

**COMPUTER PALS FOR SENIORS  
GALSTON AND DISTRICT  
P O BOX 43, GALSTON, 2159**

**JULY 2008**

## President's desk

The 9<sup>th</sup>-13<sup>th</sup> June was National E-Security Week and on the 10<sup>th</sup> I attended an E-security Seminar at ASCCA Head Office in Sydney to represent our Club.

The first presentation was by Patrick Palmer-Thomas the Policy & Information Officer, Consumers' Telecommunication Network. He spoke about Social Networking using programmes such as MySpace, U tube, and others. Whilst these programmes aren't used much by pensioners, they could be of interest if grandkids are around using Nan's computer. He stressed the importance of not giving too much actual information such as residential address, Phone Nos. etc, but rather using a nickname so that other people on the chat room couldn't use information to get access to you.

The next presentation was by James McCormack – Manager High Tech & Child Protection Operations, Australian Federal Police. His topic was Cyber-Safety: Protecting yourself online He also emphasised the need to limit the amount of information given to others online and stated that although there were many techniques used in hacking computers for personal information, it was better to use a third party security company such as Pay-Pal to complete online transactions as their system was secure as indicated by the 256 encryption lock shown on the bottom right hand of your task bar. Using this method your credit card details are never seen by the company you are dealing with.

You can also increase your security by opening a separate debit account and only keeping small amounts available, thereby avoiding any attempts to use your daily transaction allowance. Also keeping your daily transaction allowance as small as possible but large enough for you to pay necessary accounts as they become payable.

In response to a question from the floor stated that the recent involvement of a FDA officer in child pornography was very embarrassing to the FDA. However he stated that as soon as his involvement was known within 30 minutes, a warrant had been issued for his arrest and he was in fact arrested within a further 30mins. So action was swift indeed.

The third and final presentation was given by Rod Duckworth – Director, Hi-speed Networking. His topic was Anti-Virus Technologies & Hacking Techniques. Some of his issues regarding hacking techniques had been covered by previous speakers, so he concentrated on the anti-virus issues. He stated that from his company's experience the top three companies in Australia in security programmes were McAfee, Norton Semantic and Trend Micro. He stated that it was very important to ensure that security software anti virus files were updated promptly which in most cases meant daily in order to try and keep away problems of illegal access to computers to either obtain private information or import malicious software. He also stated as your Club Officers have many times that the reason for this is because the irresponsible people making this type of software were continuously changing their attacks and therefore the security companies were always going to be playing catch-up. He referred to a UK company that his company dealt with who were in the forefront of anticipatory blocking software for use by professional Network providers and ISP's (Internet Service Providers). He also mentioned the importance of making sure that if you use a wireless network system, you have encryption set up properly.

Finally, Members can obtain more information by going to the following website:

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

# Computer Pals

*John Eland*

### Inside this Issue

**Page 2.**

From the Secretary  
Word and Excel 2007 tips

**Page 3**

Question Corner  
Internet Help  
Internet Search Engines

**Page 4**

Computer Jargon  
That awful Insert Key  
And a

**REMINDER**



## From the secretary



Hello Computer Pals,

We continue to get new members who, from reports, are thoroughly enjoying their computer lessons from our Tutors. We are half way through the year and I urge you all to try and attend our Annual General Meeting as mentioned in the reminder below. We are always available for any questions and Demos after the meeting.

### **REMINDER**

## The Annual General Meeting

of Computer Pals for Seniors, Galston & District Inc.

Will be at History Cottage 412 Galston Road, Galston

On Friday 18th July, 2008 at 10.30 am

Everyone is welcome.

*Margaret*

### Useful Tips in Word and Excel 2007

An easy way to move from tab to tab in the ribbon-----Hold the mouse over any part in the ribbon and gently turn the mouse wheel to take you from tab to tab.

When you first open **Word 2007**, you may be surprised by its new look. Most of the changes are in the Ribbon, the area that spans the top of Word.

The Ribbon brings the most popular commands to the forefront, so you don't have to hunt in various parts of the program for things you do all the time.

Why the change? To make your work easier and faster. The Ribbon was thoroughly researched and designed from users' experiences so that commands are in the optimal position.

When you first open **Excel 2007**, you will notice that there's a lot of change. It's most noticeable at the top of the window, in the Ribbon.

But it's a good change. What you need is now more clearly visible and more readily available. Instead of having 30 or so undisplayed toolbars, and commands buried on menus, you have one control centre — the Ribbon, which brings together the essentials and makes them very visual.

When you try the new design, you'll discover that the commands you already know how to use are grouped together in ways that make sense to you.

There are **three basic components** to the Ribbon:

- 1 Tabs.** There are seven of them across the top. Each represents core tasks you do in Excel or Word.
- 2 Groups.** Each **tab** has a **group** that shows related items together.
- 3 Commands.** A command is a **button**, a **box** to enter information, or a **menu**.

The commands on the Ribbon are the ones you use the most. Instead of showing every command all the time, Excel 2007 shows some commands when you may need them, in response to an action you take.

For example, if you don't have a chart in your worksheet, the commands to work with charts aren't necessary.

