



SeniorNet Kapiti Inc.

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Aoraki
Polytechnic

Sept 2005

Chairman's Report

Greetings to you all. I am still a little mixed up, having been in Scotland on holiday and leaving there in Autumn and arriving back here in Spring. While I was away and several members of the Committee were also on holiday, I wish to thank John Penney, Lois Goodsell and Colin Watkinson for the smooth running of SeniorNet.

The Q&A at the Centre on the **Third Thursday** of the month have been very well attended, due to Pat Stephens and Bob Kessler who are organizing subjects and speakers. Those members who have registered their E mail addresses will get notification of the meetings and asking for any comments and subjects they would like to comment on.

At the last Q&A we had David Hickman of second image, who gave an interesting talk on printers and print cartridges.

If you purchase cartridges from him he will give a discount to Senionet members.

Will you please note in the newsletter the workshops we are considering to run. As it is getting near Christmas you might want to make your cards, calendars, tags etc.

Our agreement with Aoraki is going well. If you have any computer problems take advantage of Aoraki's free number.

Lois Goodsell is looking for members to become Tutors and Assistant Tutors, please give it a thought.

Keep well.

Jim Heron
Chairman

NOTE: Aoraki Help Desk 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.

TERM 4 2005 TIMETABLE

Term 3 ends on Friday 30th September

Term 4 1st five week period begins Monday 10th Oct, ends Friday 11th Nov

Term 4 2nd five week period begins Monday 14th Nov, ends Friday 16th December

Applications for Term 4 Classes close on Friday 30th September

These are the classes available for Term 4

| | |
|---------------------------------------|------------------------------------|
| Introduction to Computers (Beginners) | 2 week course of 2 hour sessions |
| Introduction to Windows XP or 98 | 5 week course of 2 ½ hour sessions |
| Files & Folders & Disk Management | 5 week course of 2 ½ hour sessions |
| Word | 5 week course of 2 ½ hour sessions |
| Intermediate Word | 8 week course of 2 hour sessions |
| Creative Graphics | 8 week course of 2 hour sessions |
| Spreadsheet | 8 week course of 2 hour sessions |
| Database | 8 week course of 2 hour sessions |
| E-mail & Internet | 5 week course of 2 ½ hour sessions |
| Power Point | 5 week course of 2 ½ hour sessions |
| Digital Cameras & CD Burning | 5 week course of 2 ½ hour sessions |
| Scanning & Retouching | 5 week course of 2 ½ hour sessions |
| Advanced Graphics | 5 week course of 2 ½ hour sessions |
| Paint | 4 week course of 2 hour sessions |
| Gift Tags | 2 week course of 2 hour sessions |
| Zippping & Unzipping | 2 week course of 2 hour sessions |

Monday, Tuesday, Wednesday and Friday will have Sessions starting at 9-30am to 2pm;

12noon to 2pm; 2pm to 4-30pm. Thursday 12noon – 2pm and 2pm – 4-30pm.

DIARY SEPT 2005

| | |
|------------------------------------|---|
| Monday 10 th October | 1 st 5 week period Term 4 starts |
| Thursday 13 th October | Executive Meeting 9-30am |
| Thursday 20 th October | Q & A Session 9-30am – 11-30am |
| Monday 24 th October | Labour Day |
| Thursday 10 th November | Executive Meeting 9-30am |
| Friday 11 th November | 1 st 5 week period finishes |
| Monday 14 th November | 2 nd 5 week period starts |
| Thursday 17 th November | Q & A Session 9-30am – 11-30am |
| Thursday 8 th December | Executive Meeting 9-30am |
| Thursday 15 th December | Q & A Session 9-30am – 11-30am |
| Friday 16 th December | 2 nd 5 week period finishes |
| Break until Feb 2006 | |
| Tues 7 th February 2006 | 1 st 5 week period starts |
| Thursday 9 th February | Executive Meeting 9-30am |
| Thursday 16 th February | Q & A Session 9-30am – 11-30am |

Tutors Please Take Note

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

Nigerian Scam's

These emails can come from numerous sources and the authors claim to be all sorts of people. The email always involves an urgent appeal to move massive amounts of money through your bank account in exchange for a generous commission. They usually plead various restraints as their reason for needing to move the money through your account and will often insist that the transaction will be both legal and

These classes are subject to change depending on how many applications are received we can also try to fit in any other classes that we can tutor in if required. Spreadsheet & Database courses or Paint. If you think you would like to do a 2 hour workshop on some course this could be arranged if there is room in the schedule. We would also like to start up a practice session, but we have to have a Tutor available to cope with any subject.

