

COMPUTER PALS FOR SENIORS, GALSTON AND DISTRICT INC.

April
2007

P O Box 43
Galston 2159

THE PRESIDENT'S DESK



With Easter already behind us for another year I realize it is only a short two months until the end of the financial year and our AGM will then follow in July. Your chance to Help!!

WE REALLY NEED YOUR HELP NOW!

Our committee is certainly a wonderful group of dedicated volunteers but I am sure I speak for every member of the committee when I say we would like to see some of our other members accept a position on the committee to allow some rotation of officers to take place. The duties and responsibilities of any member of the executive and management committee of your club are not very demanding or time consuming but are essential roles within the club to enable it to continue to function and provide a great service to our fellow senior members of Galston and surrounding districts. Putting something back into your community, by helping others become more comfortable with today's world of computers, digital photography and computerized services, is a very worthwhile service. So please do not be shy or afraid to step forward and offer to take on a position on the committee.

WHY NOT TRY YOUR HAND AS A TUTOR.

We would also like to have a few more volunteers to take on the role of tutor. You need not be an expert in all things or anything in particular. As long as you have a little patience, enough knowledge to start up the computer, work with a program you are familiar with and shut the computer down, you have enough knowledge to help a beginner get started with their computer.

BROWSING THE INTERNET:

I am always on the lookout for interesting Web Sites which are fairly easy to use and may be of interest to those who are just starting to use the internet. We all like to dream a little from time to time, so holiday and travel sites can often be an interesting way to gain experience using web sites.

WEB SITES WORTH CHECKING OUT.

- www.travelmate.com.au Use the mapping feature for driving directions, map and things to see.
- www.totaltravel.com.au An interesting site worth a serious look.
- www.lastminute.com.au This site covers, holidays, accommodation, flights, car hire, etc.
- www.wotif.com/ A favorite of mine, for finding accommodation on east coast trips.

If you have an interest in **GENEALOGY WITHIN N.S.W.** the following sites may be worth a look.

- www.records.nsw.gov.au Convict arrivals, colonial secretary papers, lots of old records
- www.bdm.nsw.gov.au Go to family history section to search indexes
- www.cemindex.arkangles.com Over 200 small NSW Cemeteries . transcriptions and pictures
- www.genesreunited.com Of help locating others researching your family. Membership A\$20
- www.pictureaustralia.org/index.html A vast collection of pictures of Australia's days gone by.

THE WEATHER is of interest, particularly when it rains

- www.bom.gov.au Bureau of meteorology site. Satellite, radar images, tides, earthquakes.
- www.nasa.gov/ Lots of information on space exploration

If you are looking for a particular book and would like to know if your library has a copy (maybe at another branch) your local council website will usually have the library catalogue available to search by title or author. If they have the book you are looking for the search will reveal how many copies are held and at which branch and if they are available or on loan.

LIBRARY SITES.

- www.hornsby.nsw.gov.au From the Home page click on "Visit the Library"
- www.baulkhamhills.nsw.gov.au/library
- www.sl.nsw.gov.au/ The State Library in Sydney

Don't forget!

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

Have fun with your computer!

Lindsay McIntyre

Inside this issue

Page 2

From the Secretary
Word Questions and
Answers
Facts from Big Pond

Page 3

Did you know
Skip the recycle bin
Get ready for VISTA
Recipe

Page 4

Questions and Answers
Hearing Aids,
Computer Jargon
and a

REMINDER

FROM THE SECRETARY

Hello everyone

It is very good to see how many of you come to our Meeting-cum-workshops. I would love to hear more of you asking questions. It does not matter how simple your question may be, we are there to help and encourage you.

We have had a couple of new members since the last meeting. They are [Thelma and Roy Walker](#) and [Paul Chivers](#). We hope they enjoy their time of learning with us and that they make some new friends who are also interested in improving their knowledge of computers.

