

Computer Pals for Seniors Galston and District Inc.

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The President's Desk

Several members have expressed concern recently regarding certain aspects of online financial transactions.

The Banks all over the world use a security system known as **Advanced Encryption Standard (AES)**. This has several different versions but all of them are secure to use. Recent research has indicated that there is a programme that could possibly break this encryption system. However if this programme was to be used it would take longer than a lifetime to break the security encoding. The person using it would never live long enough to see the results.

It is evident that Banking security systems are very secure in themselves. If there is any danger it would be from the public not keeping their login and passwords secret themselves.

Credit Card details have been obtained and used illegally on a few occasions. However if bank accounts are checked regularly and any suspicious transactions reported to the bank concerned, the loss should be recovered from the bank's insurance cover.

Online transactions to purchase goods are becoming very popular through using programmes such as **Ebay** and **Discount Warehouse**, which are some amongst many.

If you wish to ensure your financial safety using these organisations you should consider joining **PayPal**. This programme is very secure in guarding your financial details and transactions.

At our next Workshop on Friday 18th March we will be showing you a video presentation on the use of **PayPal** and we look forward to seeing many of our interested member attending.

J. 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 18th March, 2011,**
at 10.00 am

We will be showing you a video
presentation on the use of
PayPal at our next meeting
on 18th March.



From the Secretary

Hello Members,

We hope to see you all at the next meeting of Computer Pals on **18th March**
AT HISTORY COTTAGE Galston Road, Galston.

PLEASE NOTE THE MEETING STARTING TIME.....10 am
(9.00 for Committee)

We extend a warm welcome to our **New Members.....**
Maree Malvern, Terri Hezlett, Pam Dalrymple, Elizabeth Green,
Judith Davies, Alan Nicol, Jan Ingram, Suzanne Griggs and
Diane Hobden.

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.

Many thanks Nada

MEETING DATES

2011

18th March

20th May

15th July AGM

16th September

18th November

TUTORS MEETING

23rd September



QUIZ

All the past news letters can be found on our website.....

www.cpalsgalston.org.au **Have you looked at it?**

The response from the last Quiz showed me that it was too difficult so I will try making this much easier.

1. In Word how do you find synonyms?
2. How do you start a new page before you've reached the end of a page?
3. How can I increase the size of the font using the mouse and keyboard?
4. Which is the friendliest key on your keyboard?
5. Does the right button on your mouse do anything?
6. What is a drop down menu?
7. What does the Save Icon look like?
8. Can you redo something you have undone?
9. How would you select (Highlight) a line using the keyboard?
10. What is Windows Explorer?
11. Where do you save all your Data? What is a folder and what is a file?
12. Can you reduce the size of a picture to email it as an attachment?
13. Can you send the same email to many people without each person aware of this?
14. What does **bcc** mean? What does **cc** mean?
15. How do you change the colour of your text?
16. How do you make a Text Box, give it a border and change the fill colour?
17. What is an URL? Where would you find it?
18. What is a Web Search Engine? Can you give an example?

How to make Word 2007 always save in 2003 format?

Not everyone has updated to the 2007 edition of Microsoft Office. So a problem arises as we email them a Word 2007 document without converting it into 2003 format.

However, it is possible to make Word 2007 always save in 2003 format.

By changing a few settings, we can make Word 2007 save automatically in 2003 format. This means that we won't have to convert a document each time we have to send one.

Follow these steps to make **Word 2007** always save in **2003 format**:

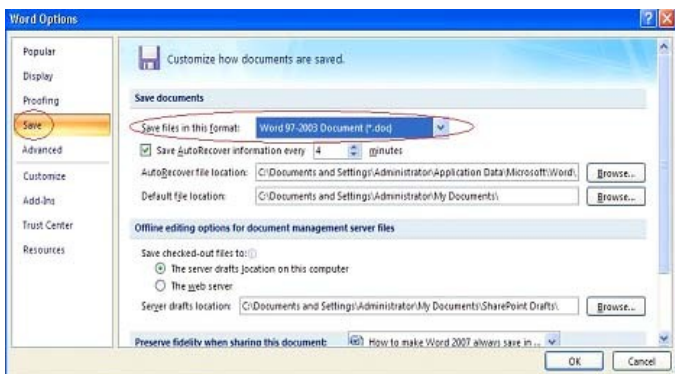
1. Open Word 2007.
2. Click on the Office button top left of the window.



