HURSTVILLE SENIORS COMPUTER CLUB
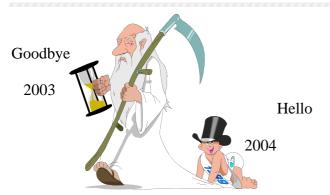
"keeping up with our grandchildren"

NEWSLETTER
JANUARY 2004

Goodbye

2003

Hello

2004

PICKINGS FROM THE PRES.

Welcome back to all our students, tutors and members. I do hope the festive season was just great for you all and that 2004 will prove to be a wonderful "learning computers" year for you.

Our project for Seniors Week in March will be our Open Day on Monday, March 8 and I will need as many volunteers as possible for that day. Already I have many names, but I can still do with many more, so if you have 2 hours free on that day between 11 and 3 or 4, will you please ring me or email me. There are positions vacant for various jobs, not all computer skills but general dogsbody jobs.

NOW the 'giveaway' (no it's not a bribe) if you help on the day is a FREE lesson, so what more could you want!

Hoping to hear from many!

Maxine

Our Entertainer, Nick Gellert, from the Tuesday class.

CLUB NEWS

Reminder.
Our first meeting for 2004 will be at 1.30 on Wednesday, 28 January.

Our speaker will be one of our own experts. Treasurer, Graeme Gavin, who will demonstrate some of the finer points of Excel.

You should learn this. It is a handy tool for keeping lists, budgets, accounts etc. And, of course, keeping track of your huge share portfolio.

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Our last meeting for 2003 was quite a departure from usual.

To add to the normal Christmas afternoon tea, Nick Gellert, one of the Tuesday pupils, played all the old favourites on the piano. Nick's other activity is an entertainer and certainly kept us entertained during the afternoon.

The audience was bit reluctant at community singing. That's not as popular as it was in the old days. If you are as old as me, you will remember sing at the movies – a la karioke.

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Our classes are still full with waiting list to join almost gone.
There have been many enquiries over the holidays so we look forward to another busy year.

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The audience in a non-singing mood.

NEXT MEETING   1.30 pm Wednesday 28 January 2004

TIPS FROM TOPSY

For all Windows XP users Topsy is recommending the Windows Made Easy magazines. They are now up to Issue 31 and all the recent issues have been explaining the various aspects of Windows XP. It is worthwhile borrowing them from the library and following the different exercises to understand this operating system.

For those folk who have Office XP installed. Issues 29, 30 and 31 have some good exercises for you to understand this great word processing programme.

SHORTCUT KEYS FOR OUTLOOK EXPRESS
Control + M   Opens Send and Receive window.
Control + Shift +F   Opens Find Message window.
Control + Shift + B   Opens Addressbook.
Control + U   Jumps to the next unread message in mailbox
Control + F2   Opens message markup i.e. interesting facts about the message.
Control + F3   Message source, handy if you are not quite sure about where it has come from
Alt + Enter   View the Properties of the currently selected message.

TABLES IN WORD
Try using Draw Table from the Table menu in Word. You can make your own table to suit your particular need for a specific purpose. Just like a form and you TAB from column/cell to another.

ANOTHER FUN FEATURE OF WORD -
DROP CAPS.

Make the first letter of a paragraph a dropped capital (as at the beginning of this sentence).   You can choose whichever font you like – it makes the paragraph look really good, check it out on some books. Don't forget rule of thumb when writing an article/book/chapter – the first paragraph is not indented. Check this out in books.

DRAWING OBJECTS AND ADDING TEXT TO THE OBJECT.
If you draw a rectangle square, oval or circle and you want to add text, just right click in the object and *Add text*. Check out all the other O*ptions* while you are there.

Topsy

INTERNET

The following interesting article appears on Computers Associate's website.

Our club has been using CA's excellent Antivirus program -VET98- since our beginning. As some of our members do not have VET 98 and others have no access to the Internet, here it is for all to read and enjoy:

Frances Ludgate, August 2002 (From Cyclops Home Issue 42)
If it sounds too good to be true - assume it is - and don't get caught out!

Most hoaxes are relatively harmless - they don't carry destructive payloads or destroy your data, although, of course, they waste valuable time and resources.

