



Computer Pals for Seniors
Northern Beaches Inc.
Member of ASCCA

The Tramshed
Arts & Community Centre
1395a Pittwater Road Narrabeen
NSW 2101

Tel. 9913 1433

Feb. 2009 No.146

President:

Pat Kingham 9948 3614

Treasurer:

Jim Parker 9970 8039

Secretary:

Corry Dancaster 9997 2384

Email:

info@compalsnb.org.au

Website:

www.compalsnb.org.au

The editor:

Corry Dancaster

corryten@gmail.com

This is a volunteer organisation.

ABN 84 043 912 101

Welcome to our February Newsletter



**Coming up on
Wednesday 18 February at
1.30pm:**

at the Tramshed, Arts and & Community Centre,
1395a Pittwater Road, Narrabeen

David Bennett presents:

“First day of World War 1”

This free presentation is based on stories collected by the presenter .

**Afternoon tea is provided—bring your friends
Bring your friends—all are welcome.**

Inside this issue:

Welcome 1

Important dates 1

What's happening 2

Competition 3

Courses Term 1 3

Worms & Trojans 4

Explanations 5

Older programs 6

Mouse Whispers 7

Notice Board 8

Coming up on Wednesday 18 March 2009 at 1.30:

An RTA accredited person talks to us about:

“The Older Driver”

On Thursday 19 March we celebrate Seniors Day
the subject this year will be:

“The Internet”

Use your mouse to surf the world.

From 10am till 2pm,

at 'The Tramshed' Pittwater Road, Narrabeen



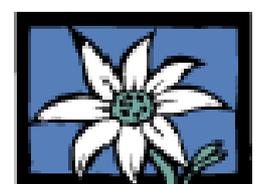
This club is supported by:



Pittwater RSL Club



DY-RSL Club



Warringah Council

What's happening in our Club

Our Committee

Due to Anne Brady leaving as the Treasurer and also as Committee Member, and Jim Parker taking over the Treasury of our club, and because Kevin Bowering also decided to retire from his jobs as Membership coordinator and Public Officer, the Committee had to re-organise several jobs. Here is a list of how the Committee is now organised:

Pat Kingham	President
Nan Bosler	Vice President
Jim Parker	Treasurer
Corry Dancaster	Secretary
Paul Treichel	Membership Register
Alan Burrowes	Deputy Membership Register
Brian Hinds	Equipment Coordinator and Instructors Coordinator
John Brennan	Committee Member
Pat Kingham	Enrolment Officer and Students coordinator
Corry Dancaster	Public Officer and Newsletter Editor

Vista and Office 2007 explained.

One of our first presentations this year, was for our Instructors. To be able to teach and understand, it is necessary to keep up with what is happening in the world of computers.

Brian Graham, who is a certified Microsoft presenter, showed us some tricks and treats in Vista and also in Office 2007, mainly 'Word 2007'.

This session was attended by almost all of our Instructors and was very much enjoyed by all. The sessions took over three hours with a break for afternoon tea.

Brian Graham, in his calm and precise way, showed us lots of ways to use Office 2007, and told us what to look out for. We were also treated to a preview of what is coming: Windows 7 (Beta), which was a real eye opener.

We thank Brian Graham for his presentation.

If anyone has further questions, please send them to Corry: corryten@gmail.com.

We may ask Brian to come back another time if we have enough questions!

More photographs are on our website:

www.compalsnb.org.au



Brian Graham with our President Pat Kingham

Photograph by Christine Smith.

"Time is such a precious gift, but love's the greatest gift of all."

'Let's be Creative'

From now on, the rules of this competition are on the notice Board in our clubroom. This saves printing it each month.

Basically, the rules are that members can create a card for which we will suggest a subject such as 'Happy Anniversary' for instance.

Cards can be put into the Box at our club.

Cards need to fit into a C6 envelope, therefore they need to be a quarter-fold card.

Please read the rules at our club.

The winner is announced each month in this Newsletter, and a prize awarded each month to the person with the best card.