1st 5 week period:

Mon 9-30am – 12 noon Introduction to Windows XP or 98
Mon 12noon – 2pm Digital cameras with CD Burning
Mon 2pm – 4-30pm E-mail & Web
Tues 9-30am – 12 noon Files Folders & disk Management
Tues 12noon – 2pm Introduction to Computers (for Beginners)
Tues 2pm to 4-30pm Introduction to Windows XP or 98
Wed 9-30am – 12noon Creative Graphics
Wed 12noon – 2pm Photo Image & Editing (2 weeks) then Gift Tags (2 weeks)
Wed 2pm – 4-30pm Word
Thurs 12noon – 2pm Introduction to Computers (for Beginners)
Thurs 2pm – 4-30pm Files Folders & Disk Management
Fri 9-3-am – 12noon Scanning & Retouching
Fri. 12noon – 2pm Intermediate Word
Fri 2pm – 4-30pm Advanced Graphics

2nd 5 week period

Mon 9-30am – 12 noon Scanning & retouching
Mon 12noon – 2pm Digital cameras with CD Burning
Mon 2pm – 4-30pm Files Folders & disk Management
Tues 9-30am – 12 noon Introduction to Windows XP or 98
Tues 12noon – 2pm Introduction to Computers (for Beginners)
Tues 2pm to 4-30pm Word
Wed 9-30am – 12noon Creative Graphics cont'd
Wed 12noon – 2pm Photo Image & Editing
Wed 2pm – 4-30pm Word

Thurs 12noon – 2pm Gift Tags (2 weeks) then Zipping & Unzipping (2 weeks)

Thurs 2pm – 4-30pm Files Folders & Disk Management

Fri 9-3-am – 12noon E-mail & Web

Fri. 12noon – 2pm Intermediate Word cont'd

Fri 2pm – 4-30pm Advanced Graphics

FROM THE TUTOR CO-ORDINATOR

Hi once again

Well we are into the last term of the year; I don't know where the year went.

We hope you have all enjoyed the courses that you have done.

If you think that you have not really taken in the whole course you have done, you are welcome to repeat that course 1 time free of charge. Sometimes this really helps.

Once again I am in need of New Tutors, as I keep telling you it is really quite easy. All you need is a bit of enthusiasm and a bit of patience and remember how you were when you started computing.

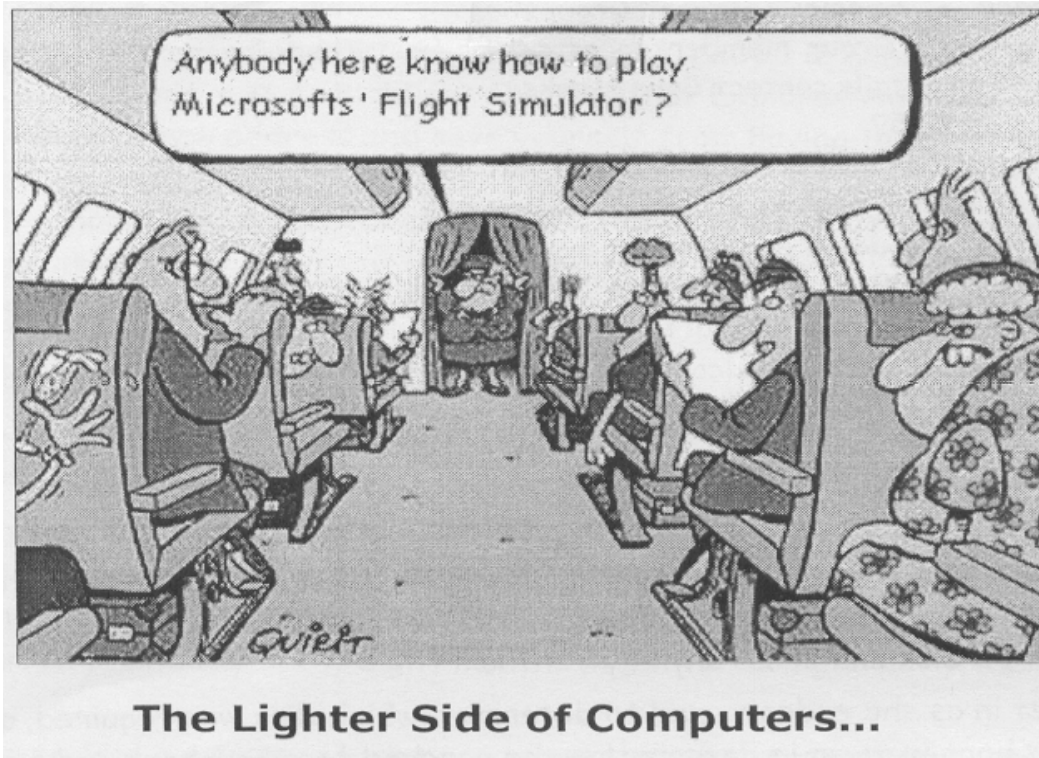
The more tutors we have the easier my task is, as we are all in the older age bracket we are inclined to go of on more holidays etc.

