

**SENIORS COMPUTER CLUB CENTRAL COAST Inc.**

**September 2009**

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ABN No. 29-142-508-293

**General Meeting Monday 7th September at 10.30am**

**Venue: Avoca Beach Bowling and Recreation Club.**

**Guest Speaker: Allyson Riley – Microsoft – Windows 7**

No Sessions are held at Kincumber on this day.

All members are encouraged to attend and also stay on afterwards for a Bistro Lunch and social time with other Members.

**Hi**

Well the Annual General Meeting was last month and at the end of the Meeting we had no Secretary but thankfully Jim Collins has put his hand up for the position and Shona Sutherland has also joined the Committee. A big thank you to both of them because we cannot function without a working committee.

This month we are lucky to have someone from Microsoft come to demonstrate the new operating system that is due for release on 22<sup>nd</sup> October. Come along and see what the new system can do and if it is worth thinking of upgrading to the new system.

September brings us a new series of Classes. The bookings are unusual as there is only enough people interested in the Word processing course to run one Word 2007 class on Thursday. There are still one or two spaces in this class. There are still some spaces in the Tuesday afternoon and Friday morning Email/Internet Classes. Anyone wanting to join these classes please contact Beverley for a place. I still have vacancies for beginners as well so anyone knowing anyone interested in these classes tell them to get in contact with Beverley.

There is a session on Housekeeping on Monday 21st at 1pm. This session helps you keep your computer running in its optimal state and everyone should do this session at least once, no booking is necessary. There is also a session on My Documents on Monday 28<sup>th</sup> at 1.30pm. This session helps you tidy up your Documents and keep them in working order, no booking is necessary for this session. There is a session on Transferring Photos from Cameras to Computer on Tuesday 22<sup>nd</sup> at 1pm and there is a session on Transferring Video from Digital Camera to DVD on Tuesday 29<sup>th</sup> you need to bring your camera and cables with you to these sessions and no bookings are necessary.

**Monday 1 – 3pm**

**21st - Housekeeping**

**28<sup>th</sup> – My Documents**

**Tuesday 1 -3pm**

**22nd - Transferring Photos from Camera to Computer**

**29<sup>th</sup> – Transferring Video from Digital Camera to DVD**

Remember that if there is a session that you want to attend from the list either put your name down when you are at the club or email on [scccc@bigpond.net.au](mailto:scccc@bigpond.net.au). When we get 6 names interested in attending a topic we will schedule a session or series. **Fill in the Advanced Topic Forms to ensure that the things you want to learn are scheduled into the Timetable.**

Happy computing Beverley ☺

**Advanced Topic Suggestions (Mon or Tues. pm). Please Register an Interest to Attend for These Booking Sheets are at the Club or Send an E-Mail to Have Your Name added to the List**

**These sessions will be notified when you are successful**

1. Spreadsheets. Budgets. Address Lists. CD Collection (3 sessions)
2. ClipArt, Graphics and Card making using Word (3sessions)
3. Publisher. This is a series run over multiple weeks. (12 sessions) **Friday afternoons**
4. PowerPoint (6 sessions) **Friday afternoons**
5. Photoshop Elements (over a period of 5 months) Need a good knowledge of folders and saving and scanning. **Wednesday mornings**
6. Help with problems that you have learnt in class. Book with Steve. Usually on Friday afternoon
7. Picasa Basic Photo editing. (3 sessions)
8. Envelopes & Labels (2 sessions) this is part of the Word course.
9. Vista (3sessions)

The following sessions will not be notified. If you put your name down you are expected to turn up for the session when it is scheduled. These classes are mainly 1 session unless indicated.

10. Antivirus & Antispyware programs. Keeping your computer Safe.
11. My Documents. Create Folders. Tidy Files. Save to correct folders.
12. Housekeeping. Keep your computer running properly **Everyone needs to attend this session**
13. Beginners introduction to Shares.
14. Burn CDs and DVDs
15. Download and install New Programs.
16. Transferring photos from camera to computer
17. Transferring Video from Digital camera to computer & DVD.
18. Transferring Video from Video Camera to DVD.
19. Scanning Text and Photos (2 sessions)
20. Introduction to E Bay
21. Downloading Music
22. Internet. E-Mail **Revision, (2/3 sessions) for people who have completed the Internet/Email course.**
23. Understanding computer Terminology.
24. Preparing a document for publication on Internet - cut and paste insert pictures etc.
25. Webpage
26. Backing up Files
- 27 Problem. Solving.
28. Skype
29. MP3 Players
30. Google Chrome
31. Photo Flip Album self help Group meets on Tuesday in General Meeting Week at 1pm

32. Computer Hardware group. Meets regularly, 3rd Saturday at 9.30am.

**Hint.When you install Internet Explorer 8 (offered as part of Windows Update) you will find some new thing present. One of the best thing is now you can turn on InPrivate Browsing anytime you want to do some banking or are using a password. This ensures that there is no record on your computer. Unfortunately you have to turn it on every time you want to use it. Open Internet Explorer and go to Safety and click on InPrivate Browsing, then open your webpage over the top. In Private will stay in your address bar until you close your browser.**