

APRIL 2010

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General Meeting

There is no Meeting this month as Monday 5th April is Easter Monday.

There are only special classes being held there are no Beginners or Word 2007

Hi

Well Easter is with us again and there are only a few more weeks of classes before the new sessions start. Where is the year going? Thank you to the Volunteers who came and helped for Open Day during Seniors Week. We had a number who presented at the Club and even more who rang up. Most of these have put their names down for classes in the new sessions.

One of our members who joined in September 2001 turned 90 on Friday. She has been a loyal supporter since then.

Happy 90th Birthday Lisa.

As **Monday 26th April is the Public Holiday** for Anzac Day there will only be special classes that week. That only gives us two weeks of classes. There is a class for Spreadsheets commencing in on Monday 12th April at 1pm. This is a 3 session series. There is a Picasa program starting on Tuesday 13th April at 1pm. This is also a 3 session series. These series are currently booked out and people who didn't get in this time will remain on the waiting list for the next series. Put your name down now there may still be a cancellation.

There is a series of 3 sessions on Email/Internet revision commencing on Friday 16th at 10am. These sessions are for **people who have previously completed the Email/Internet Course** and want to revise their skills. You can join these **revision** classes without a booking. There will be another series of Email/Internet when the next term starts after the 17th May. Contact Beverley or put your name down at the Club.

The extra Sessions for April are:

Tuesday 13th 1pm to 3pm – Downloading Video from Digital Camera and making DVD

Tuesday 29th 1pm to 3pm – Putting Music behind Slideshow on DVD

No bookings are necessary for these sessions.

Remember fill in the Advanced Topic Forms to ensure that the things you want to learn are scheduled into the Timetable.

There is a free typing program that can be downloaded from the internet called **Keyblaze Typing Tutor**. If you type it into Google it will take you to where you can download it. When you install it, it will offer you 3 extras you do not need these. Have fun it is self explanatory.

A member of Avalon Computer Pals has asked if we can get members to fill in a survey about Internet Usage by Seniors. It is part of a research program by Curtin University(WA) The link is below

[Curtin University Australian Seniors Internet Use survey](http://www.surveymonkey.com/s.aspx?sm=pUP7ovNTTcyRsfE9yzEicUAuLGNHWY5h6Gssi56IHGk%3d&)

Or if the hyper-link does not work, copy and paste the following URL

<http://www.surveymonkey.com/s.aspx?sm=pUP7ovNTTcyRsfE9yzEicUAuLGNHWY5h6Gssi56IHGk%3d&>

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. Vista

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.

If you want to email files or even photos that you think might be too big for the recipients mail box then you need to zip them up to make them smaller. Some people use extra programs to do this but all versions of Windows since 98 have a zip built in. Go to your Documents file and find the file you want to send, Right Click, Click Send to, Click Compressed (zipped) folder. This will zip you folder and place it beside the normal folder. You can tell the zipped folder by the icon. Go ahead now and attach to your email in the normal way. But look at the 2 folders and you can see the difference in size.