



SeniorNet Kapiti Inc.

39 Hinemoa Street
Paraparaumu

Phone 298 9388

email: seniornet.kapiti@xtra.co.nz

Web page: <http://kapseniors.ocron.net.nz>



*We Wish you all A very Happy Christmas & A
Happy & Healthful New Year, God Bless*

Fred Van Soest

Colin Watkinson

Lois Goodsell

Georgie Lowe

Peter Thomson

Pat Stephens

Louis Brinck

Reg Platt

Jim Heron

Gordon Wykes

John Penny



NOTE. Aoraki help desk Ph is 0508-736-467 between 9am & 4 pm

DISCLAIMER

This newsletter is published for SeniorNet Members. It's contents are offered in good faith. However no liability can be accepted for any errors or inaccuracies that it may contain.

CHAIRMAN'S REPORT

Greetings to you all. It is that time of year again. Our membership is quite steady with new members joining, helping to replace members who have resigned, but we still need members ,so if you have friends who are interested bring them along on our open day in February .Aoraki have gave us support during the year ,which we have appreciated. Please look at the timetable and come along to our classes. If there any classes we have not advertised , please contact us and we will try to assist you. Thanks to the members who have taken classes and filled in the forms for Aoraki ,as we are required to give them this information to receive funding ,which helps us to keep our expenses down , also thanks to the Lion Foundation for their help.

Again I wish to thank the Committee and the Tutors for their assistance and their time during the year for the smooth running of SeniorNet.

Lang May Your Lum Reek

Jim Heron

Tutors Please Take Note

THE Christmas get together will be on Thursday December 1st at Lois & Reg's home at 6 Fiesta Grove Raumati Beach. In order to assist catering can you please call Lois with your acceptance. time 10 am Ph 9047558

Welcome To New Members

Lorna Middlecoat
Whakapaki Brown
Jan Smith
Lynette Bell

Beth Graham
June Pinnell
Bruce Smith

Russell Wilkins
Eunice Hodson Walker
Olive Mihailof

CD's and DVD's

CD-R Write once

CD-RW Can be recorded more than once

DVD-R, DVD+R, DVD+RDL Can only be written once

The recorded Data cannot be Erased or Changed

DVD-RW,DVD+RW,DVD-RAM

Discs can be recorded more than once

CARING FOR YOUR CD's

Keeping your discs working

Dirt, dust, fingerprints, scratches and grime can cause your disc not load or play correctly

HANDLING & CLEANING

Handle the disc only by the outer edge or the centre hole to prevent fingerprints and smears on the surface.

Never touch the recording surface [unlabeled side]or set it down on a hard surface.

Use a soft, lint- free cloth for cleaning the disc to remove spots, dust, or fingerprints.

Handling & Cleaning

Always wipe from the centre to the outer edges and never wipe in a circular motion

Do not use abrasive or solvent cleaners, CD disc cleaners, or conventional vinyl record cleaning solution on the disc.

Chemical-based cleaners and cleaners that are safe for audio CD's might not be safe for CD or CD-RW discs.

DIARY 2006

Thursday 12th January Executive Meeting 9.30 am

Tuesday 7th February Open day at centre 9.30 am

Thursday 9th February Exec Meeting 9.30am

Monday 13 February 1st period term 1 starts

Thursday 16th February Q & A at the Centre

Thursday 9th March Exec Meeting 9.30am

Friday 10th March 1st period term 1 ends

Monday 13th March 2nd period term 1 starts

Thursday 16th March Q & A at Centre 9.30am to 11.30am

Friday 7th April 2nd period term 1 ends

April 8th to 30th April Break

Monday 1st May 1st period term 2 starts

Thursday 11th May Exec Meeting 9.30am

Thursday 18th May Q & A meeting at centre 9.30am

Friday 26th May 1st period term 2 ends

Monday 29th May 2nd period term 2 starts

Monday 5th June Queens Birthday

Thursday 8th June Exec meeting 9.30 am

Thursday 15th June Q & A meeting Centre 9.30am

Friday 23rd June 2nd period term 2 ends

June 26th to July 16th break

Classes for 2006

1st period

Monday February 13th to March 6th 9.30 to 12.00 noon

Introduction to Windows 98 / Xp

Monday 13th February 2..00pm to 4.30pm

Files / Folders / Disc Management

Tuesday 14th February to 7th March 9.30 to 12.00noon Word

Tuesday 14th February to 21st February 12.00pm to 2.0 pm

Introduction to computers (Beginners)

