



# Computer Pals for Seniors Galston and District Inc.

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## November 2010



## The President's Desk

Christmas is not far away now and I am sure that you will be making your wish list for Christmas presents before very long. Well we have some good news for you at this time because our next meeting to be held on Friday 19<sup>th</sup> November is our **Christmas Party**. We will have a few door prizes and a lucky dip for our attending members, which should make for an interesting time.

As well as that we have another presentation for you all on the subject of Skype!

So make a note for your diary and come along and have a great time.

I would, at this time, like to thank the Committee and all our volunteer tutors for giving of their time so freely. I hope that you have all enjoyed your time with us this year and if you have any subject that you would like a presentation on, please let us know and we will try to arrange it for you.

That's it for this time so I will wish all our members a  
**Merry Christmas and a Happy New Year.**

*John Eland*

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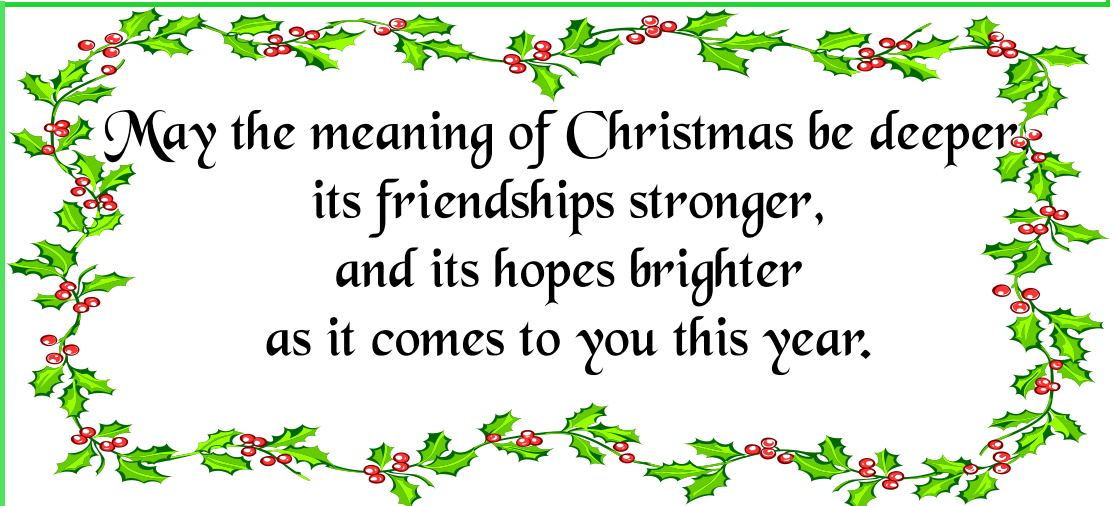
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The Next Meeting of  
Computer Pals  
for Seniors,  
Galston & District Inc  
will be at  
History Cottage,  
412 Galston Road  
**on Friday 19th  
November 2010,  
at 10.00 am**



May the meaning of Christmas be deeper,  
its friendships stronger,  
and its hopes brighter  
as it comes to you this year.



## From the Secretary

Hi Everyone

We have come to our last meeting for the year, and as always we wonder where the year has gone, so I urge everyone to attend and make this a very special meeting. We will be introducing a new item, which is a small quiz. This we hope is a fun way of encouraging a good discussion which should be a benefit to everyone and to help you to understand the tips that are written into our Newsletter every month. So study up on the tips and have your questions ready. The next demo will be on Skype. These demos are always informative. We hope you enjoy our gatherings and will let your friends know all about us and introduce them to Computer Pals by bringing them along to our meetings.

We welcome our new members **Richard Bond, Janette Coyle, Mario and Margherita Mobilia.**

We hope you enjoy your time with us. 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. Snail mail is tedious, slow and costly.

### REMINDER

OUR NEXT **MEETING-cum-WORKSHOP** of **COMPUTER PALS FOR SENIORS**

WILL BE OUR **CHRISTMAS PARTY**, AT HISTORY COTTAGE Galston Road, Galston

on **Friday 19th November, 2010 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

**Ray Gosling, Frank Clark, Judy Makkink, Charmaine Nati, Margaret McKinley, Celia van Tilberg, Alan Buxton, Judith Gemmell.**

*Many thanks, Nada*



There will be a Demo on Skype  
at our next meeting on Friday November 19th, 2010

## What does Defragmenting Your Hard Drive Mean?

Imagine your hard drive is like a book, with many pages of text. When you delete files from your hard drive, it is like erasing scattered words or paragraphs throughout the book. These deleted files may be spread around on different pages and in different chapters.

On your computer, these are different locations on your hard drive.

When you add (save) new files to your hard drive, the computer attempts to fill those scattered erasures with the new files. If the new file doesn't fit into the "hole," the computer breaks up (or fragments) the file and puts the rest of it into the next available space. Because files are constantly added and removed from a hard drive, over time the files become fragmented.

Imagine how much longer it would take you to read the book if a paragraph were fragmented with a few words on one page, a few more words on another page, and the rest of the words on yet another page. It would be easier for you if the sentences were rearranged in order. It's easier (and faster) for your computer if the fragmented files are rearranged in order too.

The computer automatically keeps track of where the files are and how they are divided. But imagine how complex the situation becomes when hundreds and hundreds of files are fragmented and scattered over a large hard disk.

The reason you want to defragment is because the hard drive works longer and harder to read files that are scattered in different locations.

A Disk Defragmenter comes with Windows.

Click **Start Menu** Click **Programs** Click **Accessories** and Click **System Tools**.

Then choose **Disk Defragmenter**.

In the next dialogue box that appears, choose the drive you wish to defragment (usually C:)

It takes a while. It depends on the size of the disk and the amount of fragmentation. It checks the hard disk for errors and then defragments.

