create a presentation of a group of photos.

Lindsay McIntyre

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FROM THE SECRETARY

Hello everyone

Best wishes to you all for a happy, healthy and a safe year.

Welcome to our NEW MEMBERS—**Peter Gamblin, Jean Marshall, Margaret Dunn, Catherine Moroney, Stan Shore** and **Suzanne Cawley**. May you all enjoy your time of learning with us.

Rosemary

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 24th February, 2006 at 10.30 am**

PLEASE HAVE YOUR QUESTIONS READY FOR OUR TUTORS. ALL THE COMPUTERS WILL BE ON AND RUNNING.

Everyone is Welcome

Excel Tip

When you enter formulas, type function names in **Lowercase** letters. When you press ENTER valid function names are converted to **Uppercase**, verifying that you have typed them correctly.

Word Tip

To add a row at the end of a table. Click in the last cell and press TAB.

APPLE DUMP CAKE

1 x 400g can pie apples

2 eggs

1 cup melted butter or margarine

1 cup self-raising flour

1 cup plain flour

1 teas bi-carb soda

1 teas vanilla

1 cup white sugar

1 teas cinnamon

½ teas nutmeg

½ teas mixed spice

Sift all dry ingredients together and then add melted butter, eggs, vanilla and pie apples.

Mix together and “DUMP” cake mix in a 23 cm x 8 cm high tin.

Bake approximately 170°C for about 1 hour.

(In my oven it is about 50 minutes but test with a skewer).

My son-in-law makes muffins from the ingredients above but use the muffin paper cups to line your muffin tin.

I make a bar cake and muffins with left over mixture.

Computer Jargon

Extension

The part of a PC filename after the dot (.), often used to tell Windows what type of file it is. For example, files ending in **.exe** are programs, and files ending **.jpg** or **.gif** are pictures. Note that Windows is sometimes set up not to display the extension in Windows Explorer or My Computer, another helpful idea from our friends at Microsoft to confuse beginners .

FAQ

(Frequently Asked Questions). A document on a website or in a newsgroup which gives answers to common problems and questions. Look for an FAQ if you have a problem with something, before you email or phone support.

Firewall

Originally a dedicated computer between you and the internet, preventing hackers, spammers and similar undesirables from taking over your PC. Now often just a program running on your PC, performing the same task. Absolutely essential if you have an always-on internet connection such as ADSL or cable.

Folder

An area on a disk for storing files. Folders can also contain other folders, which in turn can contain more folders, and so on almost to infinity. Also called a directory, especially by people used to DOS.

HAND

(Have A Nice Day) Internet slang, often used ironically

Homepage

A page on the World Wide Web. Confusingly "homepage" is used indiscriminately to describe several slightly different things : an amateur's hobby site; the front or main page of any website; or the page which your browser first goes to when you start it up.

HTML

(HyperText Markup Language) The system used for creating World Wide Web pages, ordinary text with commands for special effects like pictures, colour and links enclosed between < > symbols. You can add the various HTML commands to ordinary text by hand - it's not difficult, see Absolute Beginner's HTML - or have it generated for you by software, either one of the many specialist editors or even a word processing program like Microsoft Word (although Word isn't very good at it).

Hung

If a computer (or sometimes just a program) gets completely stuck and refuses to do anything, it has hung.

Hyperlink

Any kind of link on a webpage. Unless you typed an URL in by hand, you got there by clicking on a hyperlink.

Java

A programming language used to create small programs called applets, often to produce special effects on web pages.

Global Garden (Internet)

A FREE gardening magazine on the Internet. Australia's first national online gardening magazine and prime gardening resource, serving Australia and areas throughout the world enjoying a similar climate. Editorials, hints, competitions. Everything a gardener wants to find in such a magazine. <http://www.global-garden.com.au/>

Inserting Symbols

Easy access to thousands of special symbols, like foreign characters. Click INSERT, click Symbol and scroll the selections available from the different fonts and subsets of fonts.

To Change Font Size

Select the font you want to change and click on the Grow Font Icon **A>A** or the Shrink Font Icon **A<A** as required.

Windows Tips

Copying Text:

Highlight (SELECT) the text you wish to copy, press ctrl+c (this copies it). Position the cursor where you want to copy the text to, press ctrl+v (this pastes it). **You can also use the icons on the Standard Toolbar.**

Internet Tips

Missing your Favourites?

When you're on the net you may want to bring up "Favourites" on the left hand side, all you have to do is hold down the Ctrl key and type i on your keyboard. To put it out of the way again hold down Ctrl+i and it disappears or you can just click the **STAR** icon to bring them up and click the **STAR** again to put them away.

Excel Tips

About getting help while you work

If you need help while you work, you can do the following:-

Click the Question Mark Icon on the Toolbar to 'Ask a Question' Type your question and click 'Search'.

USB Thumb/Flash Drives

USB "thumb drives" are becoming more popular (and more affordable). Some are the size of your finger and can hold the same amount of data as a CD-R. Each time you plug it in, your PC assigns a drive letter automatically—but what if you want it to have a name? **Easy.** Just double click "My Computer", right-click the drive letter and select "Properties". Type in the new name, then OK.

This can also be done with USB card readers. Especially with the kind that read several different types of card. You can label each drive according to card type: SM (Smart Media), CF (Compact Flash), etc. When you put your media card in, the name will come up so you know which drive letter has the card in it.

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Editor: Rosemary Ansley
Phone: 9651 2175
E-mail gransy@tpg.com.au