

COMPUTER PALS FOR SENIORS, GALSTON AND DISTRICT INC.

February
2007

P O Box 43
Galston 2159

THE PRESIDENT'S DESK



A Happy New Year to Everyone!!

I know several of my friends have received wonderful electronic gadgets from “Santa”, which I am sure will bring them lots of enjoyment and the usual frustration as they learn how to operate a new electronic toy. However in my case I am still coming to grips with the Technology of last year and in some cases a few years prior. The good news is I am still learning and this is more than I can say about some people quite a bit younger than myself.

But what about our traditional “New Year Resolutions” or have we given up on such trivia. I think it is great to set ourselves some new goals and challenges for the coming year. The trouble is, we sometimes make the list too long and then can’t complete them all. In other cases we make our goals too easy and then it leaves us without a challenge for most of the year, which can be such a let down. The secret is finding a happy balance, setting New Year Resolutions which are challenging goals but are actually achievable. I have decided to reset some of my past resolutions but this year, get serious about achieving them.

Windows Movie Maker (Question: How can I create a show of my photos?)

If your computer operating system is Windows XP you will have this program.

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. It can be a lot of fun and give you a great sense of achievement. **So why not have a go!** Remember, you do not have to use all the features in a project. When you have completed your “Movie Maker Project” you must “Finish the Movie” by saving it to your computer hard disc or to a CD. The CD option enables the presentation be played on other Windows Computers. This CD will not play on your DVD player to do this there is another step to take. When you complete your project, if you wish to create a CD to play on your DVD/TV, give me a call.

If you are not using Windows XP you can download another Microsoft program Story Book 3 which will run on some earlier versions ME 2000. Story Book 3 is a very similar program with many similar features to Movie Maker

The life of a CD.

During the past 12 months I have read several articles regarding the length of time which we can expect our data, photos, projects, to be retained on a CD. Many of these stories have not been very factual and must be confusing to people who are thinking of saving valuable photos or files to CDs. I have files and photos which I put on CD (Burned) 10 years ago and I am sure, if I look after these CDs, they will still be readable / accessible, in another 30 years, providing I look after their condition and ensure that I have a drive which is able to recognize the disc. However I have seen CDs and DVD only a few months old getting close to the end of their life, it all has to do with common sense.

Care Tips for CDs: Use quality Disc for valuable storage, use felt tip markers, don’t touch or allow the recorded surface to be scratched or marked. Store in covers, away from heat, dust and dampness.

Don’t forget!

Let us know if you have a question you would like discussed at our workshop meeting

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FROM THE SECRETARY

Hello everyone

A Happy New Year to you all.

It has been a long and hot holiday season but we still welcome three new members. They are [Kathleen Westbrook](#), [Ted Piggott](#) and [Terry Green](#). May you all enjoy your time of learning with us.

Gai has not been very well over the holidays. She is slowly on the mend now and we wish her well.

The **Next Meeting-cum-Workshop** of
Computer Pals for Seniors, Galston & District will be
held at

History Cottage 412 Galston Road, Galston

on **Friday 23rd February, 2007**

Time 10.30 am

The Computers will be up and running for any questions or demos

[Rosemary](#)

HELP with Tool Bars

The Tool Bars are the rows of Icons at the top of your screen.

If you lose the bubble on your Icons in the Tool Bar (When you put the mouse pointer on the icon) do the following:

Click Tools

Click Customise. In some programmes it's Options

Tick always show full menus

Tick Show Standard and Formatting tool bars in two rows

Tick List Font names in their font

Tick Show Screen tips on tool bars

Tick show shortcut keys in screen tips.

There is one more option if you have an eyesight problem.

Tick Large Icons.

Question and Answer

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.

SCAN DISC in XP

Looking for Scan Disc in Win XP? Well, the name was changed to "Error Checking". Just Click on "My Computer" then right click your C drive and choose "Properties". You'll find it under the "Tools" tab. That's also where you'll find defrag.

To Clean Disk

1. Click Start
2. Click All Programmes
3. Click Accessories
4. Click System Tools
5. Click Disk Clean Up
6. Then Click Defrag

How to ask for a Read Receipt in Microsoft Outlook

1. Click Tools
2. Click Options
3. Click email Options
4. Click Tracking Options
5. Tick Read Receipt

Word TIP

To Remove Formatting from Selected text

- Select the text
- Press Ctrl + Space Bar

Excel Tip

CTRL + ; puts today's date in a cell

Excel Tip

Clicking a cell item with the right mouse button displays a shortcut menu containing the Clear Contents or Clear Command

TO both COPY and DELETE text then PASTE

Press **ctrl+x** (this both copies and deletes it). Position the cursor where you want to move the text to, press **ctrl+v** (this pastes it).

For Sale

\$200.00 (offers considered)

Computer pals have a Computer for Sale.

- Ideal for a beginner or young student
- 15" Monitor, Keyboard & Mouse
- Intel Processor 333Mhz
- 96MB Ram Memory
- CD ROM Drive + 3.5" Floppy Drive
- 56Kb Modem card installed.
- Microsoft "ME" Operating System
- Great software installed on Hard Drive
- Office (Word, Excel, Power Point)
- Works Suite (Money, Picture it, Encarta)
- Greeting card software
- Microsoft Plus "Games Pack"
- Acrobat Reader
- Anti Virus and Spy ware programs

Enquiries to: **Lindsay 9654 9448**

Short and Funny

I dialed a number and got the following recording: **"I am not available right now, but thank you for caring enough to call. I am making some changes in my life. Please leave a message after the beep. If I do not return your call, You are one of the changes."**

At pilots training back in the Air Corps they taught us,
"Always try to keep the number of landings you make equal to the number of take offs you make."

Aspire to inspire before you expire.

My wife and I had words, but I didn't get to use mine.

Frustration is trying to find your glasses...without your glasses.

Blessed are those who can give without remembering and take without forgetting.

The irony of life is that by the time you're old enough to know your way around, you're not going anywhere.

God made man before woman so as to give him time to think of an answer for her first question.

I was always taught to respect my elders, but it keeps getting harder to find one.

Every morning is the dawn of a new error.

Question and Answer

Q. Can I edit a document in the Print Preview Mode?

A. You can edit text in Print Preview. Choose Print Preview from the File Menu. Click the page to increase magnification, and then click the magnifier button on the Print Preview Toolbar. This brings the cursor onto the Print Preview Page.

Question: What is a Wizard???

I read with interest an 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.

Computer Jargon

DPI

(Dots Per Inch) A measure of picture quality, often used to measure printer capabilities. The higher the number, the better the quality.

HTTP

(HyperText Transfer Protocol) The **protocol** or "language" computers use to send web pages over the internet. Almost every WWW address starts "http://", though many browsers understand if you omit it.

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

HYPERLINK

Any kind of link on a webpage. Unless you typed the URL in by hand, you will get there by clicking on a hyperlink.

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URL

(Universal Resource Locator) An address used to locate something on the internet, most often a web page. All web addresses are URLs



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