



JULY 2011

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The Presidents' Desk

There are many things that can be done using your computer besides just browsing the internet, sending e-mails and writing letters. To list just a few, how about crosswords, scrapbooking, Chess, Bridge, Sudoku and Brain aerobics. If you are interested in any of these try these links below:-

www.oneacross.com

www.onelook.com

www.washingtonpost.com/crosswords

www.simetric.co.uk/sudoku

www.sudoku.org.uk/PDF/solving_sudoku.pdf

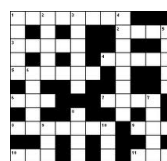
www.clevelandseniors.com/forever/mindex.htm

www.chessgames.com

www.websudoku.com

www.worldbridge.org

www.kityq.com.au



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Answers to Quiz.

I am sure that you will find something of interest amongst these links above.

As they say with regard to our brain.....

If you don't use it, you will lose it!

J.Eland

The Next Meeting of
Computer Pals for Seniors,
Galston & District Inc
will be at History Cottage,
412 Galston Road, Galston
on **Friday 15th July, 2011,**
at **10.00 am**

Simon Nutt, one of our Tutors, will be giving us an Overview of Skype, Ebay and Facebook at our next meeting on Friday July 15th 2011



From the Secretary

MEETING DATES

2011

15th July AGM

16th September

18th November

Hello all members

I hope everyone is keeping warm while the cold weather is upon us. We are half way through the year and as usual we wonder where it has gone. I was kept busy selling and moving house.

I also hope everyone is enjoying their involvement with Computer Pals, be it in the learning capacity or just enjoying our monthly meetings

Our next meeting is the Annual General Meeting on the 15th July 2011 at 10.00am at History Cottage Galston Road Galston, followed by a Presentation by Simon Nutt.

COMMITTEE TO MEET AT 9.AM

I hope to see you all there and that we have a full house.

Once again I would like to take this opportunity to thank Rosemary Ansley for her great contribution putting this Newsletter together, also to our Tutors who give up their time and help us in our effort to keep up with the modern times and technology. We also extend a welcome to our new members :-

Johanna Blows, Jim Bragg, C. Miles, Betty Shaw, Yvonne Mackintosh

Please would the following members bring a plate for tea.

Alan Nicol, Dorothy Moog, Suzanne Griggs, Pam Dalrymple, Jim Bragg, Dolores Bicket.

Many thanks Nada

Australian telephone numbers.

Mobile phone numbers **go public in July**. This means that telemarketing companies will get these numbers and you may receive marketing calls, which could cost you in download allowances on cheaper contract options.

The registration of numbers is only good for 5 years after which they need to be renewed. To renew your landline number and/or add mobile numbers to the list to block marketing adverts contact the government web site at www.donotcall.gov.au Fax/Phones have special treatment and you will need to indicate these.

What are the F1 through to F12 Keys used for?

Here are a few uses of the Function Keys. Combined with other keys they have many more uses.

F1...Almost always used as the help key, almost every program will open the help screen.

F2...In Windows commonly used to rename a highlighted icon or file.

F3...Often opens a search feature for many programs including Microsoft Windows.

F4...pens find window.

F5...In all modern [Internet browsers](#) pressing **F5** will [refresh](#) or reload the page or document window.

F6...Move the cursor to the [Address bar](#) in [Internet Explorer](#) and [Mozilla Firefox](#).

F7...Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.

F8...Function key used to enter the Windows startup menu, commonly used to access Windows [Safe Mode](#).

F9...Users have no use of this key in [Windows](#), but if you press this key in [MS Word](#) you will update the selected fields.

F10..In Microsoft Windows activates the [menu bar](#) of an open application.

F11..Full-screen mode in all modern Internet browsers.

F12..Open the Save as window in Microsoft Word.

There is always a lot to be thankful for, if you take the time to look.

For example, I'm sitting here thinking how nice it is that wrinkles don't hurt.

Youth is a disease from which we all recover.



QUIZ

The answers can be seen on the last page of this News Letter.

Don't forget there is always more than one way of doing the same thing on a computer.

1. Can you remember how to put an arrow in your document using the keyboard?
2. In Excel when you see a cell with #####, how do you get rid of it?
3. What is a quick way to see the Desktop using the Keyboard?
4. How do you make your windows always open in Full Screen Mode?
5. How do you delete an item permanently without first placing it in the Recycle Bin?
6. How do you put a double line in your Word document?
7. How do you view two windows side by side on your screen?
8. How do you change the time on your computer clock?
9. What is a File?
10. Do you know how, to minimise the Ribbon in Office 2007, using the keyboard?
11. Do you know the difference between **APPLY AND OK**. ?
12. Using *Word, Microsoft Outlook and Publisher*, do you know what the result of 'Alt+Shift+D' is? Try it.
13. What is a Field?