3. Click on the Word Options button at the bottom of this window



4. The Word Options dialog box will appear.
5. Select the Save tab on the left.
6. Select "Word 97-2003 Document" from the menu of "Save files in this format".



Remember that **Word 2007** will always be able to read **Word 2003** documents but **Word 2003** will **NOT** be able to read **Word 2007** documents.

Word 2007 extension is **.docx**

Word 2003 extension is **.doc**

7. Click on the OK button.

After this you will never have to worry about mistakenly emailing the incorrect format of Microsoft Word 2007 to anyone. The same procedure can be used to change the settings of Microsoft Excel 2007.

Make use of your computer

Do you really just want your computer for typing letters, sending emails and surfing the net? There is so much more to learn and enjoy and all the little tips in the news letters are just scratching the surface of what your computer is capable of. Try them out, you will be surprised how much fun it can be.

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

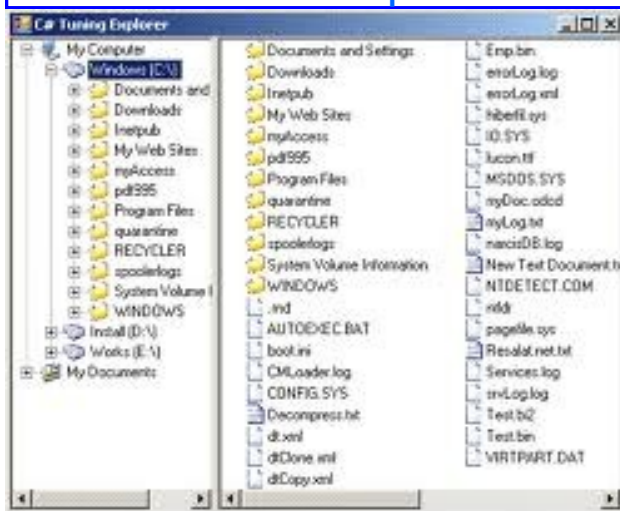
NOTICE FOR MEMBERS

1. The Committee have decided to discontinue the payment of **POST TUITION FEES**.
2. If you have completed your lessons and after some time feel the need for more, the **JOINING FEE** would not have to be paid again, just the cost of the lessons.
3. After finishing your lessons and as long as you remain on our mailing lists you will continue receiving the **NEWS LETTER**. If you want to discontinue getting the News Letter, please let Rosemary know. gransy@tpg.com.au

Find a Way To Get Organized

You should get your computer organized. I'm sure you've seen those computer desktops with a zillion shortcuts on it. That's no better than leaving papers all over your office. There's a reason why in computer language they are called files and folders. Treat them like their real world companions and they will be easier to find, to work with and be more secure all at the same time.

Windows Explorer



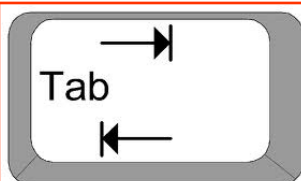
You thought file management was just for paper files? Think again. It's just as important to keep the files on your computer organized and up-to-date. Just as with paper files, the goal of computer file management is to ensure that you can find what you're looking for, even if you're looking for it years after its creation.

You should become familiar with

Windows Explorer for this purpose.

Holding down  and  will give you the

Windows Explorer window.



HELPFUL TIP—The Tab key

Keyboard shortcuts are awesome. Possibly the biggest time saver is the Tab key. It might say **Tab** on it or it might have **two arrows** – one pointing right and one pointing left.

What the Tab key allows you to do is to move your cursor from field to field. This is especially time-saving when going through a form. **Try it**, just hit the Tab key a few times to see where the focus ends up. You'll see a dashed line around whatever you tabbed to, or a blinking cursor if it's in a text field. If you go one field too far, hold down your **Shift** key and then hit the **Tab** key once to go back one element. I use these shortcuts all the time when **my mouse dies**.

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



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