

Computer Pals for Seniors Galston and District Inc.

President: John Eland
Phone: 9651 2940
email: elandj@ains.net.au
Secretary: Nada Curac
Phone: 9654 2752
email: ncu72242@bigpond.net.au

P.O. Box 43
Galston. 2159

[www. cpalsgalston.org.au](http://www.cpalsgalston.org.au)

JANUARY 2011

The President's Desk


On behalf of myself and the Committee I would like to say


Best Wishes for 2011

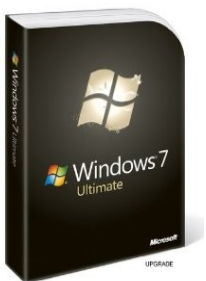
and hope that you achieve all your goals for your computer knowledge.

I would also like to personally thank all our volunteer tutors and committee members for the time they have donated to make the Club successful last year and look forward to working with everyone again this year.

The Club had a very busy year last year with many new students and some new tutors too.

Our presentation sessions at our Club-house meetings seem to have been well received and we hope that many of our members are now using  and saving money on phone calls, especially on overseas calls.

We also covered the basics of  in one of our sessions. If you have any other subjects that you would like covered please let us know and we will endeavour to oblige.



One important improvement that came up last year was the introduction of Windows 7 operating system. This system was a big improvement on the previous Vista system, which was rejected in a big way all over the world. This was the first time that Microsoft's dictatorial policies failed and they had for once to listen to their customers.

There have been a lot of price reductions recently in the stores and good bargains can be obtained if you are looking around for new equipment.

**The Next Meeting of Computer Pals for Seniors,
Galston & District Inc
will be at History Cottage, 412 Galston Road, Galston
on Friday 21st January 2011, at 10.00 am**

We look forward to being able to assist all our members in 2011.

J. Eland

Inside this Issue

Page 2.

From the Secretary.

Quiz

Page 3

Selecting

Page 4

Bill's recipe

Helpful Tips

A Reminder

From the Secretary



Hi Everyone

Best Wishes to everyone and may you enjoy your computers more and more as you get to understand them better.

I would like to remind you that as soon as you have an email address please let Rosemary and myself know so that we can communicate and send you the News Letter.

(Our email addresses are in the News Letter) Snail mail is tedious, slow and costly.

REMINDER

OUR NEXT **MEETING-cum-WORKSHOP** of **COMPUTER PALS FOR SENIORS** WILL BE AT **HISTORY COTTAGE Galston Road, Galston**

on **Friday 21st January 2011, at 10.00am** . (The Committee to meet at 9am)

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, John Horst.

Many thanks, Nada



QUIZ

It was decided to create a quiz in each News Letter, incorporating “hints” and “tips” from past publications. If you don't have copies of the News Letters, they can be accessed by going to our website www.cpalsgalston.org.au

The answers will be discussed at the meetings.

1. **Issue November 2010:** How would you access Windows Explorer using the Keyboard?
2. **Issue September 2010:** What does a Right Click with the mouse do for you?
3. **Issue July 2010:** If your Start icon and Task Bar have moved to the side or top of your screen, how would you put it back to the bottom of your screen?
4. **Issue May 2010:** Once you have inserted your Flash Drive into a USB on your computer, what should you do to view its' contents?
5. **Issue March 2010:** You have all heard the term Kilobyte. Do you know how many Bytes are in a Kilobyte and what constitutes a Byte?
6. **Issue January 2010:** If your Desktop is completely covered in Icons that are not in any order, how would you easily find those beginning with M? E.g. Microsoft Word, Microsoft Excel, My Documents, My Pictures etc.
7. **Issue November 2009:** When on the Internet how would you move up or down a page using keyboard shortcuts?
8. **Issue September 2009:** Can you name some of the ways a Virus can invade your computer?
9. **Issue July 2009:** In photography terms do you know what Hard and Soft Light is?
10. **Issue May 2009:** In Windows Explorer, you have Highlighted My Documents, what is the next step to make a New Folder under My Documents?
11. **Issue March 2009:** Why should you use bcc when sending the same email to many people?
12. **Issue January 2009:** How would you move the position of a picture in your document using the keyboard?

Would you like me to show you a few of these actions on the screen at the next meeting? Please Email your reply to me. gransy@tpg.com.au

MEETING DATES 2011

21st January

18th March

20th May

15th July AGM

16th September

18th November

TUTORS MEETING

23rd September

You will enjoy life a lot more by saying yes than by saying no.