Subject, for March is:

Happy Anniversary

As we have only just started this term there were no winners this month.

Appreciation Courses Term 1 2009		
<p>These Appreciation Courses are for members. To become a member: just pay \$25 for '12 months' membership to be able to enjoy groups, workshops and courses. All courses cost \$10 each and include a CD with the information. Members can put their name on the list at the club.</p>		
Friday Feb. 6	1.30 'Getting Started'	
Friday Feb. 13	1.30 'Tips for Word'	
Friday Feb. 20	1.30 'Skype' What is it?	
Friday Feb. 27	1.30 'Tips for the Internet'	
Friday March 6	1.30 'Tips for Scanning'	
Friday March 13	1.30 'Setting the Scene' in PowerPoint	
Friday March 20	1.30 'Understanding 'Works'	
Friday March 27	1.30 'Vinyl & tape to CD' using the free program 'Audacity'	



I'm not very good in the garden,
My thumb sure is not really green,
I'm also not keen on most 'wriggley's',
On beetles, etcet, I'm not keen.

I'm told, though, that worms in the
garden
Are useful and perfectly fine,
For bait to catch fish they're the
greatest,
Just put one on end of your line.

I'm also quite hopeless with horses,
They're big and they toss you off lots,
The race horses, though, I admire,
Maybe they'll soon win me those yachts.

The people of Greece were quite clever,
They hid in a big horse of wood,
It was a mighty grand deception,
Their win over Troy they thought good.

So now we come back to today's probs.,
Those Trojans and Worms still are there,
Protect your dear 'pute from these
devils,
And show them you really do care.

While horses and worms can be useful,
Or even create lots of fun,
In 'puters they're not really welcome,
Forbid them and you will have won.!!

Poetry by Lexie Warder

Graphic by Win Nielsen, Corel Group

Web Of Trust (freeware) - Always keep your common sense with you when you're on the Internet. Don't be lured into installing free software or signing up for a free service if it seems too good to be true. Read the privacy policy and/or Terms of Service or License Agreement of any free software or free service you're considering. As a rule of thumb, free products and free services which have extremely long, difficult-to-understand agreements filled with legal-speak are most often deceptive in nature. Be careful and stay informed - you'll be just fine. Despite all the hooligans that hide in the shadows of the 'Net, the Web is a wonderful place for us all to enjoy! <http://www.mywot.com/>
The above article is copyright ©2008 by Cloudeight Internet, <http://thundercloud.net/infoave/index.htm>

Four-Letter Surgery

Jerry is recovering from day surgery when a nurse asks him how he is feeling. "I'm OK but I didn't like the four-letter-word the doctor used in surgery," he answered. "What did he say," asked the nurse.

"OOPS!"

Worms and Trojans Explained

A worm is a program similar to a virus. It is considered by some to be a variant or subset of a virus in that it makes copies of itself but does so without needing to modify a host. In case you're wondering what 'a host' is, it's a computer, as in the "host computer", the computer on which the worm or virus is installed. Both worms and viruses can wreak havoc on your computer - they are both considered malicious files. Like viruses, worms may perform other functions besides replicating themselves. They can act as Trojans, viruses, and cause computer damage as well. Their function may be nothing more than sending itself to as many addresses as it can harvest from the computer that it infects. Worms are generally distributed by email as attachments or via peer-to-peer file sharing programs. A worm can be polymorphic, which means that it assumes a different appearance each time it hits an inbox. Some worms with many different faces can have the same basic programming.



Trojan horse programs are named for the giant wooden horse that concealed Greek soldiers who used it to invade the ancient city of Troy. Like that famous trick, a Trojan horse program conceals hidden programming. The hidden function may just be a joke, or something malicious like a keylogger - where every keystroke is logged - including the keystrokes of typed passwords, credit card numbers, user names, account numbers, etc. -and transmitted to a criminal sitting at his computer somewhere far away. Trojan horse programs are most often used to steal people's sensitive data. Normally a Trojan will be programmed to send information from the infected computer to another computer or Web server. Trojans can be concealed inside other software or distributed via email as attachments. Windows XP and Windows Vista users should make sure their Windows firewall is on and working and their anti-virus and anti-spyware programs are updated frequently.