However, there are some hoaxes that fall into a different category - that of online fraud.
One of the most common of these is the "Nigerian Letter Fraud" – Nigerian government official trying to take a large amount of money out of the country - with your help.

There are numerous versions of this, all along the same lines. The e-mail is quite lengthy, reasonably well written and gives details about a number of people who sound as though they could be authentic. It states that you may incur charges to set up a secure bank account (which will be refunded) and then asks that you send your full name, phone number, fax number and bank details "as the new beneficiary".

Hmmmm. Who would believe this? Well, surprisingly, residents of the USA were taken for US$22 million in the last 3 months of 2001 on this scan alone. The victims were asked to transfer thousands of dollars to pay for administrative fees so that the full amount could be transferred to the new account. Of course, it never was.

A specific example of this, transferred to a different country, is the e-mail from the 24 year old student son of late Dr Smith Aliu Goodman, financial adviser to the late president of Liberia - Eloho Wilberforce Goodman. He asks for your assistance to help he and his mother access a bank fund of US$10.5 million - all completely legitimate - hers of course!

There are many other e-mail scams too - get rich quick schemes, work at home "for only 8 hours a week", chain letters and so on.
The difference between traditional scams and Internet scams is not so much the scam itself, but the victims who fall for them.

Continued next month   *The Surfer*

XP COMPATIBLE

"Compatible Hardware and Software" is an information service provided by Microsoft on the Internet that helps you decide which programmes and hardware will work best with your computer. Use it to preview products before you buy them, or to check whether the products you have need to be updated. The site is regularly updated, so you can always get the most recent information.

Search by manufacturer or product, or browse through lists of software and hardware devices. When you find the product you are looking for, you can review the compatibility status provided to determine if this product works with Windows XP or if you need an update. In many cases, Microsoft and other software and hardware vendors have tested a product and rated its compatibility with Windows XP. In other cases, the product's compatibility status is determined through practical use. Microsoft encourages other vendors to submit information about how well their product works with Windows XP.

To check, go to <http://www.microsoft.com> and search for "Windows Logo Program".

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INSERT A PICTURE IN A MESSAGE

To insert a picture in an e-mail message on Outlook Express.
1. Click in the message where you want the picture to appear.
2. On the *Insert* menu, click *Picture* and then click *Browse* to find the image file.
3. Enter *Layout and Spacing* for the image as needed.

Notes
- If you cannot select the *Picture* command, make sure HTML formatting is turned on by clicking *Format* in the message window and then clicking *Rich Text(HTML)* . A black dot appears by the command when it is selected.
- If message recipients are not able to view your inserted images, click the *Tools* menu, and then click *Options*. Click the *Send* tab, click *HTML Settings*, and then make sure that *Send pictures with messages* is selected. Then resend your message.
- To insert a background picture , in the message window, click on *Format*, point to *Background* ,and then *Picture*. Click *Browse* to search for the file you want to use.

MT

WOULD THEY KNOW WHERE TO FIND IT?

It is a constant dilemma for Executors of Estates to be confidently able to say that they have been able to locate all of the documentation associated with the Estate they are required to administer. This dilemma can arise as a result of a number of different issues, for example, a person has spread out their personal papers and placed them in a variety of locations.

It can also arise where documents have been left in the safe custody of a bank or firm of solicitors who are no longer at the location where these documents were left. There is no better time than the present to make the effort to locate your personal papers. These papers would include things like your original Will, the Title Deeds of your property, birth certificates, marriage certificates, death certificates of spouses or children, Powers of Attorney, enduring guardianship appointments, lists of shares and other assets, details of superannuation, life insurance policies etc.

Your Executor will need to be able to locate originals and copies of all of these documents when their appointment becomes active.

A useful example of this occurred when a client of ours who had a great portfolio of shares which he had listed in a comprehensive spread sheet on his computer made this information of little value when he did not disclose to anybody the password for entry to the information.

One of the important roles of an Executor also involves the organising of the removal of a deceased person's remains If you have been appointed an Executor, we would advise that some time be spent with the person who has made the appointment discussing with them , their wishes in relation to their burial or cremation.

Finally, we cannot emphasise the importance of your Will being up to date. In New South Wales 40% of people die without a Will or an up to date Will.