This would mean Tutors could have a well deserved rest. Remember we all do this as a voluntary position. If you could just do a couple of Terms at helping would be a great relieve. **PLEASE**

GIVE IT SOME THOUGHT. IT WOULD MAKE OUR LOAD MUCH EASIER

If you can help please either phone 904 7558 or e-mail me on goodsell@paradise.net.nz

Lois Goodsell



Use the On-Screen Keyboard

(It is said that this type of keyboard use defeats most 'keyloggers' used to pick up your bank login password. Just bring up your password screen, open this programme and type in your password).

An on-screen keyboard is built into Windows XP. It can be useful if you have mobility impairments, if you are using a tablet PC, or if your keyboard goes down. To access the keyboard, go to Start, then click Run, and type ask. Now the keyboard opens on your computer screen, featuring three typing modes you can use to type

data:

- Clicking mode, you click the on-screen keys
- Scanning mode, you press a hot key or use a switch-input device to type highlighted characters
- Hovering mode, you use a mouse or joystick to point to a key, which is then typed

FILE EXTENSIONS

FILE TYPE DESCRIPTION HOW TO OPEN THEM

Multimedia Audio/video Most video-players, such as Windows Media Player

BMP Windows Bitmap/Graphics file Microsoft Paint or any graphics programme

DOC Document file Microsoft Word for Windows and most word Processing programs

EXE PC Application Windows operating system

GIF Graphics commonly used for the Internet and most graphics programs

HTM or HTML Web Page Internet Explorer, Firefox, Netscape or any Internet browser

JPG or JPEG Graphics or photos Most graphics programs

MIDI MIDI Sound; simple music file Most music players

MOV or QT QuickTime Audio Video Apple QuickTime

MPG or MPEG MPEG, Most video players, like Microsoft MPEG Microsoft Media Player

PDF Portable document format Adobe Reader

PNG Public Network Graphic Most graphics programs

PPT PowerPoint File Microsoft PowerPoint

PSD Graphics File Adobe Photoshop

PSP Graphics File Paint Shop Pro

RTF Rich Text Format; Document Most word processors

SEA Macintosh Compressed Archive File

File Utility SIT Compress archive file Stuff it

TIF Graphics Most graphics programs, usually the more advanced ones

TXT Simple text file Notepad or any word processor and Web browsers

WAV Windows sound Most music players

WLS Excel Spreadsheet Microsoft Excel

ZIP Compressed Archive WinZip

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. 9023123

Thoughts on printers

If you need a monochrome printer (black on white), then you should be looking at a Laser Printer. Actually, there are now very few Domestic non-Laser Printers out there, these days, so your choice is very limited. About the only thing to look for is a printer that has a resolution at least 600X600 dpi. It must, of course, handle A4 size. Price-wise, I suggest you purchase the best you can, within your finances. A very good laser printer costs around \$300.