Defragment every two months or so. If you frequently add and delete files, you should do it more often. Sometimes programs running in the background, such as anti-virus programs, even screensavers, can interfere with the defragmenter completing its job. If this is the case, you need to make sure all programs running in the background are shut down before starting the defragmenter.

**The trouble with retirement is that you never get a day off.**



## QUIZ

As you will remember, at our last meeting we discussed our magazine and whether, as members, there is anything that you would like to change, or add, and in particular whether you find the “hints” and “tips” beneficial.

As a consequence, at the meeting it was decided to create a quiz in each issue, 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 → → → → → → → → → →  
The answers will be discussed at the meetings.

**Did you know that you can see all the previous News Letters at our website [www.cpalsgalston.org.au](http://www.cpalsgalston.org.au)**

- Issue: November 2005** What does the backspace key do when viewing a page on the internet?
- Issue: February 2006** In Excel when you enter formulas or type function names in **Lowercase** letters, what verifies that you have typed them correctly when you press enter?
- Issue: April 2007** Once you have chosen Page Set Up from your file menu, what is the next step to change your default margins?
- Issue: November 2007** Using your mouse wheel how would you make your text larger or smaller?
- Issue: April 2007** Where is the scroll bar and what does it do?
- Issue: July 2008** You have often heard the expression DPI. What does it mean? If it has a high number, what is it indicating?
- Issue: July 2008** What does the part of a filename after the dot indicate? eg .jpg .doc .pdf .exe .xls etc
- Issue: January 2008** You all know how to insert a picture into a Word Document but when you want to wrap the text around it, which toolbar must be visible in order to do this?
- Issue: January 2009** One way to double-space a document is to select the text required. Then, which key would you use in conjunction with the “Control” key to create double-spacing?
- Issue: March 2009** To view open documents side by side where should you click and is it right or left click, to get the option?
- Issue: July 2009** How would you cut and paste selected text using your keyboard?
- Issue: January 2010** When ‘surfing the Net’ you come across a page you would like your friend to see. Can you remember how to immediately send this page by email to your friend? (Internet Explorer)
- Issue: September 2010** Indicate three characters that are forbidden to be used in file and folder names.
- Issue: November 2010** If you have typed in UPPERCASE by mistake, how would you correct this after selecting the text, using your keyboard.
- Issue: November 2010** Do you know how to copy groups of selected text from various files into the document you are working on all at the same time?



## Word Tips

- Caps Lock problems in Word?** To correct the text that has been affected by Caps Lock by mistake, select that text and then press **Shift + F3 up to three times** to cycle through the various case change options.
- To quickly select a paragraph just **double-click in the left-hand margin**.

## Windows Shortcuts for Natural Keyboard Keys

- \* Windows Key + D to show the desktop
- \* Windows Key + E to start Windows Explorer
- \* Windows Key + F to open Search
- \* Windows Key + F1 to open Help
- \* Windows Key + L to lock the desktop or switch users
- \* Windows Key + M to minimize all windows and show the desktop
- \* Windows Key + Shift + M to restore windows that were minimized with Windows + M or Windows D
- \* Windows Key + U to open Ease of Access section
- \* Windows Key + Pause/Break key to open System Properties



Everyday is a gift, that’s why they call it the present.

**Your friend is the person who knows all about you, and still likes you.**



## **E-mail Etiquette**

E-mail is fast, cheap and probably the most important Internet application. It's also the one we mistreat the most.

### **Don't pester your colleagues, friends and relatives.**

Don't send urban myths and false virus warnings. Check any stories and warnings before you pass them on.

### **Attachments**

1. Keep your attachments to a reasonable size. Large attachments can take ages to download and can completely foul up the recipient's inbox.
2. Make sure your attachments are readable. The receiver has to have a program that can read your attachments.

### **Addressing**

1. Put a relevant and short subject line on your mail. You don't want people to think your mail is spam.
2. Don't send messages with blank subjects, these look like viruses.
3. Many people won't open mail from names they don't recognize.

### **General principles**

1. Never respond to spam in any way or form. Don't reply, don't look at the sites they advertise.
2. Typing in capital letters is the same as shouting. Don't overuse capitals.
3. Don't assume mail is instantaneous. It can take hours or even days to be delivered. Even then, the recipient may not be at their computer.
4. Don't assume the recipient is chained to their desk. An e-mail invitation to a meeting in an hour or to dinner tonight may not get read for a few days. If you need them urgently, phone them.
5. If the mail comes back with an error, read the message. While the messages may be cryptic it will usually tell you why the mail was rejected. Don't assume your colleague has died or been sacked just because his mailbox is full.



### **Security**

Be careful about what you discuss. E-mail is not private and it could go anywhere on its way to the sender. If you wouldn't want to see it on the evening news then don't write it.

E-mail gets stored all over the place, particularly on corporate servers. Don't assume that anything you have deleted has gone for good.

### **E-mail is one of the most basic and useful Internet tools.**

Getting it right makes it even more effective. Keep it simple, keep it cheerful and make sure the other person can read it without getting upset.

## **Question and Answer (WORD)**

**Can I copy more than one block of text from various files to the clipboard, then paste everything into the document I am working on?**

**Yes!** This feature is called "**Collect and Paste.**" Just copy up to 12 blocks of text (24 blocks in Word XP/2003), then, when you're ready to paste use the **Clipboard** toolbar in Word 2000 or the task pane on the right side of the screen in Word XP/2003 in Word 2007 it is on the HOME tab. You can paste everything at once, or individual items in different locations. Hover the mouse over the icons on the **Clipboard** toolbar or on the task pane on the right side of the screen to get a preview of the content.

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will be at History Cottage 412 Galston Road,  
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**The best things in life are not things**



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