



Penrith Valley Seniors Computer Club Inc.
Club Newsletter

P.O. Box 4063
 Penrith
 N.S.W. 2751
 Tel. 47210609

Editor:
Tom Lehane

Penrith Valley Seniors Centre
 86 Station Street Penrith N.S.W.2750

November 2009

Email pvscc@internode.on.net

President: George Bell	Tel: 4721 3681	Member: Norm Cobban	Tel: 4736 3513
Vice-President: Alan Lees	Tel: 4736 5541	Member: Anne Roddick	Tel: 4721 4343
Secretary: John Windle	Tel 4731 2149	Member: Zillah Warner	Tel: 4729 3096
Treasurer: Bert Foster	Tel: 4754 3008	Member: Jim Tiberi	Tel: 4735 1981
Social Committee: Pat Mitchell, Zillah Warner, Anne Roddick		Webmaster: Tom Lehane	Tel: 4721 5375

Visit the clubs' web page for training courses www.users.on.net/pvscc/training.htm

Visit the clubs' web site www.users.on.net/~pvscc/index.html

Weekly Schedule for Computer Courses

Mondays 9.30am to 11am Beginners & Do your own thing. Tutor: Zillah Warner 11.00 am to 12.30 pm Graphics. Tutor: Zillah Warner	Tuesdays 9.30am to 11am Beginners & Do your own thing Tutor Bert Foster
Wednesdays 9.30am to 11am Using the Software Tutor Tom Lehane	Thursdays: 9.30am to 11am Card Making , Beginners and Do your own thing. Tutors Clare Dixon & Zillah Warner
Fridays: 9.30am to 11am Memories to TV . Tutors John Windle, Norm Cobban: Beginners & Do your own thing. Tutor Alan Lees	Using Microsoft Office suite Fridays Tutor Jim Tiberi Class time 11.00 am to 12.30 pm

Seniors Centre will be closing from 11th December 2009 and will reopen 18th January 2010.



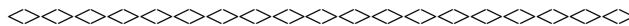
The last computer club class will be Friday 11th December 2009
Computer club classes will restart Monday 18th January 2010

The clubs Christmas party will be held on Thursday 17th December in the Dining Room, 11am to 1.30pm. You will need to place your name on the participant list at the class attendance table so organizers can cater for the numbers attending... *The Christmas Party is free and open friends.*

Christmas hamper donation box is at the entrance to the computer room, please make a contribution.

Raffle tickets will be sold and prizes drawn on the day to add to the fun.

This year the menu is Barbeque and side salad.



Tutors & Mentors.

Using computers has never been as important as it is today. The club has many new members with skills on a number of computer subjects.

The club is looking for any member who would like to give a course on any computer related topic such as:

- Word Processing**
- Power Point**
- Publisher**
- Vista**
- Microsoft 2007**
- Digital Photography**
- Making or Repairing Computers**
- Mobile Phones**
- Recording Music**
- Genealogy using the Internet**
- Computer Games such as playing Chess on the Internet.**
- ETC**

Please contact Alan Lees 4736 5541 or lbrown40@bigpond.net.au

Any member who would like to be a Mentor and help a Tutor to teach other members should ask a Tutor - their telephone numbers are on the top of all Newsletters.

Tutors and Mentors do not pay the \$3 attendance fees and it is amazing how much you learn as a Tutor or Mentor.



Sick of the two-step process of deleting objects and then having to empty the Recycling bin? Highlight the item you want to get rid of and **Shift + Delete**. One step! Just be careful, because it's really gone!



Three rarely used keys.

The three keys are the ones on the top right hand side of your keyboard.

They are a leftover from the DOS (Disk Operating System) days and only a select few programs still make use of them.



In old DOS programs, the **Print Screen** key would print a copy to the printer of whatever was on the screen at that time. However, it didn't work with graphics, so if there were any graphics on the screen at the time, you would get a garbled mess from your printer.

When Windows came along and brought pictures and icons along with it, this created a problem. Now, the Print Screen key copies a picture of whatever is on your screen to the clipboard. Then you can use Microsoft Paint, graphics editor or word processor to paste it into the program and print it out. If you press **Alt+PrtSc**, it will take a snapshot of the current window only.

The **Scroll Lock** key is intended to temporarily stop the scrolling of text or halt the operation of a program. There are not many software programs today that take advantage or have a use for this key.

