



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 10

ISSUE 1



President's Message

Christmas is over for another year and now we're looking forward to what changes the New Year will bring. For those of you who were able to meet with the family, we hope that it was a wonderful time for all of you. Those with young grandchildren probably enjoyed Christmas morning the most. Lunch of course usually results in eating too much (who cares about diets at this time of year!) and the afternoon siesta was probably enjoyed by more of us "oldies" than usual.

So what's been happening with the club while we've been enjoying the vacation?

For a start, we now have 15 licences for *Windows 7* and I know that members of the Technical team are champing at the bit to install them as soon as possible. The current *Vista* courses should prove quite suitable for many of the features of *Windows 7* (an awful name, isn't it! – You'd think that Microsoft's think tank could have come up with something more imaginative), however, it will take some time for the new courses specific to *W7* to be written – in the meantime, those people who have purchased the new operating system can enrol in any *Vista* courses they have not taken so far.

The Telstra mobile phone workshops will commence on Friday, 5th February (the second Friday of our courses) and those people who have attended Workshops 1 and 2 will be attending the morning sessions at 9:00am and 11:00am, while the people who wanted to start the workshops in 2010 will be in a group at 1:00pm. The names have been removed of all people who indicated that would be starting the workshops at the end of last year but did not attend either of the workshops. If they wish to undertake the workshops in 2010, they will have to reapply and the courses will be conducted after all other workshops have been completed.

Everyone continuing with workshop 3, or starting with workshop 1, will be notified by e-mail (or telephone in a few cases), so keep a watch on those mail boxes towards the end of January.

Please remember, if you change your e-mail address, let us know as soon as possible so that we can keep in touch.

As this is our tenth year of operation, we have a few extra things planned, but the committee would appreciate ideas that any of our members have. We'd like to involve as many people as possible with the decision-making, so please take advantage of the **Suggestion Box**. Better still, TALK to any of the committee members about your ideas.

There was no committee meeting during December, but we'll be meeting on Monday, 18th January to organize for the start of the new year. Keep up to date with what is happening by reading the Newsletter and information about courses on our website and also on the notice-boards in the vestibule outside the clubroom (That's where the latest information is displayed.)

Till courses restart, enjoy yourself as much as you can – we'll help you enjoy the rest of the year!

Bruce

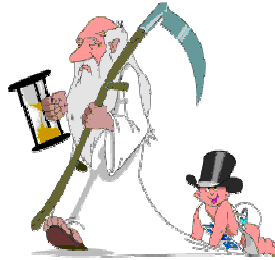
Happy New
2010

Committee Report

As there was no committee meeting in December, a report is not available. The first committee meeting for 2010 will be held on 18th January.

Don't forget to print the 2010 calendar that is available on the Club website

HAPPY NEW YEAR



Course Sessions: Tuesdays, Wednesdays, Thursdays of each 5 week session

8.45 - 10.15 am

12.15 - 1.45 pm

10.30 - 12 noon

2.00 - 3.30 pm

Extra courses will be scheduled on Friday mornings when demand is high.

Information regarding activities and dates appears on the *Members* page of the Website.

IMPORTANT DATES TO REMEMBER:

Enrolment Day: Friday, 12th February, 10am - 11.30

Members' Morning Tea: Monday, March 22, 10am

COMMITTEE

<i>President</i>	Bruce Deitz	<i>Vice President</i>	Roger Cornish
<i>Secretary</i>	Maura Rainbow	<i>Treasurer</i>	Maree Field
<i>Assistant Treasurer</i>	Mervyn Pope	<i>Technical</i>	Neville Clifton
<i>News Editor</i>	Daphne Luker	<i>Social</i>	Dawn Howe
<i>Education</i>	Bert Haig	<i>Tutor Rosters</i>	Mitzi Gordon
<i>Rosters</i>	Carolyn Keane	<i>Assistant Rosters</i>	Denise Brandon
<i>Committee Member</i>	Michael Pitt	<i>Committee Member</i>	Jo Moonen
	<i>Immediate Past President</i>	Lindsay Threadgate	

The committee members listed above may be contacted via the links on the **ABOUT US** page on the club website under **CONTACTS**.

Our constitution, as amended at the 2008 AGM, is available to be downloaded and read via the link on the Member's page on the website.