The **Next Meeting-cum-Workshop** of
Computer Pals for Seniors, Galston & District will be held at
History Cottage 412 Galston Road, Galston
on **Friday 27th April, 2007**
Time 10.30 am

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

[Rosemary](#)

Word Questions and Answers

How can I find out what the buttons on the toolbars do?

Choose **What's This?** from the **Help** menu. The mouse pointer will turn into a pointer with a "?" symbol. Click on any button (or any other element or object on the screen) and Word will give you some information. Also, Shift+F1 will turn on the **What's This?** feature.

Can I turn the Ruler off (or turn it back on)?

Choose **Ruler** from the **View** menu (if the Ruler is on, then you'll see a check next to **Ruler**).

How can I display more toolbars?

1. Choose **Toolbars** from the **View** menu.
2. Select the toolbar you want (an active toolbar has a check next to its name).

How do I move the toolbars?

1. Click on the left edge of the toolbar (the mouse pointer will turn into a four-headed pointer)
2. Drag the toolbar to any edge for a toolbar or anywhere else on the screen for a floating palette.

DID YOU KNOW

It is almost unbelievable to discover that, according to the Australian Securities and Investment Commission www.asic.gov.au/, over 7,000 Australians have lost at least \$500 million to financial scams in the past three years. Could you fall victim? Do you know how to spot the clues?

www.asic.gov.au/fido/fido.nsf Visit this page to find out about scams that aim to steal your identity; and there are also tips for retirees, and other useful pages on this website.

For more information visit www.scamwatch.gov.au. To learn about more ways to protect your computer and your identity.

To report a scam online visit www.fairtrading.nsw.gov.au or call 13 32 20.

Some interesting facts from Big-Pond

Noticed an increase in **spam** lately? No you are not imagining things!

Spam has doubled over the past year. In **October 2005**, it was estimated that spammers sent **31 billion** unsolicited bulk emails every day.

In **December 2006**, it was **61 billion** – that is over 700,000 every second.

As the world becomes cleverer at filtering spam with more advanced techniques, spammers become more creative in the techniques they use in an effort to fool spam filters and sneak past them to end up in your mailbox. The most successful technique they've found recently is image-based spam.

DID YOU KNOW

1. The cruise liner QE2 moves only six inches for each gallon of diesel that it burns.
2. Stewardesses is the longest word typed with only the left hand? And lollipop with your right.
3. No word in the English language rhymes with month, orange, silver or purple.
4. Dreamt is the only English word that ends in the letters MT.
5. Our eyes are always the same size from birth, and our nose and ears never stop growing.
6. "The quick brown fox jumps over the lazy dog" uses every letter of the alphabet.
7. The words racecar, kayak and level are the same whether they are read left to right or right to left.
8. There are only four words in the English language that end in DOUS: tremendous, horrendous, stupendous and hazardous.
9. Only two words in the English language have all five vowels in order, abstemious and facetious.
10. Typewriter is the longest word that can be made using the letters on only one row of the keyboard.
11. A shark is the only fish that can blink with both eyes, and a snail can sleep for three years.
12. An ostrich's eye is bigger than its brain?
13. In the last 4,000 years, no new animals have been domesticated.
14. If the population of China walked past you eight abreast, they say the line would never end because of the rate of reproduction.
15. Rubber bands last longer when refrigerated.
16. The average person's left hand does 56 per cent of the typing.

SKIP THE RECYCLE BIN

Every now and then you need to **really delete** a file. Well, most people delete the thing, then go to the recycle bin and remove it from there. It works, but there's a better way.

Next time you are 100% sure, without a doubt, for certain, that you want to delete a file, hold your **Shift** key down while you **delete**. The file will be deleted - skipping the Recycle Bin and is tossed into the digital abyss.

Get ready for WINDOWS VISTA:

Do you want to see if your Windows XP-based PC can run Windows Vista? Just download, install, and run the Windows Vista Upgrade Advisor. This small software tool will scan your computer and create an easy-to-understand report of all known system, device, and program compatibility issues, and recommend ways to resolve them.