The **Pause/Break** key was used in the DOS command line environment to pause scrolling of text on the screen, which could, depending on the program and its method of text output to the screen, have the effect of pausing program execution. The Break key, when combined with the Ctrl key, is used to terminate DOS applications.



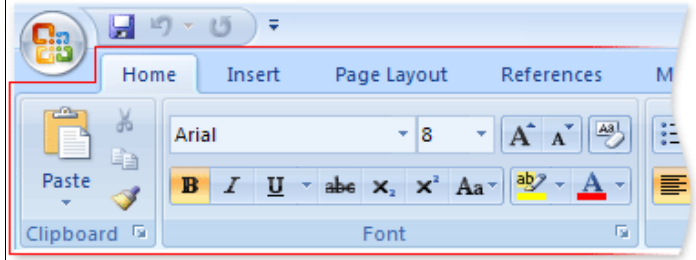
Last year Microsoft donated \$25 million worth of software to over 1700 Australian charities and non-profit organisations. Our computer club is part of the 1700 non-profit organisations that received software from Microsoft, the latest been Office 2007.

The Microsoft Office 2007 suite will be installed on the club computers the first week in November.

It will reside with Office 2003 so members can choose which office suite they use.

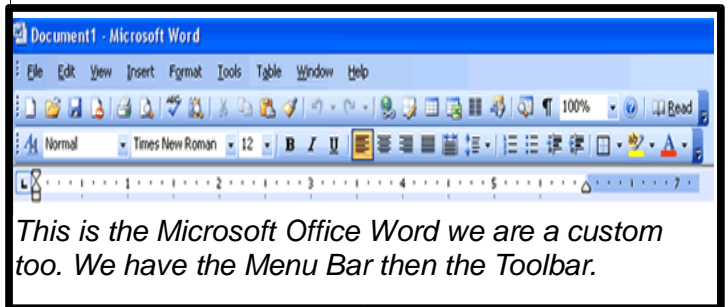
When you first use 2007 Microsoft Office, you may

be surprised by what you see. The menus and toolbars in some programs have been replaced with the Ribbon, which is part of the Microsoft Office easy and ready flow user interface.

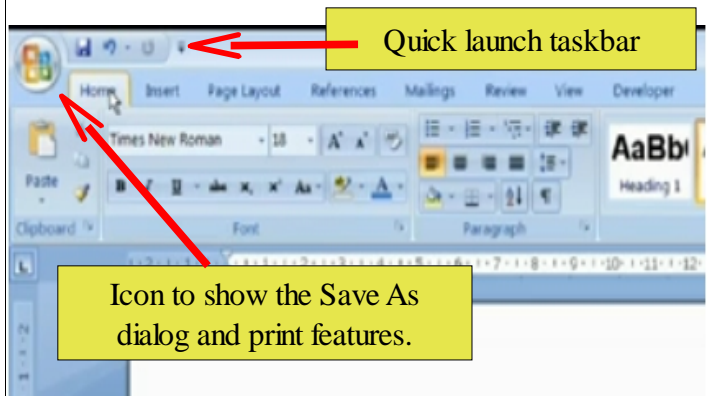


The Ribbon as it appears in Microsoft Office Word 2007.

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the Picture Tools tab is shown only when a picture is selected.



This is the Microsoft Office Word we are a custom too. We have the Menu Bar then the Toolbar.



In Microsoft Office Word 2007 (shown above) there is no File menu, so to save your document 'Save As' requires clicking the icon to access the dialog save features. Clicking the tabs (ribbon) changes the toolbar. The Ribbon and Toolbar by default occupy 20% of your work space (real estate). This can be changed by double clicking one of the tabs, which hides the Toolbar and only shows the tab (Ribbon).

The articles and comments on Microsoft Software are not associated with The Penrith Valley Seniors Computing Club Inc. Articles are intended as opinions and items of debate only.



