

Computer Pals for Seniors Galston and District Inc.

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The President's Desk

On behalf of myself and the Committee I would like to wish all our members, Tutors and Committee a **very prosperous and productive New Year for 2012.** We hope that everyone had a nice break and are ready for the year ahead.

Recent information has indicated that in 2012 Microsoft will be launching their new operating system *Windows 8*. It is stated that this new

system will be nothing like the previous ones since it will be able to work with *Iphones, I pads, Laptops and Desktops* as well. From our past experiences, most of us tend to wait a reasonable time before launching into new operating systems to allow sufficient time to get all the initial bugs worked out. Obviously Microsoft is trying to equalise the playing field or more likely recover its lead in the computer world.

The Christmas sales have produced some very tempting prices in the electronic media stores as they fight to improve their profits for the year. However it pays to compare these carefully before jumping in the deep end to ensure that the specifications offered compare with one another. *It helps to have some knowledgeable assistance with you.*

We hope that everyone can attain their knowledge goals for this year and we will once again do our best to assist everyone we can.

Inside this Issue

Page 2.

From the Secretary.

Quiz

Page 3

How to translate text

Picasa tips

Page 4

Recipe

Publisher Tips

Fit text in shapes

and

A Reminder



*At our next meeting on Friday 20th January,
John Eland will be giving us a Demo on
PICASA, a photo editing programme*

The Next Meeting of Computer Pals for Seniors,
Galston & District Inc
will be at History Cottage, 412 Galston Road,
Galston
on **Friday 20th January 2012, at 10.00 am**

Best Wishes for 2012
J. Eland

From The Secretary

Hello All Members,

Hope you have all had a Merry Christmas Season & may I take this opportunity to wish all our members a Happy & Healthy New Year.

When all the festivities are over, we need to think about applying ourselves to our lessons and workshop meetings.

Hope to see you all at the next meeting of Computer Pals on 20th January, 2012 AT HISTORY COTTAGE Galston Rd.

PLEASE NOTE THE MEETING STARTING TIME.....10 am (9.00 for Committee)

We extend a warm welcome to our **New Members.....Kevin Donohoe & Ginette Berg.**

We hope you enjoy your time with us

All the computers will be up and running so that you can ask for help from any of our Tutors. Visitors, friends and anyone wanting tuition are most welcome

If you are able, please could the following members bring a plate for tea — **Caryl Turnidge,**

Gwen Scott, Anne Atkins, Ray Gosling, Keith Dawson and Pat McAdam.

Many thanks Nada

MEETING DATES 2012

20th January

16th March

18th May

15th June Special Meeting

15th June Tutors Meeting

20th July

17th August AGM

21st September

16th November

QUIZ with Answers in red.

1. Does Picasa store photos on your computer?

No. Picasa doesn't physically store or keep your photos. When you open Picasa, it simply scans and looks for photo files that are already on your computer's hard drive (i.e. My Pictures, or your desktop or anywhere else you place photos and tell Picasa to look) and displays them in Picasa.

2. In Publisher how do I return a picture that has been changed and reshaped etc, back to its original state?

The **Reset Picture** button removes all the formatting you've applied to the selected picture since you last saved your publication. Select the picture with the formatting you want to remove. Click **Picture Tools, click Format**, click **Reset Picture**.


3. How do you insert a new Slide in Power Point?

Right Click the slide above where you want the New Slide to be inserted, Click **New Slide**.

4. What does it mean when you see a wiggly **green line** under anything in a Word Document?

It is a grammatical error, (or what Microsoft Word insists is a grammatical error). You can get help from this Icon. 

5. What does it mean when you see a wiggly **red line** under a word in a Word Document ?

It is a Spelling Mistake and can be corrected by clicking on this icon 

6. Do you know how to make changes in PRINT PREVIEW mode?

When in Print Preview, click on the magnifying glass button and the pointer will change to a cursor. Now you can edit your document as normal.

7. Can you name three ways of selecting the whole document?

1. **Ctrl+A**, 2. **Ctrl+5** (on the numeric keypad), 3. Triple click in left margin.

8. Which keystrokes will 'Left align', 'Centre' and 'Right align' selected text?

Ctrl+L, Ctrl+E and **Ctrl+R**

9. Do you know how to RENAME a file or folder?

Right click the file or folder, left click **RENAME** and type the new name.

10. How would you download iTunes?

Open Google and type **Download iTunes**. Click on the link [Download Now](#), when this opens click on the large 'Download Now' button.

Download Now 

(See Page 3 to find out the next step).

May every Day of 2012 be filled with good cheer & happiness for you and your family.