A colour printer, however, is a different kettle of fish. If you have an unlimited budget, you might look at a dye-sublimate type. The results are exceptionally good; however, the price is in excess of \$1000. At the other end of the scale, a very cheap desk-jet printer can be bought for \$65. I recently saw one of these "cheap" printers at \$65, but a set of 2 printer cartridges at the time cost \$64! At least purchase a printer in the range \$120-\$200. The cheaper printers do compromise on the materials they are made from. Very cheap units use plastic gears, and other moving parts, which generally last for about 24 months, given average use. If you can manage it, buy a printer that has a new print head incorporated within the printer cartridge. Many printers use a separate print head that is not replaced at the time a new cartridge is fitted. A new print head costs around \$300, and it would be better to purchase a complete new printer at this time. As a rule of thumb, you should purchase the best printer available, within your budget.

A few folk are purchasing "MFC's". These are combination units that do everything, FAX, Scan and Print. Bear in mind that these machines are a compromise in all fields. Whilst they do work, each individual function is a "Compromise".

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' MNG 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.....

Welcome To Two New Committee Members

Lois Brinck Email jandlbrinck@paradise.net.nz ph
9029295

Fred Van Soest Email fmvs@paradise.net.nz ph 9059591

APPLICATION FOR MEMBERSHIP

Name.....

Address.....

.....

.....

Telephone No.....

Please find enclosed my cheque for \$20-00 for my membership for
the year ending 31 March 2006.

Please complete the form and return it to

Secretary, Seniornet, 39 Hinemoa St, Paraparaumu

MEMBERS OF COMMITTEE

| | | | |
|-----------------|-----------|--|----------|
| Jim Heron | Chairman | sparkyj@paradise.net.nz | 902-1763 |
| John Penny | Treasurer | jepkapiti@paradise.net.nz | 905 0483 |
| Georgie Lowe | Secretary | gallow@paradise.net.nz | 902 1377 |
| Gordon Wykes | | wykes@xtra.co.nz | 2933935 |
| Lois Goodsell | | goodsell@paradise.net.nz | 904-7558 |
| Reg Platt | | mexborough@paradise.net.nz | 902-3123 |
| Fred Van Soest | | fmvs@xtra.co.nz | 9059591 |
| Lois Brink | | jandl.brinck@paradise.net.nz | 9029295 |
| Peter Thomson | | peter_t@paradise.net.nz | 902-3483 |
| Colin Watkinson | | colinmyra@xtra.co.nz | 298 7951 |

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 Seniornet Kapiti Inc.

Workshops.

Workshops for making , Tags, Calendars Cards etc. If you are interested in any of these workshops please let us know.

Thanks to our sponsors

Telecom NZ
Microsoft NZ
Print Room for their continued support.
Lottery Seniors
Dick Smith Electronics
NZ Post
Lions Foundation
Aoraki Polytechnic

Welcome To New Members

Colleen Mitchell
Chris Buliff
Perry Stephenson
Niel Butler
Paula McLachlan
May Gamble
Jeff Gardiner

Celia Whittaker
Mary Cook
Johan Peters
Rex Nelson
Joe McLachlan
Kere Ngan
Mercia Clarke

Carol Evans
Elsie Thomson
Annie Peters
Don Shennan
Ron Gamble
Trevor Patten
Kathleen Alison

KEYBOARD SHORTCUTS USING THE CONTROL KEY

Shortcut Result in Microsoft Word

CTRL + A Selects all in the current document

CTRL + B Bold text

CTRL + C Copies the item or text to the Clipboard and can be pasted using CTRL + V

CTRL + D Displays the Font dialogue box

CTRL + E Centre Alignment .

CTRL + F Displays the Find dialogue box, to search the current document

CTRL + G Displays the Go to dialogue box, to go to a specific location in the current document.

CTRL + H Displays the Replace dialogue box.

CTRL + I Italic text

CTRL + J Full Justification

CTRL + K Create Hyperlink

CTRL + L Left Alignment

CTRL+M Tab

CTRL + N Creates a new document.

CTRL + O Displays the Open File dialogue box.

CTRL + P Displays the Print dialogue box.

CTRL + R Right Alignment.

CTRL + S Displays the Save dialogue box.

CTRL + U Underline text.

CTRL + V Pastes the copied text from the Clipboard
Into the current position in the document.

CTRL + X Cuts the item or text selected to the Clipboard.

CTRL + Y Redo the last undone action.

CTRL + Z Undoes the last action.

CTRL + ENTER Insert Page Break.

CTRL + F2 Show Print preview.

CTRL + F4 Closes the active document window.

CTRL + F6 Opens the next document window.