Upgrade Advisor can also help you choose the edition of Windows Vista that best fits the way you want to use your computer: <http://www.microsoft.com/windowsvista/getready/>

The Windows Vista Upgrade Advisor works with 32-bit versions of Windows XP and Windows Vista. It will not work with Windows 98, Windows 2000, or Windows XP Professional x64 Edition

[.upgradeadvisor/default.mspx](#)

The Windows Vista Upgrade Advisor does not collect or send any personal, identifiable data to Microsoft Corporation or third parties

NEW STYLE FRUIT CAKE

INGREDIENTS

- | | |
|--------------------------------|------------------------------------|
| 1½ cups brasil nuts - 8oz. | 1 teaspoon vanilla |
| 1½ cups walnut halves. - 6 ozs | ½ cup red cherries |
| ¾ cup caster sugar | ½ cup green cherries |
| ½ lb stoned dates | ½ cup seeded raisins |
| 3 eggs | ¾ cup plain flour |
| Pinch Salt | ½ teaspoon baking power |
| | ⅔ cup chopped candied peel - 4 ozs |



METHOD

1. Grease sides and base of large loaf tin (8" x5").
2. Line with 1 layer of glad bake paper.
3. Place **unchopped** Brazil nuts, walnuts, dates, peel, cherries and raisins in a large bowl
4. Sift together flour, baking powder and salt, then mix with sugar, add to fruit and nuts. Mix thoroughly .
5. Make into stiff mixture with beaten eggs and vanilla.
6. Spoon into prepared tin. Flatten top with back of spoon.
7. Bake in slow oven 2 hours at 300. Leave in tin 10 minutes, loosen edges, turn onto cake cooler
8. Remove paper and when cold, wrap and store in refrigerator.

Question and Answer

Q. How do I change the default margins in WORD?

- A.**
1. Choose **Page Setup** from the **File** menu.
 2. Click on the **Margins** tab.
 3. Set the margins the way you want them, then click on **Default**. Word will inform you that this change will affect all documents based on the **Normal** template.

Hearing Aids

An elderly gentleman had serious hearing problems for a number of years. He went to the doctor and the doctor was able to have him fitted for a set of hearing aids that allowed the gentleman to hear 100%. The elderly gentleman went back in a month to the doctor and the doctor said, "Your hearing is perfect. Your family must be really pleased that you can hear again." The gentleman replied, "Oh, I haven't told my family yet. I just sit around and listen to the conversations. I've changed my will three times!"

Computer Jargon

The Scroll Bar To scroll something is to move it up or down the screen, so you can see what is above or below the current position, for example at a website. A scroll-bar is a bar on the right-hand side (usually) of a window which allows you to move the text etc up and down the screen with a mouse. If the window is too wide to fit the screen there will be a scroll-bar at the bottom, so you can scroll the text left and right too.

Taskbar In Windows, is a bar across the bottom of the screen (usually - you can move it to the top or side if you want to) which contains the **Start Button**, the **System Tray**, and **icons** which represent all the applications currently running. You can switch between applications by calling up the taskbar and clicking on the relevant icon. The taskbar can be set to remain visible all the time (the default), or only to appear when you press the **Windows key**.

Uninstall To remove a program from your system. You **can't** just delete its folder, because almost all programs make changes to various parts of Windows. Many programs come with a special uninstaller, which you should use if it exists. Otherwise, you can uninstall programs (in Windows) from the Control Panel.

REMINDER

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History Cottage
412 Galston Road, Galston
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Time 10.30 am

Question and Answer

Q. When I am downloading information on to my computer from the internet, ie updating virus checking, downloading free programmes etc – do I have to wait until the downloading is complete, or can I continue using the computer?

A. You can continue using your computer. Just keep an eye on the progress which shows in your **Task Bar**.



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