Tuesday 7th February to 14th February 2.00pm to 4.30pm

Email / Web browsing

Wednesday 15th February to 8th March 9.30pm to 12.0 noon

Creative Graphics

Wednesday 15th February to 8th March 2.00pm to 4.30pm

Power point

Thursday 16th February to 9th March 12.00pmto 2.30 pm

Photo Imaging / Editing

Thursday 16th February to 9th March 2.30pm to 4.30 pm

Introduction to 98 / Xp

Friday 17th February to 10th March 9.30pm to 12.0 noon

Files / Folders / Management

Friday 17th February to 10th March 2.00pm to 4.30 pm

Advanced Graphics

From Lois

A Merry Christmas And A Happy New Year to everyone. This year has passed so quickly as always. Im sure the older we get the faster the time goes (That's Because We Are All So Busy). Our schedule for theNew Year has had some changes, to give our Tutors a break. As I will not be in charge of the Tutors after the next term, I wish to thank the members who supported us by becoming Tutors. In the news letter we will be explaining the changes. Looking forward to seeing you in the new classes.

Lois

Kapiti Coast *Grey Power* Association

PO Box 479
Paraparaumu 6450
Phone (04) 902 5680
email:kapitigreypower@paradise.net.nz



**The Active Organisation protecting the rights
of senior citizens and others over 50 years.**

Pop into our offices, at the Community Services Centre, Coastlands Shoppingtown, and find out what we have to offer.

Find out about our Shoppers Discount guide and the Odd Job scheme - obtain literature - and while you are there have a cuppa and chat with our friendly staff.

Our office hours are **Monday to Friday 10.00am to 4.00pm.**

Short Courses.

We have a series of software programs that are available to be run as short introductory workshops, these offer plenty of scope for the more adventurous students.

The past two terms have been rather slow in attracting members to try their skills in more progressive courses.

The management have decided to offer a more flexible approach to the timetable to allow members to sample a program of their choice by taking a short workshop. What we require is your input into what course you may be interested in, we can then arrange a time to suit.

The following programs are flexible enough to allow members to sample them on a one or two day basis and then possibly move on to an extended course of your choice.

Scanners

Digital cameras

CD burning

Power point

Photo imaging & editing

Paint Shop Pro studio

All the above are available as introductory workshops to allow you to sample what is available.

Please contact a member of the management committee, a minimum of three students are required.

Reg Platt

mexborough@paradise.net.nz

Tel. 902 3123

APPLICATION FOR MEMBERSHIP

Name.....

Address.....

.....

.....

Telephone No.....

Email.....

Please find enclosed my cheque for \$20-00 for my membership for the year ending 31 March 2007.

Please complete the form and return it to
Secretary, Seniornet, P O Box 522 Paraparaumu

COURSE STRUCTURE

Introducing Computers [or Getting To Know Your Computer]
has been set Up as a prerequisite to all other courses to accommodate:

- [1] The wide range of skills computer knowledge and learning rate of students presenting themselves for the first time.
- [2] The need of students to enter each of the classes at the same level.

SENIORNET USES THE FOLLO'WNG PROGRAMMES:

Microsoft Works Suite 2001
[This includes Word 2000, Data Base, Spread Sheet]
Paint Shop Pro 7, Publisher 2000.
Introduction to Windows 98 and XP
Explorer 5.5 and 6

NAME..... Ms. !Mrs.! Mr

ADDRESS.....
.....

PHONE No.....

EMAIL.....

TOTAL FEES PAID \$.....

Please indicate Window system you use ; 95 98 2000 XP

Membership No For Office Only

Member Sub Paid

Fees Date.....

WAIVER

From time to time some of our members voluntarily give help and advice to other members on matters relating to computers and associated equipment. This help or advice given in good faith, is taken solely at the recipients risk and imposes no responsibility or liability of any kind, either on those providing such help or advice, or on Senionet Kapiti Inc.

| | | | |
|------------------------|------------------|-------------------------------------|----------------|
| Jim Heron | Chairman | sparky@paradise.net.nz | 9021763 |
| John Penny | Treasurer | jepkapiti@paradise.net.nz | 9050483 |
| Georgie Lowe | Secretary | gallow@paradise.net.nz | 9021377 |
| Lois Goodsell | Committee | goodsell@paradise.net.nz | 9047558 |
| Reg Platt | “ | Mexborough@paradise.net.nz | 9023123 |
| Peter Thompson | “ | Peter_t@paradise.net.nz | 9023483 |
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| LoisBrinck | “ | jandl.brinck@paradise.net.nz | 9029295 |
| Pat Stephens | “ | patrizio@paradise.net.nz | 9058676 |
| Fred Van Soest | “ | fmvs@paradise.net.nz | 9059591 |

ly,
”



**“We haven’t been able to fix your server problem
but we have written a country song about it”**

The kids I was baby-sitting said they would like soup for lunch. As I searched the drawer for a tin opener, four year old John suggested that I use the electric opener on the bench. I stuck the can in and pressed down, nothing happened. I tried again and nothing. After my third unsuccessful attempt, I told the children they would have to have something else because the tin opener wouldn’t work. It always works for mum John said thoughtfully, but she plugs it in first

CYBER SPACE

The banking might be "virtual", but the crooks are real.

