



SEPTEMBER
2011

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The Presidents' Desk

On 19th of July the Club held its 12th AGM meeting. The Annual Audited Financial Report was accepted and your New Committee was elected for the 2011-12 year. The Committee is as follows:

President:	John D Eland
Secretary & Tutor/Student co-ordinator:	Nada Curac
Treasurer:	Alan Buxton
Newsletter Editor & Publicity Officer:	Rosemary Ansley
Equipment Officer:	Lindsay McIntyre
Committee Member:	Celia van Tilberg
Committee Member:	Alan Oxenham

We would like to thank all our volunteer Tutors who have assisted us this past year and we hope that

you will be able to continue this important function. We are still short of Tutors, so if any of our members feel that they could assist or know someone who might be able to help we would very much appreciate it.

To our Students, your new committee will do all they can to ensure that you are able to improve your skills in the use of a computer and related programmes.

John Eland

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The Next Meeting of Computer Pals for Seniors, Galston & District Inc
will be at History Cottage, 412 Galston Road, Galston
on Friday 16th September, 2011, at 10.00 am



Lindsay McIntyre will be giving us a
Demo and Summary of **eBooks** at our
meeting on 16th September .



From the Secretary

Hello all members

I hope everyone is keeping warm while the cold weather is upon us. We had our AGM on 19th August and the same Committee members will be carrying on for another year. I also hope everyone is enjoying their involvement with Computer Pals, be it in the learning capacity or just enjoying our monthly meetings

MEETING DATES

2011

16th September

18th November

TUTOR'S MEETING

23rd September 2011

Our next meeting is on Friday the 16th September 2011, at 10.00am at History Cottage, Galston Road, Galston.

followed by a Presentation on eBooks by Lindsay McIntyre.

COMMITTEE TO MEET AT 9.AM

We extend a warm welcome to our new members :-

Robert Crossland, Enes Crossland, Josephine Merhi, Stephen Lloyd, and Patricia McAdam.

Others have signed up for a further 20 lessons:-

Joan Cross. Rona Parker and Barbara Yeend

Please could the following people bring a plate for tea.

Trish Shipley, Geoff Barratt, Pam Dalrymple, Caryl Turnidge, and Enes Crossland

Many thanks Nada

Have you tried the 'WINGDINGS' Fonts

Press 1 2 3 4 5 6 7 8 9 0 - = In Wingdings font they will read 

 Hold down shift and press the same keys. In Wingdings, will

read  Go through the whole keyboard

in Wingdings, with and without holding down shift, and see what you can find.

Shift and J will give you ☺. There is also Wingdings 2 and Wingdings 3, all producing little pictures which you can use to attract attention to an article in a document.

When to Single click and when to Double Click

The reason this is so confusing is that there's very little rhyme or reason to it. Some functions require a single click (of the left mouse button), others a double. Nowhere in Windows is it made obvious which is which.

However, it's important to learn the "rules," as double-clicking when you should be single-clicking **can lead to unexpected and/or unwanted results**. (Conversely, single-clicking when you need to double-click can lead to no results at all.)

Rule 1: DON'T DOUBLE-CLICK IN A WEB BROWSER. EVER. Links, buttons, tabs, toolbar icons, and **everything else** you're likely to encounter in your browser require one click and **ONE CLICK ONLY..**

If you double-click, say, an e-mail address, you'll end up with two mail windows.

Rule 2: DON'T DOUBLE-CLICK the quick-launch program icons in your Windows TASKBAR (you know, the ones to the right of the *Start* button). Part of what makes these "quick" is that they **require only one click**. In fact, **don't double-click anything** in the taskbar.

Rule 3: DO DOUBLE-CLICK program icons on your desktop (when you want to run those programs) and **files and folders you want to open**. And that's it. You'll rarely ever need to double-click anything else in Windows.

Friendship is not a big thing - it's a million little things.

One who looks for a friend without faults will have none.

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. What is a Browser?
2. How would you put a simple date entry anywhere in your excel document?
3. How do you stop a picture distorting when enlarging or reducing its size?
4. Describe the parts of this file path: C:\My Documents\Junk\Practice.doc
 C:\ _____? My Documents\ _____? Junk\ _____?
 Practice _____? .doc _____?
5. What is the difference between a forward slash and a backward slash?
6. How do I print only certain text or images from a web page?
7. What does a triple click do when working in Word?
8. What does a right click do anywhere on your computer?
9. What kind of file does the extension '.MOV' refer to?
10. Can you email from a Microsoft Word document? True or False.
11. What is a Macro?

