

Computer Pals for Seniors Galston and District P O Box 43 Galston 2159

News Letter
September
2007

From The President

Recent reports regarding Microsoft's latest Operating System – **Vista**, indicate that it is less stable than XP. I suppose after all this time we should really expect this as it wouldn't be the first time. The advice with Operating System's in general is, don't buy them for about 6 months until all the bugs have been shaken out of them.

However Microsoft is not intending to issue the first Service Pack 1 until 2009, and it is stated that their next Operating System, Windows 7, will be introduced in 2010. Make of this what you will, as they say.

Another recent piece of information is that **Microsoft Office 2007** saves it's files with the extension **.docx** or **.docm**. These apparently are not compatible with Earlier versions of Microsoft Office and therefore cannot be opened by earlier versions. There is however a patch which can be downloaded from Microsoft which can fix this problem if loaded into earlier versions of MS Office. The only problem with this is the size as it is 27.5 Mb in size. I have downloaded this and therefore don't waste time and or precious download allowances. Just ask us at the next meeting and we will arrange for a copy for you.

At our last meeting I received a request from a member to tackle the issue of **Flash Drives or USB mass storage devices**. With this in mind we will look into this issue and discuss it at our next meeting. If you have any other queries don't hesitate to ask the Committee and we will do our best to accommodate you.

Have fun with your computer.

John Eland

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REMINDER

Some Computer Pals Facts You May Have Forgotten

Joining Fee \$20

20 Lessons...\$50

40 Lessons....\$80

Post Tuition membership.....\$10 per year

We are a **non-profit organisation**.

Our Tutors and Committee members are all volunteers and do not receive payment of any kind.

Your New Committee for the Year 2007 to 2008

President: John Eland

Vice President: Alan Oxenham

Secretary: Margaret Dunn

Treasurer: Alan Buxton

Committee Members

Lindsay McIntyre

Rosemary Ansley

Gai Whitlam

Celia van Tilberg



From the secretary



Hello everyone,

Thankyou to everyone who sent articles for this newsletter. Please everyone, don't feel self conscious about sharing your computing problems, as no doubt others will also benefit from your queries, me in particular.

We welcome the following new members:- **Morgan Chetty** and **Victor Hanlon**. May you enjoy your time of learning with us.

Margaret (Your new Secretary)

The **N**ext **M**eeting of **C**omputer **P**als for **S**eniors,
Galston & District

Will be at **H**istory **C**ottage
412 Galston Road, Galston

On **F**riday **28**th **S**eptember, **2007** at **10.30** am

Some Helpful TIPS

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.

How do I clear the formatting in a paragraph or block of text?

To make a "clean start" with a block of text:

1. Select the block of text.
2. Choose **Normal** from the **Style** box.

SOME "WINDOWS KEY" SHORTCUTS

Windows Key + E

Opens a new **Explorer Window**. Probably one of the hottest **Windows keyboard shortcuts**. This one gets a lot of hoorahs!

Windows Key + D

Minimizes all windows and shows the **Desktop**

Windows Key + D again

Opens all windows and takes you right back to where you were.

Windows Key + F

Displays the **F**ind all files dialog box.

Windows Key + L

Locks your Windows XP computer.

Windows Key + M

Minimizes all open windows and shows the Desktop

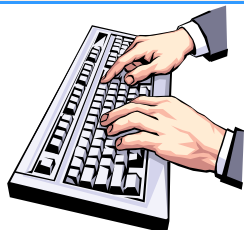
Windows Key + F1

Displays the **W**indows **H**elp menu.

Windows Key only

Displays the **S**tart **M**enu.

EMAIL HELP



Extra Hints for using BCC to protect email addresses

Some Internet Server Providers (ISP's) won't let you send to Blind Carbon Copy (bcc). In that case you will need to put at least one address in the

"To" field. Here is a trick... Use your own address in the "To" field.

The other addresses will be hidden. "Undisclosed Recipient" will appear when the email is received.

Forgotten who you sent a BCC email to?

Check who was included in your message.

When you send an email and wonder if you omitted someone..

Go to the SENT items Folder

Open the email

Click on PROPERTIES

Click on DETAILS

You will see every email address and whether it was sent in the To, Cc or Bcc field. I think this applies to Outlook Express

In Microsoft Outlook all three fields appear with names when you open the sent item. No need to go File etc.