Internet banking makes it easy to access your bank accounts - for you as well as for the crooks. And according to police e-crime manager, Maarten Kleintjes, who spoke at our AGM, the easiest way to access your money is by going through you and your computer.

"Nobody has ever broken into the computer at the bank. They have 24-hour protection, behaviour analysis, that sort of stuff. The weak link is the customers' computers - that's where the attacks take place."



THREATS

There are three main groups of techniques for fraudulently accessing your bank accounts.

"Hacking" describes techniques that secretly attempt to break through your computer security.

"Malware" is short for "malicious software". It includes viruses and Trojan horse programmes that sneak on to your machine without you realising.

"Social engineering" describes techniques that target you rather than your computer.

It covers any scam that encourages you to divulge your account details, password or credit-card number. Social engineering includes phishing

[TIPS THAT PASS IN THE NIGHT

WORD Tip 1: To move a paragraph down by one line without creating another paragraph, place Insertion Point inside the paragraph and press Ctrl + 0 (zero).

WORD TIP 2: To place a tab marker precisely on the ruler accurate to .01 cm or inch, drag the marker while holding down both left and right mouse.

WORD TIP 3: Objects can be moved quite precisely by using the keyboard instead of the mouse. Select the object and use the appropriate arrow key.

To move a block of text, select the text, tap F2, and with an arrow key move the shadow cursor to the desired location, then tap Enter.

WORD TIP 4: To retrace the previous (max 4) locations of the Insertion Point, hold down Shift and tap F5. If you just opened a document, Shift + F5 takes you back to the location of the last thing you did before you closed it.

WORD TIP 5: Windows XP Tip -Whenever a programme crashes, you get that old annoying "Send A Report To Microsoft" pop-up window. We bet you want to scream when you see it? Right? Do you want to turn it off? Here's how:

1. Choose Performance and Maintenance from Control Panel.
2. Choose System and click on the Advanced tab.
3. Click on the Error Reporting button. The Error Reporting dialog box will appear.
4. Click on Disable Error Report to turn off the warning. If you'd like Error Reporting disabled, but want to be informed of dangerous system events, check the box next to: "But notify me when critical errors occur".

SENIORNET KAPITI

COURSE APPLICATIONS- TERMS 2005/6

Forward with fee[s] to:

Secretary,
Seniornet Kapiti,
P.O. Box 522,
Paraparaumu.

Please indicate below the COURSES you wish to attend.

| ✓ | COURSE | | \$ | TIME | DAY |
|---|-----------------------------------|---------------|------|------|-----|
| | Introduction to Computers | 2 @ 2 Hours | Free | | |
| | Flies/Folders and Disc Management | 4 @ 2 ½ Hours | 35 | | |
| | Introduction to Windows 98 /XP | 4 @ 2 ½ Hours | 35 | | |
| | Word | 4 @ 2 ½ Hours | 35 | | |
| | E Mail and Web Browsing | 4 @ 2 ½ Hours | 35 | | |
| | Digital Camera with CD Burning | 4 @ 2½ Hours | 35 | | |
| | Creative Graphics | 8 @ 2 Hours | 60 | | |
| | Intermediate Word Processor | 8 @ 2 Hours | 60 | | |
| | Photo Imaging and Editing | 2 @ 2 Hours | 20 | | |

All fees payable with your application.

Bracketed figures is course duration

We welcome a new member to our committee, Pat Stephens . From next year Pat will be looking after the tutors, holding meetings and placing students in classes. As we have more work in liason with Aoraki Lois will be concentrating on that task. We wish to thank Lois for the hard work in getting members to become tutors.

If you have any queries about classes i.e. Enrolling or changing times please contact Pat ph No 905-8676 Or email at mpatrizio@paradise.net.nz.



PC Challenge



Wishes a happy Christmas to all Senionet members
New computers, Upgrades,
Repairs, Peripherals, Servers,
Networks, Structured Cabling,
Web Designs.

For all your computing needs
Pop Into our Raumati Store and find out what
we have to offer. Find out about our store discounts

Margaret Road
Raumati Beach
Kapiti Coast



Thank You To Our Sponsors

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Print Room for their continued support
Dick Smith Electronics
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Aoraki Polytechnic

