

HURSTVILLE SENIORS COMPUTER CLUB

“keeping up with our grandchildren”



Member of ASCCA.

Australian Seniors
Computer Clubs
Association

NEWSLETTER

APRIL 2005

MERV LYNCH

Hurstville Council recognized the outstanding contribution Merv Lynch, our Patron, has made to the community during his 24 years of service as a Councillor, at a private function held before the Council meeting on 23 March.



During his long term as Penshurst Ward councillor, Merv Lynch was committed to supporting the community. He was particularly concerned with issues relating to youth and senior citizens and was responsible for implementing services that will continue to benefit the community for

many years to come. He served as Mayor in 1991/92 and Deputy Mayor in 1985/86, 1990/91 and 1999/2000.

The Mayor said he was an extraordinary man who does not seek honours or accolades. He declined the civic reception, which would normally be held for such a long serving councillor.

He remains Chairman of the Hurstville Council's Senior Citizen's Management Committee and has always been of help to us, particularly being responsible for obtaining the use of the Annexe for our second clubroom.

from reporter Robin Bevan

The 2GB Internet “Surf Report” contains many useful Government sites.

Department of Fair Trading – Builders and Trade Persons online licence.

Check Real Estate, Renting, Buying, Selling, Strata, Agents.

Legal Matters, Power of Attorney, Wills, Guardianship, many others.

NSW Train and Bus Timetables, plan a trip.

Motor Accident Authority.

Roads and Traffic Authority, Demerit points left on your licence

Speed cameras and their locations

Web Site is <http://2gb.mrpc.net>

John Shortland

CLUB NEWS

Wednesday 27th April at 1.30 pm is the time for our next meeting.

Speaker will be member Geoff Turton, who will demonstrate some of Excel many complexities.

The ten minute talk last month was by Jim Nicholson, relating his adventures from his days in the Royal Navy to his present retirement.

Jim's wife, Joan, will add her story this month.

Maxine Gray has an HP 15 or 17 printer cartridge to donate because she has changed printers.

See her at the meeting..

For sale items – VERY IMPORTANT

If any items are brought to the monthly meeting for sale or to give away and there are no takers, please make it your responsibility to take them home again..

We hope you have had a good and restful holiday, ready to come back refreshed.

Lessons resume on Tuesday 26th April (25th being Anzac Day).

The holidays have given the technical team a chance to work on the machines and make some changes, hopefully to prevent unauthorized people fiddling with them.

Remember, only the technical team can make any change or add programmes.

Possession Protection was the subject for last



month's speaker. Alan Cottee demonstrated how his CD programme guides you through a step by step tool to record all your important details and possessions. Really a must in the event of an insurance claim.

NEXT MEETING

1.30 pm Wednesday 27TH April 2005

INTERENT

Now that you have an easy access to the WAB you can continue to fill up the empty pages with all kinds of important data. BTW, (Shortcut for by the way; don't you love these) you can put in multiple e-mail addresses -I have five – on the second page: Name. When you are using the WAB for sending e-mail, it will select the address you have defaulted. Should you want to use a different e-mail address, simply make the desired one the default!

Now click on the tab “Home” All the fields are easy to fill in. Read “Postcode” for “Zip Code” Microsoft takes it for granted that all English-speaking countries use the same terminology. By naming state, postcode, and country correctly, then setting it as default, click on the “VIEW MAP” button. This will result in a map being generated displaying the city you have entered. Should there be more than one similarly named location, you have a choice to select the relevant one. Now go to “Find Map” to have the map displayed. It is not a very detailed map, however your selected location is displayed. Notice the various “Zoom levels” starting from 1-the globe – to 9 - a very – detailed one.

The next tab displays “BUSINESS” information. Pretty much the same procedure as the “HOME” tab with a few more added details. Such as, Company name; Job Title; Department; Office; Pager; IP Phone. There is also a “Web Page” bar on the bottom. Just like the one in the “HOME” page. By typing the business/person's URL you can access the website by clicking on the “GO” button situated at the right of the “Web Page” bar. Naturally you'd have to be on line to achieve this. If you have our Club's details in your WAB -this you should really have – you can access our excellent Website from your WAB.

Under the next tab “PERSONAL” a number of important dates and informations can be stored. The name of the person's spouse. There is enough space there to record his/her DOB, etc. Now click on “ADD” to find an icon and “New child” being displayed. Type in a name, then “ADD” again if there is more than one name to be recorded. These names will appear in alphabetical order. Use prefixes a; b; c should you wish them to be put in by DOB. Gender, Birthday, Anniversary: Navigate with down arrow to desired gender or date. Highlight the year and type over it for the appropriate correct year.

More next month.

TIPS FROM TOPSY

Format Painter

Select the text with formatting you wish to use elsewhere. Double click the Format Painter icon (beside the Paste icon) on toolbar then click on the text to be formatted.

Move Between Documents

If you have more than one document open use CONTROL + F6. CONTROL + SHIFT+ F6 will take it backwards.

Inserting Symbols

Easy access to thousands of special symbols, like foreign characters. INSERT, choose Symbol and scroll the selections available from the different fonts and subsets of fonts. You can select and use Grow Font and Shrink Font [] to make larger or smaller

Spell Checker

When there is a wavy red line under a word, right click it for the correct word. If it is a word you use constantly and the dictionary does not know it, choose ADD. This will add the word to the dictionary.

Page Set Up and Print Preview Shortcut Tips

Double click in the ruler and this will bring up Page Set up.