Email is another way viruses, worms and Trojans are spread. It's well-known that some people will click links in email without thinking - others will click on any emailed file that they receive as an attachment without thinking..

Criminals know this. Programmers with nothing better to do, get their kicks by writing malicious programs. These types of programs are designed to spread to all those who correspond with careless users. Because of this threat, the only 100 percent safe email file attachment is a deleted one.

Protect yourself! Make sure you use an anti-virus program and two good anti-spyware programs - and keep them updated frequently. [Scan your computer online](#) at least once per week to double-check that your computer is not infected. Keep your [Microsoft Windows Updates](#) current. Be careful with email attachments! Never open them directly from email. The best policy is to immediately delete them, but if you think it might be from someone you know, and want to make sure it's safe, save it to your desktop and scan it with your anti-virus program or use the online scanning service (free) above before attempting to open it. Don't click links in email unless you're positive of its source. Use a good anti-phishing, malicious site detecting toolbar - like **Web of Trust** or McAfee Site Advisor.

Most importantly, use your head. Let your own common sense guide you.

How to run older Programs on VISTA HOME PREMIUM?

Many PC Users fear that they can no longer use older Software programs when purchasing a new Computer. I am pleased to say that VISTA Operating System – very similar to Windows XP operating system – has a built-in PROGRAM COMPATIBILITY WIZARD.

This feature allows you to either use an older program via your CD/ DVD Drive or You can install first the old program onto your hard Disc.

Whatever you choose VISTA will remember the setting for your older Program and you have to set your system up only once.

These are the steps for VISTA HOME PREMIUM:

1. Go to Control Panel – click
2. Click on <PROGRAMS>
3. Navigate with your cursor to <Program and Features>
4. Click on <use an older program with this version of Windows>
5. Program Compatibility Window opens
6. Click next
7. Make your selection and click <next>
8. Click next
9. Click next
10. When you come to “select display settings for this program “and you do not know the answer for the first or second box, then do nothing and click with your cursor <Next>
11. Tick the box <run this program as administrator>
12. Click <next>
13. tick the box that selects” yes, set this program always to use the compatibility settings”
14. Click <Next>
15. If the next window asks you” would you like to send this information to Microsoft?” = tick the box that says <NO>
16. Click next
17. Click finish

Thanks to our Instructor Paul Treichel



The above Graphic was created by Win Nielsen, Instructor of our Corel Group



MOUSE WHISPERS



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How to tell if you have 32-bit or 64-bit Windows Vista?

You can tell by clicking the **start button** then right-clicking "**Computer**" and selecting "**Properties**".

Under "**System**" (about in the centre of the dialog) it gives you the version of Windows Vista you're using, for instance "Windows Vista Home Premium, 32-bit operating system" or "Windows Vista Home Premium, 64-bit operating system".

You will also see the amount of RAM you have installed as well.

Freebee of the Month: Revo Uninstaller helps you to uninstall software and remove unwanted programs installed on your computer even if you have problems uninstalling and cannot uninstall them from "Windows Add or Remove Programs" control panel applet.

Revo Uninstaller is a much faster and more powerful alternative to "Windows Add or Remove Programs" applet!

With its advanced and fast algorithm, Revo Uninstaller analyzes an application's data before uninstall and scans after you uninstall an application. After the program's regular uninstaller runs, you can remove additional unnecessary files, folders and registry keys that are usually left over on your computer. Even if you have a broken installation, Revo Uninstaller scans for an application's data on your hard disk drives and in the Windows registry and shows all found files, folders and registry keys so you can delete them.

With its unique "Hunter mode", Revo Uninstaller offers you some simple, easy to use, but effective and powerful methods for uninstalling software. You can use it to manage your installed and/or running software programs.