*Listed below are the vacancies that exist in Session 1 & 2 courses for 2010 :
(as at 29th December 2009).*

Session 1

2010	Tuesday 2nd February	Wednesday 27 th January	Thursday 28 th January
8.45 - 10.15	VISTA STAGE 1 full	INTERNET STAGE 1 1 vacancies	DIGITAL PHOTO STAGE 1 full
10.30 - 12.00	XP FILE MANAGEMENT 3 vacancies	VISTA STAGE 1 1 vacancies	XP STAGE 2 2 vacancies
12.15 - 1.45	WORD 2007 STAGE 1 7 vacancies	DIGITAL PHOTO STAGE 2 4 vacancies	WORD 2002/2003 stage 1 6 vacancies
2.00 - 3.30	VISTA FILE MANAGEMENT 2 vacancies	VISTA STAGE 2 full	EMAIL STAGE 1 full

Session 2

2010	Tuesday 2nd March	Wednesday 3 rd March	Thursday 4 th March
8.45 - 10.15	XP STAGE 1	WORD 2007 STAGE 1	WORD 2007 STAGE 2
10.30 - 12.00	XP FILE MANAGEMENT	TO BE DECIDED	INTERNET STAGE 2
12.15 - 1.45	VISTA STAGE 3	VISTA STAGE 1	VISTA STAGE 2
2.00 - 3.30	EXCEL 2007 STAGE 1	EMAIL STAGE 2	INTERNET STAGE 1

The following joke was submitted by Roger Cornish. Thanks Roger, for your contribution.

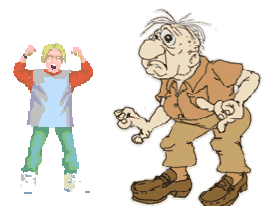
A woman in a supermarket is following a grandfather and his badly behaved 3 year-old grandson. It's obvious to her that he has his hands full with the child screaming for sweets in the sweet aisle, biscuits in the biscuit aisle; and for fruit, cereal and pop in the other aisles.

Meanwhile, Gramps is working his way around, saying in a controlled voice, "Easy, William, we won't be long . . . easy, boy." Another outburst, and she hears the granddad calmly say, "It's okay, William, just a couple more minutes and we'll be out of here. Hang in there, boy."

At the checkout, the little terror is throwing items out of the cart, and Gramps says again in a controlled voice, "William, William, relax buddy, don't get upset. We'll be home in five minutes; stay cool, William."

Very impressed, the woman goes outside where the grandfather is loading his groceries and the boy into the car. She said to the elderly gentleman, "It's none of my business, but you were amazing in there. I don't know how you did it. That whole time, you kept your composure, and no matter how loud and disruptive he got, you just calmly kept saying things would be okay William is very lucky to have you as his grandpa."

"Thanks, lady," said the grandfather, "but I'm William . . . the little brat's name is Steve."



Social Report

To All ComputerPals.

I'd like to wish

Happiness, Good Health and Fun

In 2010.

We'll look forward to some Fun Picnics,

Coach Tours,

Great Morning Teas

And

Lunches.

Cheers Dawn..... Soc. Sec.



Pal's Christmas Lunch

HAPPY NEW YEAR

Bits and Pieces

So Far

Courses for 2010 will begin on Wednesday 27th January. To check availability of courses please phone 4961 6576 during office hours.

And the Next Course?

An outline of the courses is available on the website and on notices in the Clubroom. If you need further explanation, the Tutors will be more than happy to advise which course is the most suitable for you to take. **As demand for the courses is high it is imperative to enrol early and confirm your position by forwarding your payment.** *Please check that a vacancy exists in the course before sending payment.* Most Courses are repeated in later sessions.



We welcome all of the new members at Newcastle ComputerPals. A full list of members who have recently joined our club will be published in the February edition of the newsletter.

We hope that you enjoy the many benefits of belonging to Newcastle ComputerPals and enrol in the courses that interest you. The Tutors and their assistants are also Seniors and conduct the courses in a relaxed atmosphere. They remember how daunting it was when they started out so are able to empathise with all of those who are new to the world of Computing.



Congratulations and Best Wishes

For our members who are celebrating birthdays and anniversaries - **Congratulations!**

To those who are ill our best wishes for a speedy recovery.



Condolences

To all of our members who have lost loved ones recently, please accept our condolences.

