

COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT INC.

September
2006

P O Box 43 Galston
2159

THE PRESIDENT'S DESK



July saw another AGM come and go with all of the executive and committee members nominating for another term. The club is indeed very fortunate to have such a fine group of volunteers, who put their time and effort to providing our service to the community.

The 2005 – 2006 year was another great year for our club. Throughout the year we have had a steady flow of new members seeking tuition. **Currently we have in excess of 50 active members.**

Our Bi- Monthly Work shop meetings will continue this year!

I have been very impressed with many examples of projects that members are tackling on their computers this year. The interest and involvement of members at our bi-monthly workshop get together is very exciting. We cover a wide range of topics with the enthusiastic support and involvement of our tutors. **I would like members to continue to raise questions about projects and areas of interest, and so ensure the content at these workshop meetings continues to provide information on your areas of interest.**

Recycle those old Vinyl LP records 33's or 45's?

Many of us probably have a stack of our favorite old LP records which we now are unable to play as the stereo turntable is now past its "use by date" or maybe we wish we could play these tunes in the car or on the portable CD player.

With the help of a turntable, my computer and special software program, I have recently been converting my LP's to digital CD's. Also by using my new printer, which can print directly to a printable CD I can ensure each CD has its title, list of contents and even the artists picture if one is available. Providing the original LP record is in reasonable condition, the results are very good.

Let me know if you are interested in this project!

Are encyclopedias still used?

Remember the sets of encyclopedia books. We probably all invested in a set at some stage as our families were growing up. You can still buy them, often in the form of CD's or DVD. If you ever do have the chance to use these newer forms of encyclopedias you will find they are a very compact and convenient source of reference material, particularly for anyone not on the internet and even then, if you do not have the benefit of a broadband connection.

Unfortunately, like the sets of books they replace, they do not stay up to date.

Once you have a reasonable computer with a broadband connection to the internet you have a vast amount of information available at your finger tips.

Of course you need to develop the skills to search the Web, but that's where Computer Pals can help!

The internet is a far greater source of information than any encyclopedia in book, CD or DVD and for this reason is now one of the main sources used for reference material by our top school students and professional researchers.

Please contact me if you have any questions!

Have fun with your computer!

Lindsay McIntyre

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FROM THE SECRETARY

Hello everyone

Once again thank you to all those who sent me articles for this News Letter. My job is made a lot easier with your involvement. We welcome the following New Members **Norma Creais, Dennis Bollom, Anne Atkins, Elva Bowden, Nancy Smith, Rona Parker and Hank Newman.**

May you all enjoy your time of learning with us.

The Next Meeting-cum- Workshop of Computer Pals for Seniors, Galston & District Inc **Will be at History Cottage**, 412 Galston Road, Date: **Friday 29th September, 2006 at 10.30 am**

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

Everyone is Welcome

Rosemary

Student's Question

What is the difference between a forward and a backward slash

Answer

Forward slash (/) tells your computer you're looking for something external to your system, like Web pages.

Backslash (\) tells your computer you're looking for something inside your system, like a drive, a folder or a file.

Life Before The Computer

Memory was something you lost with age.

An application was for employment

A program was a TV show , A cursor used profanity

A keyboard was a piano . A web was a spider's home

A virus was the flu . A CD was a bank account

A hard drive was a long trip on the road .

A mouse pad was where a mouse lived

And if you had a 3 inch floppy... well, you just hoped nobody ever found out!

Alan Buxton

Word Tip

Stop Word from Auto- Capitalising.

Microsoft Word has an annoying habit of deciding for you that certain words start with a capital letter.

This feature may be turned off as follows.

1. Open Word.
2. Click Tools, click AutoCorrect (or AutoCorrect Options in Word 2002/2003)
3. Click AutoCorrect Tab.
4. UN-tick Capitalise first letter of sentence, and click OK.

Movie Maker Tip.

Hover and Click

Let your mouse hover over different parts of Movie Maker and right-click all over the place to uncover features and options.