WHAT CAN I DO IF MY COMPUTER HAS STOPPED RESPONDING

If a program or window on your PC seems to have frozen up and you cannot close it by clicking the **X** (Close) button in the top-right corner, hold down the **CTRL** and **ALT** keys together and tap **DELETE** once. This brings up the Task Manager.

In Windows Task Manager click on **Applications** which shows all the programs that are currently running.

You can usually tell which program has frozen or crashed, as its Status will appear as **'Not responding'**. Click to highlight that program on the list then click on **'End Task'**.

The PC will now attempt to close it. If it is successful you can then close Task Manager and the PC should be able to carry on as normal.

If Task Manager does not appear, try holding down **CTRL, ALT and DELETE** and keeping all three keys held. This will restart your PC, which will often fix the problem.

If these keys don't work, you will have to press and hold the power switch or turn the plug off. Then turn the PC back on. Your PC should be alright but always try to avoid switching off without shutting down properly first.

SUDOKU

Solution on last page

	5	9					3	7
					5			
1		2			3	6		8
			7	2	9			1
	9						8	
3			5	8	6			
7		5	6			8		9
			8					
4	3					5	2	

*Make new friends, but keep the old.
One is silver and the other is gold*

How to Change Case in Microsoft Word

To change the case of any text, select the text and press **Shift+F3**.

This is very useful, for instance, if you have **accidentally LEFT YOUR CAPS LOCK ON.**

Select the text and keep pressing **Shift+F3** to toggle between "UPPERCASE", "lowercase", and "Title Case" or "Sentence Case"

A true example of "Title Case" would be "First Letter in Caps",

6	5	9	4	1	8	2	3	7
8	7	3	2	6	5	1	9	4
1	4	2	9	7	3	6	5	8
5	8	4	7	2	9	3	6	1
2	9	6	3	4	1	7	8	5
3	1	7	5	8	6	9	4	2
7	2	5	6	3	4	8	1	9
9	6	1	8	5	2	4	7	3
4	3	8	1	9	7	5	2	6

*The most important thing a man can do for his children...
Is to love their mother.*

Keyboard HELP

1. Windows Logo + M = Minimises **all** open windows.
2. Shift + Windows Logo + M = Undo Minimise **all**.
3. Windows Logo + D = Displays the Desktop
4. Windows Logo + E = Displays Windows Explorer.

Email Tip

If you are getting too many new emails, your first goal is to reduce the amount of incoming e-mail. So **cancel subscriptions** to **unwanted mailing lists**. The messages become a nuisance if you don't have time to read them. A good spam filter reduces the amount of spam reaching your inbox. But don't expect to eliminate spam completely. Some will still get through. Do your friends send **jokes or chain messages** that have been around the world many times? Explain your situation and ask that they stop. Hopefully, they will oblige.

How to Run Disk Cleanup

Disk Cleanup lets you clean out and purge those useless hard disk files that accumulate over time and slow down your computer. The most common areas purged by the Disk Cleanup tool include: **temporary operating system files, temporary Internet files, temporary program files, downloaded program files, Recycle Bin files, and Setup log files.**

To run Disk Cleanup click on the **"Start"** icon at the bottom left of the computer screen and then click on **"All Programs", "Accessories", "System Tools",** and select **"Disk Cleanup"**.

Answers to Quiz

1. A browser is a software program that allows a person to explore the **Internet** in an 'easy to use' way. Navigating the Internet through a series of **links** the user is able to **'browse'** the Internet. A few examples of popular browsers are **Internet Explorer, Mozilla Firefox, Google Chrome and Opera.**
2. In Windows XP, Select the whole document ...Ctrl+A. Click format, Click Cells, Click General. In Excel 2007, select whole document. In the Home Tab, Click Number then click General.
3. Hold down shift when resizing from a corner and the picture or clip will **NOT** distort.
4. C:\ **Drive** Documents\ **Folder** Junk\ **Sub Folder** Practice **is the File Name** .doc **is the extension and tells me it is a Word Document**
5. Forward slashes are commonly used in a network address, indicating the address is pointing to someplace **outside your computer.** A backward slash is usually pointing to some place **on your computer.**
6. Rather than printing out a whole web page, you can **select the text you want** and click File, Click Print and in your Print Setup make sure that 'Selection' is chosen. **OR** select the particular text you want and copy it to a Word document, and then print it out.
7. Selects a paragraph.
8. The right click will **ONLY** display a menu. It does not execute a command.
9. It is a Movie file.
10. True. Click 'file', Click 'Send to', Click 'Mail Recipient'. The wording differs in the various Versions of Windows.
11. A Macro is a shortcut to a task you do repeatedly.

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If you no longer want to receive this News Letter please email Rosemary on gransy@tpg.com.au



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