Useful Shortcut Keys that I use all the time.

Undo...Ctrl+Z
Paste...Ctrl+V

Redo...Ctrl+Y
Select All...Ctrl+A

Cut...Ctrl+X

Copy...Ctrl+C

Email Hints

Never reply to spam received - you are just confirming that your email address is valid and will probably just receive more!

Do not click unsubscribe links on spam - again you are just confirming your email address.

Write a Meaningful Subject line on your e-mail.

People who get a lot of email **scan the subject line** in order to decide whether to open, forward, file, or trash a message. If your subject line is vague — or even worse, if it's blank — you have missed your first opportunity to inform or persuade your reader. Remember, your message is not the only one in your recipient's mailbox. Before you hit "send", take a moment to write a subject line that accurately describes the content.

Email Attachments

1. When sending large attachments, always "zip" or compress them before sending.
2. Never send large attachments without notice! Always ask what would be the best time to send them first.
3. Learn how to **resize graphics** before attaching them to an email. This will greatly reduce download time and cost for the sender and recipient.
4. Never open an attachment from someone you don't know.
5. Be sure your virus, **adware and spyware** programs are up to date and include scanning of your emails and attachments both incoming and outgoing.
6. It is better to **spread multiple attachments** over several emails rather than attaching them all to one email to avoid clogging the pipeline.
7. Make sure the other side has the **same software as you** before sending attachments or they may not be able to open them. Use PDF when possible.
8. Most current anti-virus programs have the option to scan both your incoming and outgoing email. Remember to ensure this feature is enabled!

*Life is like a coin. You can spend it any way you wish,
but you only spend it once.*

Inflation is when you pay fifteen dollars for the ten-dollar haircut you used to get for five dollars when you had hair.

How to use both portrait and landscape orientation in MS Word 2007

Combining both **portrait and landscape** orientations into

One Microsoft Word document,

is just a matter of adjusting the margins in a few simple steps.

Firstly, **highlight the text you want to change** the orientation of.

Click **'Page Layout'**

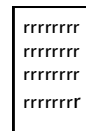
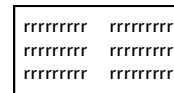
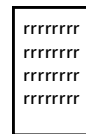
Click **'Margins'**

Click **'Custom Margins'**

Under **'Orientation'**, choose **'Landscape'**

In the **'Apply to'** section, choose **'Selected text'**,

Then click **OK**



Now, **the selected text** will be in landscape orientation, and the rest is in portrait orientation. Don't forget to save your work.

Answers to Quiz

1. Press hyphen twice then press greater than once. Or Press less than followed by hyphen twice.
2. Double-click the right boundary of the column heading.
3. Hold down the Windows key then press D.
4. Open a **Word** document, and if it is a small window then maximise it. Now when you exit hold down **shift and press exit** (X Top right). Next time you open **Word** it should open in full screen mode. This should apply in most programmes.
5. Hold down shift and press delete.
6. Enter once. Then press equals three times and press enter.
7. **FIRSTLY** open the two documents. Note they will be seen in the task bar. **RIGHT CLICK** a blank space in the Task Bar at the bottom of your screen. Click "Show Windows Side by Side". To remove this option, **RIGHT CLICK** a blank space in the Task Bar again and click "Undo Side by Side".
8. Right click on the time (bottom right of screen) left click the relevant buttons.
9. A "file" is one unit of information on a disk. Everything you store on a disk is stored in files. A file may contain a letter you typed to a friend, a list of addresses, a photo, or your tax information. All your data must be stored in files.
Note: Programs are also stored in files, so don't delete files if you don't know what they are. They may be part of one of your programs.
10. Hold CTRL and press F1. Pressing them again returns the tools and shows the full ribbon again.
11. If you were to make an adjustment to a setting on your computer and you then click **OK** the adjustment would only last while the computer was on. When you reboot, it would be back to the original setting. If you were to click **Apply** then **OK** the adjustment would be permanent.
12. It inserts the current date.
13. A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. A field is a physical unit of data that is one or more bytes in size. A collection of fields make up a record. A field also defines a unit of data on a source document, screen or report. Examples of fields are NAME, ADDRESS, QUANTITY and AMOUNT DUE.

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You only live once, but if you work it
right, once is enough.



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