Revo Uninstaller is completely free - no cost, no adware, no spyware.

Download it from: <http://www.revouninstaller.com/index.html>

How to download and convert online videos

Windows XP and Windows Vista. There are many programs available that will allow you to download and save video files from YouTube and other sites. However, many of them are not free, and many of them are adware, spyware or worse. If you want to save your favourite Web videos on your computer (or download them and convert them to other formats) you're going to need a program that will enable you to do it. We've found none better, safer or easier to use than YouTube Downloader. Best of all, YouTube Downloader is free.

YouTube Downloader allows you to convert downloaded videos for IPod, Iphone, PSP, Cell Phone, Windows Media, XVID and MP3. The file download size is about 5.6 MB. For dialup users: keep in mind it's going to take about 30 minutes for you to download this program.

You can get YouTube downloader from: <http://www.download.com/YouTube-Downloader/>

It's free, safe, and easy to use and it works.

Do you have a problem finding items in "Word 2007" ?

This will help:

Type into **GOOGLE: Interactive Word 2003 to Word 2007.**

In the page that opens, select: **Download Details Word 2007 Guide Word 2003 to Word 2007**

Click on: **Download** and this will open up the EXE file. wd2003_2007CmdRef.exe (1.5 MB)

This file will enable you to find in Word 2007, the commands you use in Word 2003.

Thanks to our Instructor Ken Brown

Dates to remember

Feb 4 12.30 Instructors Meeting
2.00pm Committee Meeting

Feb 6 1.30pm 'Getting Started'

Feb 11 **1.30pm 'Ezitree' group**

Feb 13 1.30 'Tips for Word 2003'

Feb 18 1.30 "1st Day World War 1".

Feb 20 1.30pm 'Skype' what is it?

Feb 21 PrintMaster

Feb 25 Corel

Feb 27 1.30pm 'Tips for the Internet'

March 4 12.30 Instructors Meeting
2pm Committee Meeting

March 6 1.30 'Tips for Scanning'

March 11 **1.30 'Ezitree' group**

March 13 1.30 'Setting the Scene'

March 18 1.30 'The Older Driver'

March 19 Seniors Day "the Internet"

March 20 1.30 'Understanding Works'

March 21 PrintMaster Group

March 25 Corel Group

March 27 1.30 'Vinyl & Tapes to CD' using 'Audacity' a free program

YOUR INSTRUCTORS

Mon	9-12	Greg Ennis	
	9-12	Patricia Novikoff	
	9-10	Pat Kingham/Enrolments	
	9-1	David Bennett Apple/Mac	
	1-3	Lexie Warder	
	12-4	Peter Whalan	
Tues	9-12	Ken Brown	
	9-12	Evelyn Iggulden	
	9-1	Alan Taylor	
	9-1	Anne Parsons	
	9-1	Don Roberts	
	1-4	Pat Kingham	
Wed	9-12	Henri Osieck	
	9-12	Jim Parker	
	9-12	Mickey O'Neill	
	9-12	Mary Anne O'Reilly	
	10-1	Win Nielsen	
	pm	Reserved for Meetings	
Thur	9-12	John Brennan	
	9-12	Brian Curran	
	9-12	Paul Treichel	
	9-12	Corry Dancaster	
	pm	Reserved for courses	
Fri.	9-1	Christine Smith	
	9-1	Paul Treichel	
	9-12	Glenda Kelly	
	9-12	Gerri Cumpstey	
	pm	Reserved for courses	

WELCOME to our New Members

*Karen Heyman, Jacqui Collins,
Douglas Skinner,
Michelle Goh, Joy Martin,
Pauline Goodyer,
Molly Del Principio, Vicky Collett,
Maggie Saitta, Milton Wheeler,
Diana Lindfield, Josif Hoffman.*



Did you know?

There is a free Internet available in Pittwater, in the Mona Vale area!

For File Management and Digital Photography:

Please contact

Brian Hides: 9918 7181

For further information.