But after you create a chart, the **Chart Tools** appear, with three tabs: **Design**, **Layout**, and **Format**. On these tabs, you'll find the commands you need to work with the chart. **The Ribbon responds to your action.**

**QUESTION CORNER** (anonymous)**Question**

I find it confusing not knowing how many clicks to use when using my mouse. Sometimes it is one click and other times it is two clicks. Can you help?

**Answer****Simplify using your mouse: change double-click to single-click**

When you browse the Web with Microsoft Internet Explorer, **links** open with a single click. Yet, when you browse My Computer or My Documents, a single click lets you select a file or folder, but you have to double-click to open it.

If you'd rather single-click to open files and folders, you can change the setting on your mouse (don't worry, this process doesn't require any double clicks).

**To change the settings on your mouse**

1. Click **Start**, and then click **My Computer**.
2. Click **Tools** and then click **Folder Options**
3. Click **Single-Click** to open an item. Then click **OK**

**Question**

I use MSWord when writing my letters, and use the Cut and Paste icons very frequently. Just recently I seem to have lost those icons from my toolbar. Can you tell me of any other way of using cut and paste until I am able to get my icons back on to my toolbar?

**Answer**

Highlight what you want to cut then press **Ctrl+X** on your keyboard. Place your cursor where you want to put this and press **Ctrl+V**

**Question**

Is there some way for me to know if my emails have arrived at their destination?

**Answer**

You must set up a request for a receipt. It depends which email programme you are using. Usually you can find your way through the Tools menu and then Options.

I have Microsoft Outlook so you could follow these steps

On the **Tools** menu, click **Options**.

Under **E-mail**, click **E-mail Options**.

Click **Tracking Options**.

Make sure the **Read receipt** box is ticked..

**INTERNET HELP****Thinking of shopping on line!****Worried about Credit Card Security! --Here are Some Tips to Consider --**

1. Obtain a second credit card with a low limit of a few hundred dollars. (Limit your risk)
2. Don't use programs that keep a records of personal pin numbers and passwords on your computer.
3. Avoid programs that carry marketing robots (spyware)and install a system cleaner to control this problem. (e.g Ad-Aware6 or Spybot S&D)
4. Look for secure sites which show the lock icon symbol when you are connected. ( high security sites)
5. My daddy always said! Don't trade with people you don't know and trust.
6. WindowsXP has a "firewall", make sure you have it running at all times (enabled)
7. Keep your anti virus up to date, protecting your system at all times (enabled)

**Samples of Search engines.**

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

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

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

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

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

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

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

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

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

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

## SOME EXAMPLES OF COMPUTER JARGON

Application	Software used to carry out a particular task, such as word processing or desktop publishing. Essentially another word for program.
Browser	A program used for viewing World Wide Web pages on the Internet. The most widely used is Microsoft's Internet Explorer, because it is built-in to Windows.
Clipboard	A temporary storage area in Windows. When you cut (Ctrl-X) or copy (Ctrl-C) highlighted text, documents or whatever in Windows they are sent to the clipboard; when you paste (Ctrl-V) they are copied from the clipboard to the <b>cursor</b> position. Sending something to the clipboard automatically overwrites its previous contents.
Default	A default setting is one you haven't changed - what a program will do (or use) if you don't tell it any different. "Accept the defaults" means leave any settings as they are.
dpi	<i>(Dots Per Inch)</i> A measure of picture quality, often used to measure printer capabilities. The higher the number, the better the quality.
Extension	The part of a PC filename after the dot (.), often used to tell Windows what type of file it is. For example, files ending in .exe are programs, and files ending .jpg or .gif are pictures. Note that Windows is sometimes set up not to display the extension in Windows Explorer or My Computer, another helpful idea to confuse beginners from our friends at Microsoft.
Firewall	Originally a dedicated computer between you and the internet, preventing hackers, spammers and similar undesirables from taking over your PC. Now often just a program running on your PC, performing the same task. Absolutely essential if you have an always-on internet connection such as <b>ADSL</b> or <b>cable</b> .
Flash drive	A removable data storage device, usually thumb sized and plugged into a PC's USB port.
Folder	An area on a disk for storing <b>files</b> in. Folders can also contain other folders, which in turn can contain more folders, and so on almost to infinity.
http	<i>(HyperText Transfer Protocol)</i> The <b>protocol</b> 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.

### Reminder

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Computer Pals for Seniors,  
Galston & District Inc  
Will be at History Cottage  
412 Galston Road, Galston  
on  
Friday 18th July, 2008  
Time 10.30 am**

#### That Awful INSERT Key

One of the most troublesome and confusing keys on the keyboard is the **"Insert" key**. Most of the time nobody ever uses it, but occasionally it may get accidentally tapped, and then suddenly each letter you type is replacing another character already on the screen (this is called Overtyping mode).

You can give this key a useful job as a "Paste" key. Just choose **Tools, Options, Edit** and click the box labelled **"Use the INS key for paste"**. Now in future, whenever you want to paste the contents of anything in the memory (clipboard), just tap the Insert key.



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