Pay Bills using Australia Post

You can register to pay your bills online using Australia Post's billpay system.

www.postbillpay.com.au

Other information about Paying Bills:

For information on how BPAY works. www.bpay.com.au

Some Timesaver Web Sites.

Insurance quotes on line. www.financialservicesonline.com.au/insurance.htm

Health Insurance Comparisons. www.iselect.com.au

Power Point Veiwer

If you can't open an email attachment, you may benefit from having Power Point Viewer.

The "Power Point Viewer" is all that you require to view any of the Power Point presentations.

It does not take very much space on your computer.

It is a **Free download** from www.Microsoft.com .

If you go to the site look for the "**Downloads Section**" and then find "**Viewers**"

You will see viewers for **Excel, Word, Power Point, Publisher, Etc.**

You only require "**Power Point Viewer**", follow the instructions to down load it.

Viewers are made available by Microsoft Free for the same sort of reasons that Adobe Acrobat Reader (a viewer) is available from Adobe.

It enables you to open and view creations which have been made with one of the above programs.

Its worth having "Power Point Viewer" on your computer these days as there are quite a few good joke presentations going around.

Important

Since becoming familiar with computers and using email, one thing has constantly "bugged" me. Why don't people acknowledge their emails? I would have thought this was basic "etiquette" (or netiquette). It doesn't take much to key in a few words of acknowledgement, and certainly doesn't cost anything.

The Stories behind the names of famous companies

YAHOO: The word was invented by Jonathan Swift and used in his book Gulliver's Travels. It represents a person who is repulsive in appearance and action and is barely human. Yahoo! Founders Jerry Yang and David Filo elected the name because they considered themselves yahoos.

MICROSOFT: It was coined by Bill Gates to represent the company that was devoted to **MICRO**computer **SOFT**ware. Originally christened **Micro-Soft**, the '-' was removed later on.

Microwave Magic **Microwave Stuffed Apples**

Serves: 4

Ingredients:

2 tablespoons brown sugar
2 tablespoons raisins
2-3 tablespoons apple cider
4 large Granny Smith apples
whipped cream

2 tablespoons chopped walnuts
1 teaspoon ground cinnamon
2—3 tablespoons honey
Plastic Cling wrap

Method:

Mix together sugar, walnuts, raisins and cinnamon.

Then mix together apple cider and honey in another bowl.

Core apples from the top, but not right through. Cut a thin slice off the bottom, to make them level, and place on a microwave-proof plate. Brush the cut surfaces of apples with the honey mixture.

Mix remaining honey mixture with the filling and then stuff the apples. Loosely cover with plastic wrap and microwave on high for 4-5 mins.

Then pierce the clingwrap in a couple of places with a knife and leave for another 5 mins (to finish cooking out of the microwave).

Serve with a dollop of whipped cream on the side.

MIStupid

Try this website <http://mistupid.com/tutorials/word/index.htm> You

will be amazed at the help you can get. In some cases it even talks to you. Down the left side is a list of all the various tutorials available.

Student's Question: *How do you save a document as a 'read only'.*

Answer: Click on [File] then click on [save as]. On the save as tool bar select [Tools] In the tools drop down menu select [general options]. In the 'save menu box' select by ticking the [read only recommended] box and then click on [OK] at the bottom. Check and if necessary alter file name in file name box, leaving the .doc extension at the end of the name & then click [save] in the next menu.

From John Eland

Spelling Check (The ABC Icon) (F7)

"My Computer Now Has A Spell Check."

"Eye halve a spelling chequer. It came with my pea sea. It plainly Marx four my revue miss steaks eye can knot sea. I strike a quay and type a word and weight for it to say weather eye am wrong oar write.

It shows me strait a weigh. As soon as a mist ache is made it nose bee fore two long and eye can put the era rite. Its rare lea ever wrong. Eye have run this letter threw. I am shore your pleased two no lts letter perfect awl the weigh. My chequer tolled me sew."

Alan Buxton

REMINDER

The **Next Meeting-cum-Workshop** of
Computer Pals for Seniors, Galston & District
Will be at **History Cottage**
412 Galston Road, Galston

Date:

Friday 29th September, 2006
Time 10.30 am



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