SELECTING in **Word**

To practice selecting, insert a page of text by typing **=rand(15)** then press enter. This will fill your page with text.

THERE ARE MANY WAYS OF SELECTING TEXT, here are a few, a **character**, a **word**, a **sentence**, a **line**, a **paragraph** and the **entire document**.

Double click on any word to select the whole **WORD**.

Hold down CTRL and click on a word and the whole **SENTENCE** will be selected.

To select the **WHOLE PARAGRAPH** triple click on a word in that paragraph.

To select the **WHOLE DOCUMENT** put the cursor in the left margin at the top of the document and when it turns into an arrow hold the left mouse button down and drag the arrow to the bottom of the document. Another way of selecting the **whole document** is by holding down the CTRL key and the A key.

To select **ONE LETTER** in a word put the mouse pointer just to the left of the letter and drag to the right to cover only that letter.

Another way is to put the cursor next to the letter, hold down shift and use the arrow keys on the keyboard (either left or right).

You can select a **FEW LETTERS OR WORDS** by pointing and dragging.

To select a **LINE** put your mouse in the left margin opposite the line you want to select and when the cursor turns into an arrow click the left button on your mouse.

These selections are used for many reasons e.g. to delete, to change, to move, to copy.

Word is usually the default programme when typing your emails.

There are so many different versions of Windows now and you may find that some of the instructions are worded differently

Don't forget if you make a mistake you have got an undo button on the top line of icons on this page, (the curly back arrow). If you undo something by mistake you also have the redo button on the top line of icons, (the curly forward arrow.)

Save Your Work Often

When you are creating or modifying a file make sure to save your work often.

How often? Every time you add a line or two save it. There are a couple of ways to do this:

1. With the file open click the 'Save' icon (looks like a floppy disk) on the toolbar near the top of screen.
2. An alternate way is to hold down the 'CTRL' key, then hit the 'S' key.

SAVE!

Saving your work often is very important because PCs do get hung up and have to be restarted. If you've done a lot of work without saving it and the PC hangs up, all your work is lost when you do a restart.

Find something you love to do and you will never have to work a day in your life.

No Matter what you do there will be critics.



BILL'S Cholesterol Free Tea Cake

Ingredients

- 1 Cup Black Tea
- 1 Cup Mixed Fruit
- 1 ¼ Cup Self-Raising Flour

Method

Soak mixed fruit in a cup of black tea for 24 hours.

Then add the flour and mix nicely

Put mixture in a loaf tin or a muffin pan and bake at 120° for about 40 minutes.

(Nuts, Ginger, Dates etc may be used as optional extras)

There are no animal by-products used so persons on a Vegan Diet can eat this simple lovely cake and as there is no added sugar, even diabetics can eat it.



EDITORS APPEAL

Are the tips in the News Letter too difficult? Do you read through the whole News Letter? It would be much appreciated if Members could email me with something they and others would like to see in the News Letter. Also if anyone has an interesting News item concerning Computer Pals, please send it to me.

WOULD YOU LIKE MORE QUESTION TIME AT OUR WORKSHOPS?

PLEASE give me some feed back.



HELPFUL TIPS

1. If you need to get **back to the top** of a long webpage? Just **hit the Home button** on your keyboard. It is in the keys above the arrow keys. This also works in many other programs
2. Do you know the difference between **APPLY AND OK**?
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 re-boot, it would be back to the original setting. If you were to click **Apply** then **OK** the adjustment **would be permanent**.
3. To move quickly along a line of text hold down **CTRL** and **Arrow Key** to the position you want to be in on that line. This makes the cursor jump a word at a time.
4. On the computer there are often a few ways of doing the same thing. Hold down **CTRL** and **ARROW UP** takes you to the top of the page.
5. The function keys are useful, **CTRL** and **ALT** combined with other keys do all sorts of things and then of course there is the slow plodding way.

Would you like me to show you a few of these actions on the screen at the next meeting? Please Email your reply to me.

The Next Meeting of
Computer Pals for Seniors, Galston & District Inc
will be at History Cottage 412 Galston Road,
Galston
on Friday 21st January 2011, at 10.00 am

*Think of the beauty still left
around you and be happy.*



Editor: Rosemary Ansley
Phone: 9651 2175
E-mail : gransy@tpg.com.au

