

Computer Pals for Seniors Galston and District Inc.

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The President's Desk

As most of you are aware I am also a volunteer tutor for our Club. I have just started to tutor a new student who has recently purchased a new laptop. This computer is loaded with Windows 7 OS (operating system) and Office 2007 home & student version.

As you may be aware the commercial majority of the world was not impressed with the last version of windows operating system, namely Vista, which the majority of them refused to accept. This was probably due to the extra costs involved in training staff to use the new system, which was completely different to any other system and the cost of upgrading to the necessary amount of Ram (random access memory).

This latest operating system, **Windows 7**, is a mixture of **Windows XP & Vista** having been produced from the best elements of each of the previous systems. It has by and large been accepted by the computer magazines to which we subscribe and now we shall have to see which way business & customers go before it can be considered a success.

Since non of us (tutors) have previously seen this operating system it is a bit of a steep learning curve for us as well. I have approached our parent association for training material but it would appear that they do not have any at this stage to share with us. And indeed no copies of the new operating system have been supplied to them by Microsoft for distribution to member clubs.

The new **Microsoft Office 2007**- Home and Office software, some our tutors have come across before. One thing that has come to my notice is that it does not contain Outlook an e-mail and diary style software programme in this cheaper version and it also does not include Outlook Express e-mail programme with which most of us are familiar. Instead it uses Windows Live Web mail. When I went onto the Microsoft web -site to download a copy of Outlook Express, I find it is no longer supported. The **Office 2007 programme** itself looks to be a good version for us all to work with.

Happy training to all our students.

John Eland

Celia, one of our Tutors, will be giving us a very interesting Demo in Microsoft Word. Windows XP at our next meeting on Friday 19th March at 10am.

The subjects are:-

Superscript/subscript, Vertical alignment/spacing etc, Leader dots, Tabulation/Table function

The Next Meeting of Computer Pals for Seniors,
Galston & District Inc
will be at History Cottage 412 Galston Road, Galston
on Friday 19th March, 2010, at 10.00 am

Did you know that you can see all the
previous News Letters at our website
www.cpalsgalston.org.au

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FROM THE SECRETARY

The new year started off well with our first meeting in January and we welcome our new members **Kay Smith, Sandra Baxter, Joan Cross, Christine Stockman, Patricia Shipley, Eleanor Costin, Denise Asha**. I hope you have all had your first lesson and have enjoyed it. Many thanks to all our tutors who do such a great job.

REMINDER

THE NEXT MEETING-cum-Workshop of Computer Pals for Seniors will be at HISTORY COTTAGE Galston Road, Galston

On Friday 19th March 2010, at 10.00 am

Our workshop presentation is always very interesting so come along and join 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
Celia van Tilburg, Morgan Chetty, Margaret McKinley, June Byrne, Jenny James, Robin Owen.

Nada

MEETING DATES 2010
19th March
21st May
16th July AGM
17th September
19th November

Questions and Answers

Q. How do I make a Sub Folder?

A. To create a new subfolder with Windows 7, Windows Vista, or Windows XP, simply right-click any where in the folder, select **New**, and then select **Folder**. Type the name for the new folder and press **Enter**. In Windows 7, you can also click **New Folder** at the top of any Documents Library folder to automatically create a new folder.

Q. How do I send only Blind Copy Emails (Bcc)?

A. 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.

Q. I have forgotten who I sent a bcc email to and I think I have omitted someone. How do I check who was included in my message? Using Microsoft Outlook.

A. Go to the SENT items Folder and Open the email. You will see the name of every recipient and whether it was sent in the To, Cc or Bcc field. If the email addresses are not visible, just right click on the name and click Outlook Properties.

Q. Is there a faster way than the Thesaurus to find synonyms in *Microsoft Word*?

A. You can see a list of synonyms by **RIGHT-Clicking** on a word, then left click **Synonyms** in the menu and a list of synonyms will appear on the screen.

Q. Can I edit a document in the Print Preview Mode?

A. You can edit text in Print Preview. Choose Print Preview from the file Menu. Click the page to increase magnification, and then click the magnifier button on the Print Preview Toolbar. This brings the cursor onto the Print Preview Page and you can now edit.

Can you answer these questions?

1. How do you change the default document font?
2. How do you clear the formatting in a paragraph or block of text?
3. How do you double-space your document?
4. How do you find out the names of the buttons on the toolbars?
5. Is there a faster way than the Thesaurus to find synonyms?
6. How do you insert a page break?
7. How do you print only what you see on the Screen ?
8. How do you put a program shortcut onto your "desktop" ?
9. How do you ask for a receipt in your email program?
10. How do you select everything on a page? How many ways can you do this?
11. How do you find the picture Tool Bar?



A tribute to all the Grandmas and Grandpas who have been fearless and learned to use the Computer.

The computer swallowed grandma. Yes, honestly its true! She pressed 'control and 'enter', and disappeared from view.

It devoured her completely, the thought just makes me squirm. She must have caught a virus or been eaten by a worm.

I've searched through the recycle bin, and files of every kind; I've even used the Internet, but nothing did I find. In desperation, I asked Jeeves, my searches to refine. The reply from him was negative, not a thing was found 'online.'

So, if inside your 'Inbox,' my Grandma you should see, Please 'Copy, Scan' and 'Paste', and send her back to me.

You can't help getting older, but you don't have to get old.