BCC Headers

If your email message does not have a Bcc field then

Create a new message

Click on View

Tick "All Headers"

The Bcc field will appear and remain until it is unticked.

With Christmas almost upon us

Help with HOW TO MAKE A GREETING CARD in Microsoft Greetings

1. If you have installed the programme, double click the Greetings Icon on the Desktop to open the programme.
2. Click Greeting Cards
3. You will be prompted to insert the CD, then click retry and wait until the cards appear on the screen
4. On the left of the screen is a small window that gives you choices of themes. Click your choice.
5. Click on a card you like. To begin with, choose a quarter side fold .
6. Click Preview.
7. Choose a message. You will see you have many many choices.
8. Click 'Open the design'.
9. You can now resize, move, add or delete anything on the card. Type your own message.
10. To insert another clip art, click on the little clip art icon (a little head in a square) on the top of the page, choose your clip and click Insert.
11. Work with the front page first.
12. Then click 'Inside spread' bottom left of screen. This opens up the inside of your card
13. You will notice that there is nothing more than the verse you chose. Move this onto one side or the other by clicking in the centre of the verse and when your mouse turns into a four sided arrow (this is the moving tool), hold the left mouse and drag to the required position.
14. Insert a clip art – click on clipart icon at the top of the screen. Wait while the clip art appears then choose a category and search for a nice little picture. There are lots of Christmassy pictures. You can also insert one of your own pictures.
15. Then resize, move and put a border etc,
16. If you can get this far you are doing well.

There is a great deal more to learn. If anyone is interested let me know so that I can put another instalment in next News Letter.

Rosemary

Tips

How do I get the Office Assistant

1. Click on Help. 2. Click on Show Office Assistant

How do I tell the Office Assistant to go away?

1. Click on the Office Assistant, then click on Options. 2. Clear the "Use Office Assistant" check box. You can also customize the behaviour of the Office Assistant by checking or clearing the checkboxes on the **Options** tab.

Dear Editor

I am writing an article for a local newspaper, and I have to keep it below 300 words. Is there a quick way of counting the words?

Yes, there certainly is. Just click on **Tools/Word Count** and there you will find the following statistics **instantly**: Pages – Words – Characters (with and without spaces) – Paragraphs and Lines.

Dear Editor

I get very frustrated when I am typing a document and that red line keeps coming up underneath words which I believe are correctly spelt. Is there any way that I can prevent this?

Yes, there certainly is:

Click on **Tools/Language/Set Language**. Choose to **Mark Selected Text as "English (Australian)"**, then click on the Default button to reset the default dialect for Word's spellchecker.

A FEW TIPS ON HOW TO MAKE A CALENDAR IN MICROSOFT PUBLISHER 97

This was requested from a Member, suggesting that it might be a good Christmas gift.

1. Open Publisher. Click Calendars. A Wizard appears. Choose the design. Choose Full Page. Click Start Wizard. Click Orientation, Click Portrait.
2. Click Month/Year. Click Monthly. Click Dates. Click Change Dates and make the Start Date January 2008 and the End Date December 2008. You will see a row of 12 squares at the bottom of the window. These represent each month and just click on one to work on the window of that month. Now click Hide Wizard.
3. Now you can put your own pictures into your calendar.
4. Right click the picture. Click change picture. Click Picture. Click From File. Browse to find and click Insert. You can give it a border. Right click on the picture again to see a few options to edit the picture. Change the Fill colour (Icon of a jug pouring paint) to suit the picture.
5. Select all dates together and make the dates larger and centred, change the font etc etc. You can also add family birthdays in a smaller font in the appropriate square.
6. When you become more confident, explore the many editing options. Use Right click in various places to see if there are more choices. Don't forget there is no such thing as a double right click and the left mouse click is the

Reminder

The Next Meeting of
Computer Pals for Seniors,
Galston & District Inc
Will be at History Cottage
412 Galston Road, Galston
on
Friday 28th September, 2007
Time 10.30 am

HEALTH QUESTIONS & ANSWERS

Q: I've heard that cardiovascular exercise can prolong life; is this true?

A: Your heart is only good for so many beats, and that's it... don't waste them on exercise. Everything wears out eventually. Speeding up your heart will not make you live longer; that's like saying you can extend the life of your car by driving it faster. Want to live longer? Take a nap.

Q: Is swimming good for your figure?

A: If swimming is good for your figure, explain whales to me.



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