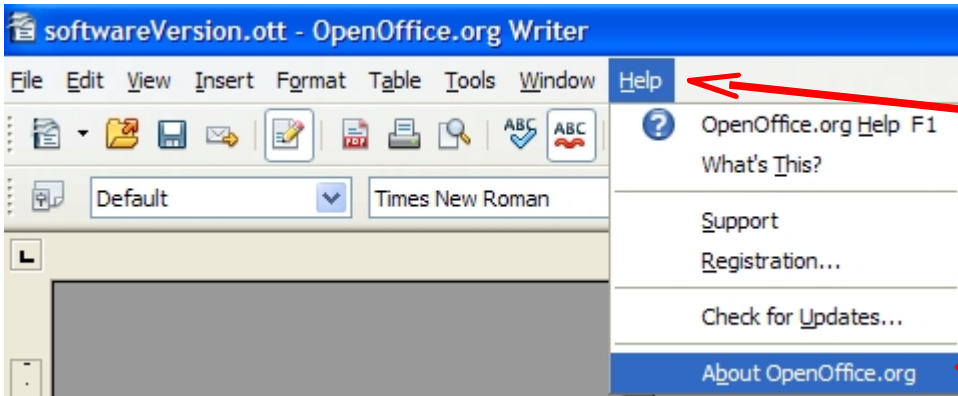
Coffee Break

Question on Software or Operating system.

SOFTWARE VERSION.

You may search the web for the latest version of your favorite software. But how do you know if the bug fix or update is the latest? (For example, you may have version 3.5.3 and the update is version 4.0.1).

Most programs have this information readily available and it comes in handy if you're looking for a specific version or patch for a program. In just about all software the version type can be found in the **[Help]** section on the menu bar.



EXAMPLE

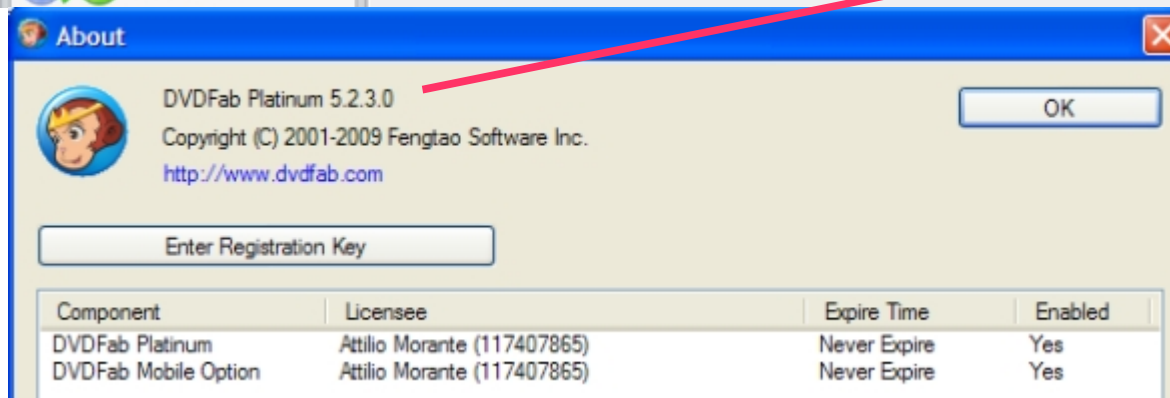
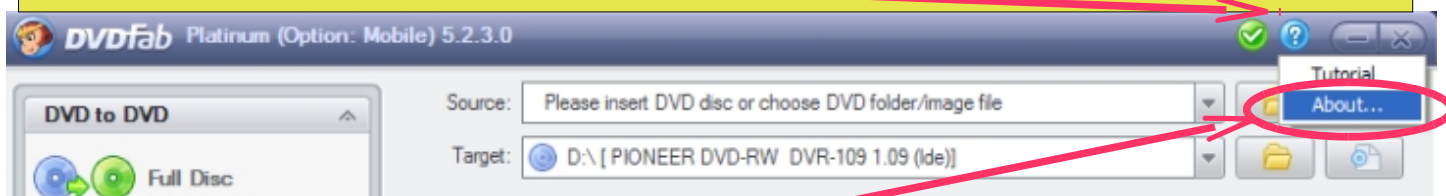
Left click the [Help] menu.

Then the [About OpenOffice]

The About window opens with the version information.



Others like DVDFab use the (?) mark for their version window. Same applies, click [About].



Component	Licensee	Expire Time	Enabled
DVDFab Platinum	Attilio Morante (117407865)	Never Expire	Yes
DVDFab Mobile Option	Attilio Morante (117407865)	Never Expire	Yes