Email tip VERY IMPORTANT

Forwarding emails is a great way of sharing ideas. Good ideas will hopefully be shared a lot.

If you are at the end of such a sharing chain, you'll quickly see why [cleaning up emails before forwarding them is essential](#):

Messages that have been forwarded multiple times often contain '>' and other quotation characters in all the wrong places, lines are broken in even worse places, and most importantly email addresses of people you don't want to know are everywhere. Cleaning up such a mess can be cumbersome, but keeping an email clean that you forward initially is easy.

First, make sure you're sharing the email, not the addresses in it by [removing](#) all addresses from the forwarded message.

Then, clean up the message itself if it contains unnecessary '>' characters or messed up line breaks and place any comments you have after or (preferably) before the forwarded message.

Email etiquette tip also VERY IMPORTANT

[Delete email addresses](#) when forwarding because...

The email addresses are shared with third parties without the consent of the addresses' owners. I wouldn't want my address given to "I don't know who" just because somebody forwarded me something that she also happened to forward to [150 other people](#). I work hard to protect my emails privacy. Exposing it unnecessarily to thousands of people who were also recipients, negates my efforts and is inconsiderate, regardless of intention.

Questions and Answers

Q What is a Byte, Kilobyte, Gigabyte etc.

A. A [Byte](#) is 8 bits. Stores numbers up to 256 or one character e.g. Any one letter of the alphabet and any key press that is not a number.

A [Kilobyte \(KB\)](#) is 1,024 bytes.

A [Megabyte \(MB\)](#) is 1,048,576 bytes or 1,024 Kilobytes
873 pages of [plaintext](#) (each page 1,200 characters)
4 books (each book 200 pages or 240,000 characters)

A [Gigabyte \(GB\)](#) is 1,073,741,824 (2^{30}) bytes. 1,024 Megabytes, or 1,048,576 Kilobytes.

Q. Why is there a dark border around some of the buttons on the screen?

A. Your computer is just telling you that you can press enter on your keyboard to use that button. You can also use your mouse but enter is much easier and ensures that you are using the correct button. You can also use your tab key to move onto another button if the button with a dark border is not the one you want to use.

Q. I have typed a paragraph in the wrong place in my document. Please show me a quick way to put it in the correct place.

A. Select the offending paragraph (Triple click anywhere in the paragraph).

Press CTRL and X together. (Short for CUT) Put your cursor in the correct position for this paragraph. Press CTRL and V together. (Short for PASTE)

[Do you know how to use PICASA? It is a Photo editing programme and a Free Download from the Internet.](#)

5 GOOD COMPUTING HABITS

Working off a slow, disorganized computer can be frustrating—and it happens to the best of us.

1. Organize your folders

We all know how easy it is to dump files into the wrong folder when we're in a hurry. But one way to make sure you'll keep your files organized is to remove the clutter with a filing system that makes sense for the way you use your computer. Here are a few tips to get you started:

2. Start clean

Begin by deciding which files you no longer need on your hard drive.

3. Think it through

Take the time to plan the best way to organize your files. How do you spend your time on the computer and what do you create? Do you work with photos and image editing software, surf the Web, write short stories, research school projects, or play games? The folders you create in Documents (called "My Documents" in Windows XP) can be easily tailored to show you just the kind of data about your files that you need to track.

4. Use subfolders

After you have an idea of the kinds of items you produce and want to save, create folders and subfolders to store your files. Be sure to use logical, easy-to-understand names. For example, within Documents, you might create additional folders called Correspondence, Pictures, Sports. Then, within the Correspondence folder, you could create subfolders for each person you write to.

5. Clean your files periodically

After you have set up your file system, inspect and clean it regularly. Routine maintenance tasks such as deleting old or duplicate files and folders and making sure that important files are in the right folders can save you a lot of time and frustration.

Envy is a waste of time. You already have all you need.

Questions and Answers

Q. I want to create a square box in my **Word** document and write in it. How do I do that?

A. Click on "**View**" on your **Toolbar**, and then click on **Toolbars and Drawing**. This will insert the **Drawing Toolbar** on to your screen. Click on the square box and draw your square. Place your cursor somewhere in your square and right click. Another menu will appear – select "**Add Text**". You can then insert what ever text you require, and change it to whatever font and size you wish. An **easier way** is to Insert a **Text Box**. You will see the cursor in the box already which allows you to type straight into it . Just put a border around it to make it look like a box.

Q. My mouse broke down and I wanted to finish my document, but I cant get into the Menu Bar. Is there an easy way to get there without the mouse? I am using **Windows XP**.

A. You will notice that in the menu bar and in any drop down menu, there is a word which has an underlined letter. Hold down ALT and press F. (File has F underlined)
Once you see a drop down menu, choose what you want to do and just press the letter that is underlined.
To Save As just click A. (Save As has A underlined)
Use your tab and arrow keys to find the right folder to save in and to give the file a name.

Q. In **Word 2007** how can I reduce the size of all the icons and options at the top of the page

A. The new Word 2007 toolbar takes up a fair bit of room. To give yourself more room to work with on your screen, you can switch off the ribbon by pressing the CTRL + F1 key. Pressing them again returns the tools and shows the full ribbon again. You can also right click the ribbon and choose Minimise the Ribbon. Click whichever heading you require in the Menu Bar and the Ribbon drops down again.

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*However good or bad a situation is,
it will change.*



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