

COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT INC

MAY 2011

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The President's Message

I hope that you enjoyed your Easter Holiday although, I hear that the **weather** was better where I was on the South coast than here in the Sydney area. We had nice weather.

Perhaps this is a good time to look at what we are doing as a Computer Club and ask a few questions of our members to see if we are still on the right path. To this end a survey programme was recently brought to my attention that may help us answer this question.

As a result of this we would appreciate your cooperation in answering just a few questions to assist us. If you follow the link below you will be taken to a survey page that you can participate in for us. The programme will automatically work out the responses for us and we will be able to retrieve them later. Here is the link:

<http://www.surveymonkey.com/s/MLYN7QS>

Just click on the link and answer a few question, very few! Thank you for your cooperation.

John Eland

Ray Gosling, one of our Tutors, will be giving us a presentation at our next meeting, **demonstrating** how to put **Slides, Music and Voice onto a DVD** to play on your **TV**, using the Programme called **ROXIO**.

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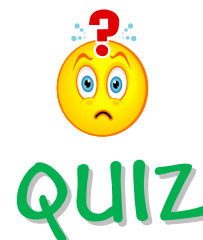
Reminder.

More Tips

Change default Save Folder

Templates

Did you know?



Celia and I will go through these questions at the meeting and discuss the answers with you.

1. What does the dark outline around a button indicate?
2. How can you move quickly along a line of text using the keyboard?
3. How can you make your text larger than 72 .
4. How do you ask for a 'Read Receipt' for emails you send?
5. How do you change your document into 'Landscape'?
6. Do you know how to bring a Calculator up on the screen?
7. What is the purpose of the Task Bar and can you move it?
8. How do you put an Icon onto the Desktop?
9. How do you put that Icon onto the Task Bar?
10. How do you make the Task Bar active and always available?
11. In Excel, what is an easy way to insert or delete a row?
12. Without dragging your mouse, how would you select a whole paragraph?
13. In your email programme INBOX, how do you make all your emails 'list alphabetically' and how do you put them back into 'date order'?
14. I have typed a document of ten pages and realise that I have typed the word THE instead of THEM all the way through my document. How can I correct them all at once?
15. My mouse broke down and I wanted to finish my document, but I can't get into the Menu Bar. Is there an easy way to get there without the mouse?
16. How do you retrieve a file from the Recycle Bin?
17. Are these questions too easy?

From the Secretary

Hello all

We hope to see you at the next meeting of
Computer Pals on **20th MAY 2011**,
AT HISTORY COTTAGE Galston Road, Galston.

PLEASE NOTE

THE MEETING STARTING TIME is 10 am .

(9.00am for the Committee)

We extend a warm welcome to our

New Members.....

**Dorothy Moog, Norma Creais, Ann Lynch,
Pam Galbraith, Roselyn French, Anne Pearce,
Luigi Florenzo and Stefon Zonolt.**

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.

Please would the following members bring a plate
for tea.

John Eland, Lindsay McIntyre, Alan Buxton
Celia van Tilberg, Rosemary Ansley,

Many thanks Nada

Excel Question and Answer

Q. Why is there a cell with #####, and how do I
get rid of it.

A. When you see these ##### in a cell, it means
that the number is too wide to fit into that cell.

To widen the column and make the number
appear, **double-click the right boundary of
the column heading.**

**A friend is one of the nicest things
you can have,
and one of the best things you can be.**

IMPORTANT

Since becoming familiar with computers and using
email, one thing has constantly "bugged" me. Why
don't people acknowledge their emails? I would
have thought this was basic "etiquette" (or
netiquette). It doesn't take much to key in a few
words of acknowledgement, and certainly doesn't
cost anything.

Even better is to ask for a 'Read Receipt' which in
most cases does away with the need to
acknowledge an email. You can do this under
'Tools' then 'Options' in your email programme.

A quick way to see your desktop

Press Windows Key + D

TIPS

How often have you wanted to put an arrow into
your document? Well here is an easy way:

Press '**hyphen**' (-) twice followed by
'**greater than**' (>) once to see this arrow → .

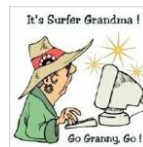
Press '**less than**' (<) once followed by
'**hyphen**' (-) twice to see this arrow ← .

To enter a line in your document just press
'**hyphen**' (-) three times and then press '**enter**'.

To enter a double line just press '**equals**' (=)
three times and press '**enter**'.

**We do not stop playing because we grow old;
We grow old because we stop playing.**

**This is a tribute to all the Grandmas and
Grandpas who have been fearless and
learned to use the Computer.
They are the greatest!!!**



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.

To make your windows always open in full screen mode.

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.

The Next Meeting of Computer Pals for Seniors,
Galston & District Inc
will be at History Cottage,
412 Galston Road, Galston
on **Friday 20th May, 2011,**
at **10.00 am**

I don't regret the things I've done,
I regret the things I didn't do
when I had the chance.

How to Change Your Default Folder in Word

Have you noticed when you save a document for the first time, Word automatically opens the 'My Documents' folder? If you don't use 'My Documents' to store your work, you'll save time by setting up the folder you do use as your default working folder.

To change the default working folder for Word documents:

Click **Tools...Options... File Locations tab**. In the 'File types' list, click **Documents**. - Click **Modify**. - To select an existing folder to display as the default working folder, locate and click the folder you want in the '**Folder List**'. To create a new folder to display as the default working folder, click '**Create New Folder**', and then type a name for the new folder in the '**Name**' box.

In **Word 2007** click the **Office button** then Click **Word Options**.
Click **Save** and follow instructions.

Templates in Word



Creating professional documents (**Cards, Posters Calendars, etc**) in a limited amount of time is a challenge to everyone.

Word makes this process easier than ever with the Template function. Normally, when you create a new document you click on **New** on the toolbar. This simply creates a new blank document based on your Normal template.

To use a formatted template, you must click on **File**, and **New**. This opens the template dialog box. Double click on the template or Wizard you want to use, and **Word** will set everything up.

More Tips

Shrinking a Document to Fit

If you've created a document and one or two lines spill over onto a new page, you can use the "Shrink to Fit" feature to fit everything on the page.

Choose **File, Print Preview** and click on the **Shrink to Fit** button.

Toggle through CASE Changes

You can quickly change the case of text from Title to UPPER CASE to lower case by **selecting the text** and pressing **Shift-F3**. Each time you press Shift-F3, the case will change

Copy and Paste from the Web or another document

When you copy and paste text from a Web page or another document using **Internet Explorer**, the text brings its formatting into your document.

To get around that behavior, select the text from the internet and place the cursor where you want to insert the copy. Then, open the Edit menu, choose '**Paste Special**', and select the '**Unformatted Text**' option.

In Word 2007 select the text from the internet and place the cursor where you want to insert the copy. Then, click on the little down arrow under Paste in the Home tab, choose '**Paste Special**', and select '**Unformatted Text**'

This also works in Mozilla Firefox which I use. You can also copy and paste text, tables, and graphics from other Microsoft Office programs directly into your word document.

The nice thing about being senile is you can hide your own Easter eggs.



Did you know

SHIFT + DELETE, deletes an item permanently without placing it in the Recycle Bin.

Be aware that you will not be able to restore it like you can from the Recycle Bin.



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