

# COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT INC.

May 2006

P O Box 43 Galston  
2159

## THE PRESIDENT'S DESK



### Well Easter certainly crept up on us with a rush this year!

I have often mentioned how computers are not very smart and in fact are often quite dumb. Did your computer know that **daylight saving** was going to end later this year because of the Commonwealth games being held in March? I know my older computer went on its merry way and changed the time on the last Sunday in March. I thought how silly that it did not listen to the news and get the date right and change on April 2<sup>nd</sup>. So I let my old and faithful computer think it had got it right and of course by now the time on the computer is correct once again. If you ever have the need to **adjust the time or date** it is quite simple: Double click on the time displayed in the lower right corner of the screen. The date and time properties box will appear and year, month, day and time can be altered. Don't forget to click, **Apply and O.K** when you have made the corrections. If your computer is running on Windows XP operating system, it should not have this problem, as the computer checks its time with the "internet time" for the "time zone" it has been set to (GMT+10.00) Canberra, Sydney Melbourne. Where necessary, adjustments can be made as above.

### Holiday and Trip Planning! **What a Way to go!**

In March this year I planned a driving trip (holiday) to Melbourne and had the need to find accommodation close to the Melbourne Cricket Ground, for a few days. By using the internet I was able to locate fully self contained serviced apartments within an easy 10 minute stroll of the MCG. I made my booking over the internet received confirmation within seconds and bettered the best price I could find for Melbourne motel/hotel accommodation. by over \$150 per night.

More recently I have organized a driving trip to Cairns which required locating suitable accommodation in four different towns along the way. Again I was able to determine location, availability, price and book all accommodation, over the internet and receive confirmation and receipts in the process. The internet has made the planning of a holiday trip so much easier with up to the minute information on availability and price, which is a great improvement on the various printed accommodation guides, we may have used in the past (which were usually out of date)

These web sites are worth looking at for holiday planning in Australia.

[www.mynrma.com.au/travel.asp](http://www.mynrma.com.au/travel.asp)

Accommodation and lots more!

[www.wotif.com/](http://www.wotif.com/)

Accommodation

[www.travelmate.com.au](http://www.travelmate.com.au)

Also have a look at the "map maker" section on this site.

[www.Qantas.com.au](http://www.Qantas.com.au)

Flight availability and ticket booking

[www.jetstar.com](http://www.jetstar.com).

Flight " " "

[www.virginblue.com.au](http://www.virginblue.com.au)

Flight " " "

[www.countrylink.info](http://www.countrylink.info)

Train travel.

### Or try a simple search for accommodation in a city or major town in Australia.

For example: using **Google**, enter in Quotes. "accommodation Melbourne"

\* Click on, Pages from Australia. (to select only Australian sites)

\* Click on, Search. Then try using other city or town names in the same way to find references to other web sites.

The various state tourism web sites have a great deal of useful information about places to see and links to accommodation. Example: Try; "NSW tourism" or "WA tourism"

**Happy Holiday Planning!**

*Lindsay McIntyre*

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**REMINDER**

# FROM THE SECRETARY

Hello everyone

This year is going by too fast and already it is May with only 209 days to Christmas. We welcome our new member Noeline Oldfield, who I believe has already had a few lessons. Please enjoy your time with us Noeline.

I hope to see you all at the next meeting.....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 19th May, 2006 at 10.30 am**

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

**Everyone is Welcome**

## Questions and Answers

**Q.** If I insert a picture into my **WORD** document and want to move the picture around to another position, how can I do this?

**A.** Click on your picture, and you will notice small black boxes/squares appear at each corner and the horizontal and vertical centre. The **picture toolbar** will appear at the top of your screen. Click on the icon which looks like a little dog, then click on the icon which says "**Square**". You will notice that your cursor will change to 4 small arrows when you place it on the picture. Click on your picture and move it wherever you wish.

## Ginger Cake

- 1¾ cups plain flour
- 125 gm glace ginger chopped
- 185 gm butter
- 1 cup castor sugar
- 1 egg
- 30 gm sliced almonds

1. Sift flour
2. Add sugar and chopped ginger
3. Mix in melted butter and egg
4. Press mixture into greased 20 cm tin
5. Decorate with sliced almonds
6. Bake in moderate oven for 45 minutes
7. Cut into wedges to serve.

## More Questions and Answers

**Q.** What are the two buttons on the mouse for?

**A.** The left button is used to select or do something ('do it' button) – some times a double click is required—and the right button is used to display options or choices that are available to be selected at that time.

**Q.** How do I add a Web address to the Favorites list?

**A.**

1. Right click on the Web page displayed
2. Select 'Add to Favorites' from choices
3. Select the general 'Favorites' list or to a specific folder (existing or new)
4. Accept the Name given or type in your own
5. Click OK

**Q.** Why does my Document 1 in Word open with other words on it?

**A.** Because after using the Doc1 template, which opens automatically in MS *Word*, you have pressed the "Save" button instead of the "**Save as**" button. Once you have used the template Doc.1 you need to save your work to a different document name.  
Select "**File**" & then "**Save as**" from the top menu bar. A new "Save as" window will open. In the top window of the box will be the default destination for your document "**My Documents**". If you wish to save your document in another folder select it in this window.  
At the bottom of the "Save as" window there are two other boxes, the "File name" box and the "Save as type" box.  
A suggested document name may appear in the "File name" box, if this is not acceptable to you, change it here.  
The default "Save as type" – 'Word Document (\*.doc) will be inserted. Unless you have a compelling reason, leave this default as it is.  
Finally, press the "Save" button". The next time you open MS Word your Doc.1 will be blank.

**Q.** When I am typing a document using MS Word and I want to start a new page, but I haven't used all the lines on the screen, how do I do this?

**A.** When you have completed your page of text before the automatic page break, just press Control + Enter. This will take you to the next page.

**Q.** If I have typed a document consisting of quite a number of pages, and then decide that I want all the paragraph titles to be in bold and a different font, how can I do this quickly?

**A.** Go to the first paragraph and change the font to what you want. Then click on the *Format Painter* in the *Toolbar* (icon which looks like a brush). Double-click on this icon and go through your document "*wiping*" each paragraph title.

## Tips

### *A quick way to add an address to your Address Book in Outlook.*

- Open the email which you have received.
- Click on the Tools button.
- Click on Add to Address Book.
- Click on Sender or Everyone on List.

### *Create a “Group” of contacts*

*(this enables you to send a message to a Group – more than one person—with one click).*

- Click on the **Address Book** icon.
- Click on **New** and Click on **Group**
- Type in a name for the Group (ie Family)

To add a person to the Group from your Address Book list:  
Click **Select Members** and select a name from the list.

### *File extension*

A file extension is the last three letters of a filename after the dot, which indicates the type of data that is contained within the file. The file extension is created automatically, as you save the file. The file extension is different for each program :  
**Word** files use **‘.doc’** extension and **Excel** uses **‘.xls’**.

### *Folder*

A folder is a storage unit which you can create on your hard drive or floppy disk; it is used to organise or group document files or other types of files ( Photos etc).

Folders can also contain other folders. It is very important to name your folders and store them in logical places. You will then be able to find them and the files they contain at a later date.

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