

SENIORS COMPUTER CLUB CENTRAL COAST Inc.

March 2010

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ABN No. 29-142-508-293

General Meeting Monday 1st March at 10.30am

Venue . Avoca Beach Bowling and Recreation Club

Guest Speaker will be Diane Brentnall from Australian Seniors Computer Clubs Association explaining all about ASCCA and what it does for us all.

All members are encouraged to attend and also stay on afterwards for a Bistro Lunch

Hi

Well we have now almost completed a month of classes. We have a lot of new members and we welcome them to the club, and things are settling into a routine. The new system is up and running in the computer room, we only just made it for day 1, there are a few tweeks still to be attended to but it is proving to be a very useful acquisition. The computers in the workshop have been updated with Windows 7 and this is working well. We have lots of new members with this operating system.

We still have a couple of computers for sale, remember you can buy just the tower or the tower a CRT monitor, keyboard and mouse and choose if you want windows XP or Vista as the operating system. Contact Beverley if you are interested.

There is still not many people putting there names down for extra sessions although the attendance at the extra session that have been on is better. Remember there are lists at the club or you can send an email to the club address. The sessions are listed on the second page of the newsletter.

The extra Sessions for March are:

Tuesday 9th 1pm to 3pm – Scanning 1

Tuesday 16th 1pm to 3pm – Scanning 2

Tuesday 23rd 1 to 3pm - Disc Burning

Tuesday 30th 1pm to 3pm – My Documents

No bookings are necessary for these sessions.

If anyone knows anyone who is interested in becoming a trainer or a helper please let me know. We are always looking for people to help in this area. Our regular people need a break at times so we need people who can take their place. Helping is a good introduction to training and we do need people to help in this area.

We will be having an open day again during Seniors week on Wednesday 24th March from 10am to 12 midday we will be looking for some volunteers to help on that day. All you are required to do is hand out brochures and chat about sessions and how the club works to anyone who turns up.

I would like to remind everyone to keep there computers up to date in antivirus and antispyware as well as keeping up to date with Windows update. The viruses etc are getting more viscious and will cause your machine to do some very weird things. If everything is up to date you are better protected from these attacks.

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

Happy computing Beverley ☺

The Seniors Computer Club Central Coast Inc. is a member of ASCCA (Australian Seniors Computer Clubs Association.)

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.

To make your printer's ink or toner cartridges last longer in your word processing program, click File, Print, Properties. This opens the printer properties for your printer. Locate the entry that lets you configure the print quality and if there is an option to do so choose Draft instead of Normal. If this isn't an option choose Greyscale. This prints all documents in only black if you want colour follow the above directions and choose colour. When you have printed the document again turn on Draft or Greyscale.