We want to encourage you as readers to take the time to get your affairs in order so that the trauma and messes that are often left to family and friends can be dealt with now while there is still an opportunity.

James Kelly - Owen Hodge. Lawyers.

THE CLUB

The Hurstville Seniors Computer Club was formed in April, 1998 to teach Seniors to use computers. Clubrooms are in premises provided by Hurstville Council in the Hurstville Seniors Centre, and in an Annexe in the MacMahon St building. Tuition is held during weekdays in an informal atmosphere - cost being a minimum. We are an entirely voluntary operation, the aim being to help fellow Seniors.

Correspondence   Hurstville Seniors Computer Club Inc.
                                  PO Box 173, HURSTVILLE BC1481

Telephone - Clubroom,Queens Rd.   9585 9184
Telephone - Annexe, MacMahon St   9580 5233
Telephone - Senior Citizens Hall   9570 3297
Web Page - www.homepages.ihug.com.au/~the_bounty/index.html
E-Mail - Clubroom   hhurstv2@bigpond.net.au
E-Mail - Annexe   the_bounty@ihug.com.au

Monthly Meeting   Hurstville Seniors Centre
                                  91 Queens Road, Hurstville
        1.30pm, last Wednesday of the month   (except December)

Fees   Joining Fee $20
            Annual Fee $15
            Training Fee $4 per session
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PATRON   Councillor Mervyn Lynch
PRESIDENT   Maxine Gray   9785 2286
                      maxrose@compassnet.com.au
VICE-PRESIDENT   George Thompson   9150 9377
                      ghompson79@yahoo.com.au
SECRETARY   Pamela Samuel   9522 6956
                      pamsam@compassnet.com.au
TREASURER   Graeme Gavin   9543 9095
                      gmg1@tpg.com.au
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            TUITION IS IN ONE HOUR SESSIONS.
If you can't attend your booking, please let your Tutor know.

Mondays   Joyce Pickup   9533 4639
                      joycepickup@hotmail.com
Tuesdays   Maxine Gray   9785 2286
                      maxrose@compassnet.com.au
Wednesdays   Marie Thompson   9150 9377
                      ghompson79@yahoo.com.au
                 No lessons on meeting day.
Thursdays   Betty Saltmiras   9567 6649
                       bsaltmirs@bigpond.com
Fridays   Doreen Chisholm   9580 3218
                       deechis@optusnet.com.au
Technical   John Chisholm   9529 5185
    Mondays at the Annexe   chizim@pacific.net.au
Internet   Frank Grosz   9554 8085
    Thursdays at the Annexe   fjg123@optusnet.com.au
Maintenance Crew - *Queens Rd*   Ted Barnett   9502 2575
                       barnett@froggy.com.au
                       Frank Grosz   9554 8085
                       fjg123@optusnet.com.au

CHANGE OF ADDRESS. If you change your address, e-mail
or phone number, please inform the Treasurer (e-mail address above)
or your Tutor.

BIRTHDAY BOYS AND GIRLS

James	Inglis	1-Feb
Ken	McRae	1-Feb
Ella	Dobbie	3-Feb
Bill	Redshaw	4-Feb
Edna	Greening	5-Feb
Max	Marvin	6-Feb
Joyce	Taylor	8-Feb
Ron	Hiland	9-Feb
Leon	Mannix	12-Feb
Ron	Leeds	13-Feb
Betty	Saltmiras	13-Feb
Joan	Storer	13-Feb
Margaret	Alden	16-Feb
Horrie	Nicholson	16-Feb
Noela	Stewart	16-Feb
Keith	King	17-Feb
Lance	Peffer	18-Feb
Phil	Harrison	24-Feb
Evelyn	Rogers	27-Feb

MANY HAPPY RETURNS

E-MAIL LETTERHEADS

You can send your e-mails on your own personal letterhead.

In *Outlook Express*, go to the *Tools* menu, then *Options*, *Compose, Stationery*, and choose *Create New*. Browse to find the letterhead or logo image, select it and use the *Stationery Layout* window to specify its position on the page. Check the font used on your letterhead and set the font to match here as well.

Give your stationery a name to be used later. To use it in Outlook Express, click on the down arrow next to the *Create*