CONTROL + F2 will bring up Print Preview.

Sorting List of Names etc. Alphabetically in Word

Type the list hitting Enter for a new line for each person/thing.

Select the list. TABLE, Sort, this will do the job for you.

Borders Around Tables

To decorate a table, use FORMAT, BORDERS AND SHADING, Choose Grid and choose, colour, size etc. You can format the whole table or just certain rows and cells, select which is necessary.

Word 2000+ 'Delayed Menu' Feature

If you want the full menu from the toolbar functions instead of the 'delayed feature' i.e. the two chevrons at the bottom of the list. TOOLS, click on Customise. Three tabs will show, click on Options and there will be an option to control whether menus are shown in full (Office XP - Always show full menus).

Table Headings

To keep a heading in a table when there are more than one page. Firstly select the first row in your table (this is where the heading will be), TABLE, choose Headings and this will ensure you have heading on each page.

Topsy

PROGRAMS TO OPEN EMAIL ATTACHMENTS

Nothing worse than getting a file from a friend and you don't have the right program to open it. Here are some common file extensions and the programs needed to open:

.doc - Microsoft Word
.pps - MS PowerPoint
.xls - MS Excel worksheet
.wpd - Corel WordPerfect
.pdf - Adobe Acrobat
.jpg - JPEG graphic file
.zip - Zip (compressed) file
.sit - Stuffit (compressed) file
.scr - Windows Screen Saver (DO NOT OPEN)
.pif - Program Information File (DO NOT OPEN)

The good news is that most software developers offer freeware viewers that will allow you to see, but not alter, content. **NOTE:** These addresses are long, so you may need to copy and paste into your browser if it breaks into more than one line.

.doc - [Microsoft Word Viewer](http://www.microsoft.com/downloads/details.aspx?FamilyID=0e56d944-38f6-4eb5-aca6-8bd280d5e6b1&DisplayLang=en)
<http://www.microsoft.com/downloads/details.aspx?FamilyID=0e56d944-38f6-4eb5-aca6-8bd280d5e6b1&DisplayLang=en>

.pps - [PowerPoint Viewer](http://microsoft.com/downloads/details.aspx?FamilyId=D1649C22-B51F-4910-93FC-4CF2832D3342&displaylang=en)
<http://microsoft.com/downloads/details.aspx?FamilyId=D1649C22-B51F-4910-93FC-4CF2832D3342&displaylang=en>

.xls - [Excel Spreadsheet Viewer](http://office.microsoft.com/downloads/2000/xlviewer.aspx)
<http://office.microsoft.com/downloads/2000/xlviewer.aspx>

.wpd - **Wordperfect**
Corel no longer offers a viewer

.pdf - [Acrobat Reader](http://www.adobe.com/products/acrobat/readstep2.html)
<http://www.adobe.com/products/acrobat/readstep2.html>

.jpg - You can view these in your web browser or most imaging software.

.scr - USE CAUTION if you receive a screen saver via email. They can contain worms or viruses.

.pif - DO NOT OPEN! This is most likely a virus. Clicking it will run a program or code that can mess up your computer.

As for compressed files (.zip & .sit), you can Stuffit! No, I'm not telling you off...[Stuffit Expander](http://www.stuffit.com/expander/) is a great program that will open most compressed files.
<http://www.stuffit.com/expander/>

There are also freeware/shareware programs for opening .zip files such as [WinZip](#). In addition, with Windows XP you can save any zipped file to your desktop or a folder and access the files without unzipping (just click it like any other folder—drag items out to run them).

So, next time you get an attached file in your email but don't have the program to open it, just grab a viewer.

Joyce Pickup



SOMEONE IS WATCHING YOU!!!!

A man is attacked by a group of youths in Bournemouth England. The crime is reported by a teenager

sitting in front of a computer checking out webcam sites in Bombay, India.

A horse trainer assisting her horse during the birthing process was kicked by the mare and her right leg was shattered. She was unable to move and lived miles from her nearest neighbour but she was saved by the people watching the birth on the stables webcam.

The latest phenomenon to hit cyberspace is voyeurism!

Webcams are now pointing at everything from horse stables to city streets to remote volcanoes. Who is watching and why are they watching?

In the US, 50% of watchers are self funded retired people. In the UK, 70% of watchers are young males so it would appear that people of all ages and all walks of life are logging on to webcams for a variety of reasons.

There is no doubt that security has been a big factor in the number of webcam sites that have sprung up all over the world. There are even volunteer security groups monitoring the sites looking for anything slightly suspicious.

However, there are lots of unusual webcam sites as well including the Oklahoma City Ghost Club. They have a number of webcams aimed directly at sites in search of paranormal activity!

The week before the Pope's death, webcams in and around Rome were inundated with people watching for hours on end as were webcams in New York when the World Trade centres were hit.

Webcams are no longer a passive medium. Take for example the watcher in Kiama NSW who phoned a bar in Belfast, Ireland in order to buy a girl he had been watching for the past 2 hours on webcam, a drink.

The privacy ramifications for this new phenomenon could potentially open a Pandora's box. Most people are unaware that they are being looked at. While privacy is considered minimal in public spaces, people do not expect someone to be watching them at all times. Most people acknowledge the need for cameras for traffic and crime control but how do you think the girl in the bar in Belfast felt knowing someone had been watching her every move for 2 hours?

At present, there are no regulations on publicly placed webcams but one thing is guaranteed; as the number of cameras grow so too does the potential for litigation.

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