How to Translate text into another Language

1. Select the text you want to translate.
2. Right click on the selected text.
3. Click Translate in the drop down menu.
4. In the 'To' window click the down arrow on the right.
5. Click the language.
6. The translation appears in the 'Microsoft Translator' window.
7. If you click Insert the section of your document you selected will be translated



This is the above translated into Dutch

Dit is hoe te vertalen tekst in een andere taal.

1. Selecteer de tekst die u wenst te vertalen.
2. Klik met de rechtermuisknop in de selectie
3. Op Vertalen klikken en in de daling onderaan menu
4. In het Klik op de pijl-omlaag aan de rechterkant 'Naar' venster.
5. Klik op de taal
6. De vertaling verschijnt in het venster 'Microsoft Translator'.
7. Als u op Invoegen klikt zal de sectie van uw document dat u hebt geselecteerd worden vertaald.



How to Backup my photos in PICASA?



To Back up onto a CD or DVD, Insert a blank disc in your computer and wait for Picasa to recognize it. Click '**Tools**', Click '**Backup Pictures**'.

How to make Text Vertical using Picasa.



Picasa makes it a simple matter to add text to your photo and turn it vertical. Click on the 'Text' tool to start the process, then just type the text you want. While you're still in the editing mode, you should see a circle appear at the centre of the text and a little orange dot that I call a 'handle.' When you put your mouse over this dot you will see a hand and when you hold the left mouse button down the hand makes a fist and grabs. The circle represents the 360 degrees of angles you can use, and the handle is the way to grab the text block and spin the text to whatever angle you want, including a 90 degree vertical. You will notice (bottom right of the picture) that you can also put a paragraph of text anywhere on the picture.



What to do after Downloading iTunes



Find the icon that looks like a CD with a music note on it. It should be on the screen somewhere. Just double click that, and follow the instructions on screen. iTunes is incredibly easy to use. There is a button to go to the Music Store to buy music and there is a button to go to your music library.

To put music on your ipod, just open up itunes, go to your music library, and then plug in your ipod to your computer with the plug they give you with the ipod.

Your President and Committee wish you a happy, healthy and prosperous 2012.

Want to get fighting fit? Or kick a bad habit? Make a New Year's resolution.

Banana bread with Equal for Baking

Ingredients

1 $\frac{3}{4}$ cups self-raising flour	$\frac{1}{2}$ teaspoon bicarbonate of soda
$\frac{1}{2}$ teaspoon ground cinnamon	$\frac{3}{4}$ cup Equal Baking
$\frac{3}{4}$ cup milk	2 eggs
1 teaspoon vanilla extract	2 Ripe mashed banana
margarine spread and cinnamon sugar.	



Method

Preheat oven to 170°C/150°C fan-forced. Lightly grease a 6cm-deep, 10cm x 20cm (base) loaf pan. Line base and sides with baking paper, allowing a 2cm overhang at long ends. Sift flour, bicarbonate of soda and cinnamon into a bowl. Add Equal Baking. Stir to combine. Whisk milk, eggs and vanilla in a jug. Fold milk mixture and banana into flour mixture. Spoon into prepared pan. Bake for 1 hour to 1 hour 10 minutes or until a skewer inserted in centre comes out clean. Stand in pan for 10 minutes. Turn onto a wire rack to cool. Slice. Serve with margarine spread and cinnamon sugar.



Publisher Tip

It is easy to move a picture.

For example, if you place a graphic onto the front of a brochure and want to move it, you can easily drag it with the mouse. **However**, if you only want to move it the tiniest bit, there is a trick you can use.

Click on the object with your mouse to select it and then "nudge" it by pressing the arrow key that corresponds with the direction you want to move the picture. The image will move one pixel each time you press an arrow key.



If you want to change the "Nudge" distance in Publisher 2010,

1. Click the "File" tab in the Ribbon.
2. Click the "Options" button.
3. The "Publisher Options" dialog box appears. Click "Advanced" in the left pane.
4. Underneath "Editing Options", check the "Use custom nudge setting" box.
5. Underneath, next to "Nudge objects by", enter the distance by which you want objects nudged.

Note that the nudge measurement units will change depending on your chosen measurement unit (found under the "Display" section).

How to make Text fit in a Shape

To put text in a shape, right click the shape and select "Add Text." A cursor will appear in the shape and you can begin typing directly into it.

To make the text fit the shape, right click the shape and select "Format AutoShape."

Go to the "Text Box" tab and select "Shrink Text on Overflow" and the text will shrink to fit the size of the shape.

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May this NEW YEAR be a song of
THANKSGIVING.



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