

SENIORS COMPUTER CLUB CENTRAL COAST Inc.

May 2010

Address: PO Box 6403
Kincumber NSW 2251

President: Beverley Hay
☎ 4369 2530

E-mail: scccc@bigpond.net.au



:
Secretary: Richard Crofts

web: www.scccc.org.au

ABN No. 29-142-508-293

General Meeting Monday 3rd May at 10.30am

Venue. Avoca Beach Bowling and Recreation Club

Guest Speaker: Sally Turbitt – Using Social Networking Sites on the Internet

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

Hi

Remember that April 26th is a Public Holiday for Anzac Day and there are only special classes that week.

Well the first sessions are now almost completed and enrolments for the new sessions are proceeding with the new sessions due to commence on 17th May. There are still some spaces available in Word 2007 courses, and even a few places in Email & Internet. Anyone wanting to do any of these courses please contact me as soon as possible so that you can start straight away. Some classes are still to be confirmed so if you want to do something please put your name down or contact me. We are not running Word 2003 courses anymore as there are not enough people interested.

The advanced Topic Classes are ongoing but we still need you to put your name down for the classes. Then you need to check the Timetable to see when these classes are offered. When we get 6 names for a class we will offer the class. So if there is something you want to do put your name on the list or use the club email address scccc@bigpond.net.au to put your name down. If you have put your name down we expect that you will turn up for that class. If there is something that you want to do and it is not on the list let me know and we will see if we can get a class started.

The new system that was installed in the Club room is now operating well. I would like to thank club members for their patience when there have been hic coughs in the system. I think we are nearly there. We still have a couple of Computers for sale if anyone is interested. See Beverley.

There are a lot of viruses about at the moment some of which are very destructive. Make sure that you keep your anti virus and anti spyware up to date and run the scans of your computer frequently. If in doubt about any email don't open it just delete it. Most viruses come in emails. There is a new version of the Nigerian Bank scam around at the moment – yet again. There are also a lot of emails about purporting to come from Banks, remember Banks do not send emails.

The following are the extra Sessions scheduled for May

Monday 1 – 3pm

17th Introduction to Ebay

24th Skype

Tuesday 1 -3pm

18th My Documents

25th Housekeeping – everyone should do this program at some time

1st June Photos from Camera to Computer – bring your camera to session

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)
9. Windows 7

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. Preparing a document for publication on Internet - cut and paste insert pictures etc.
24. Webpage
- 25 Problem. Solving.
26. Skype
27. Photo Flip Album
28. Computer Hardware.

Hint. One of the most important things on your computer is your email address book. If your computer crashes unless you have backed it up and saved it elsewhere you will have lost all your email addresses and we don't have them written down. To back up your address book in Outlook Express open The Address book from the file menu click Export click as WAB and then call the file by your name Save to My Docs and then send a copy to your flash drive, In Windows Mail open your contacts list click Export on the menu bar save as CSV file, click export. Back up to flash drive. In Moxilla Thunderbird you will find the export function in the Tools Menu. You can update your backed up version at any time. If you loose your address book reinstall it from the back up using the import option from your flash drive.