Remember

ASCCA's Newsletter and its informative items can be accessed on the web site:

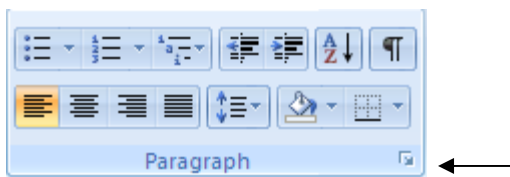
<http://www.ascca.org.au>

Tips and Hints

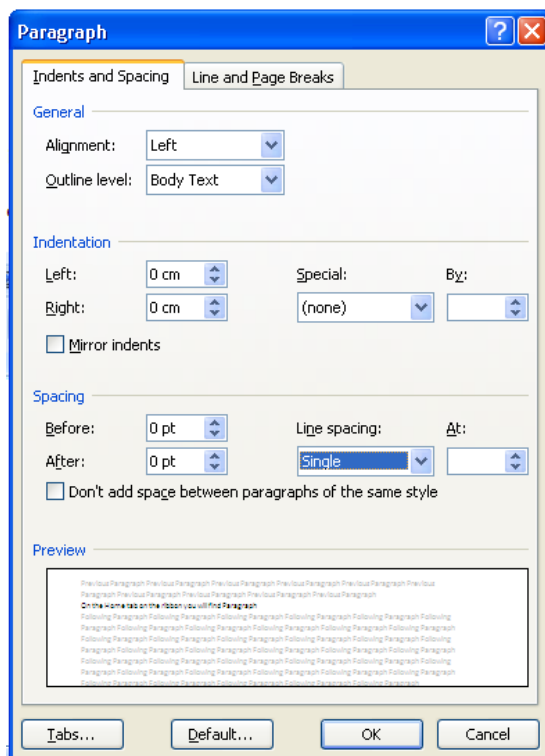
I had been having a problem with the line spacing in MS Word 2007 and try as I might I could not get it right. After finishing teaching a class at ComputerPals, I walked into the lunch room and who was sitting at the table (with a laptop in front of him) but Bruce. My problem was solved on the spot and as one of the other tutors had also had the same dilemma I thought that some of you might just benefit from the lesson given. *(We tutors may not get paid but we certainly are rewarded with the wonderful information that we receive while we are at the club).* *Daphne*

To change line spacing in Word 2007

On the Home tab on the ribbon you will find Paragraph.



Click on the little arrow (as indicated) and in the window that opens ensure that in the **Spacing** area there is a **Zero** in the **Before** and **After** box and that the line spacing is **Single** (as the diagram below)



Finally click **Default** and **OK**. This is now the default setting for MS Word on your computer.

An optimist stays up to see the New Year in. A pessimist waits to make sure the old one leaves. *Bill Vaughan*



More Tips and Hints

Lost Your Key?

It happens, we have our Windows installation disks, but the product key is nowhere to be found! Usually it's located on a sticker stuck somewhere on our computer case, but what do you do in those other instances? Panic?

Nope, just look for a product key finder!

Your product key is actually located right within your Windows registry, and where back in the days of Windows 95/98 it was as simple as going hunting, today's keys are encrypted, making them far more difficult to find/identify. That's where a key finder comes in! The one I use is called "Magic Jellybean Keyfinder", which locates and decrypts keys for Windows 95, 98, ME, 2000, XP, Vista, 7, Server 2003, Server 2008, Office XP, Office 2003, and Office 2007. Do a Google search for it – it should be the first result.

Then just run the program and follow the instructions. You're looking for a number formatted like xxxxx-xxxxx-xxxxx-xxxxx-xxxxx – five sets of five letters and numbers. Write it down and keep it for the next time you format! *This handy information was submitted by Dawn Howe*

Above the Table in MS Word

Have you ever created a table in MS Word at the beginning of a document, only to find that it was a mistake? I mean, since you began the document, you've probably redone the layout and some of the text just has to go above that table.

But, of course, you're learning the hard way that MS Word isn't going to cooperate very easily.

Every time you try to get to the top of the document (that is, above the table), you end up in the first cell or with an entire column highlighted.

No matter what you do, you're stuck in that table!

You can get the text below the table, but there's just no getting above it!

Or is there?

Don't give up on that table just yet. And by all means, don't delete it to start over!

Try this quick little trick to get to the top.

Use the key combination of **Ctrl + Home** and then (*after releasing the keys*), hit the **Enter key**.

Voila!

You've got a line above your table, with no starting over or frustration required!

Thanks to April from World Start for this tip.