

Parramatta Computer Pals for Seniors Inc.

Supported by Parramatta City Council
PO Box 3102, Parramatta NSW 2124 (02) 9639 9110 (Secretary/Editor)



ParraPals Newsletter Vol 3, No: 7, July, 2009

President's message

Well, here we are in the second half of 2009 already!! My, doesn't time fly when you're learning to use a PC!!

We just keep getting those interesting invitations – this time I've been invited to talk about the Community Training Project at a forum on "Capacity Building in Parramatta" on 29 July at Granville.

As I said last month, it's that time of year again – time to pay your annual subscription (\$20 for insurances etc) for July 09-June 2010. To book a course in Term 3 you must be financial, so you need to bring \$60 to the Club rooms or to the Members' Meeting if you are registering for a 10 hour course.

Our secretary, Margaret is currently overseas – having way too much fun, I might add – so I've been "batching". This means that Margaret's usual duties have been shared around a bit and I'd particularly like to thank Deborah Martin for filling in on a number of tasks. Margaret will be back on Friday 24 July. Thank goodness!!

We have bought two new laptops and they are now installed in the office area – one to allow committee members to keep our administrative file up to date, and the other attached to the scanner for member' use. Our third laptop is now installed on

the desk to allow instant booking in. All the laptops are connected to the internet.

We now have a phone number at the Club which you can use to contact us during the hours we are open (usually 9am to 3pm Monday to Thursday). The number is 9806 5030.

If you haven't already, please renew your membership – it's only \$20.

Regards to all

John Moxon
President

johnmoxon@optusnet.com.au

Book your course Friday 17th July

This is a chance to book for courses, and learn more about the courses on offer in Term 3. (See the list on page 2 in this newsletter).

So join us between 9.30 am and 11.30 am in the Gwen Logan Room.



Deborah with some happy students

Term 3 - 2009

Book in on Tuesdays and Wednesdays 10am to 2pm

	Course	Trainer	Comments
<i>Mondays (Week 1: 27th July; Week 6: 31st August; Term ends: 28th September)</i>			
9.00-11.15 Wks 1-5	Audio Editing	Deborah Martin	5 weeks x 2hrs \$40
9.00-11.15 Wks 6-10	To be advised depending on trainer availability		
11.30-2.00pm Wks 1-5	Internet/ Email	Peter Grove	5 weeks x 2hrs \$40
11.30-2.00pm Wks 6-10	To be advised depending on trainer availability		
2.15-3.15 Wks 1-10	Genealogy on line	Deborah Martin 1-5 Hazel Labka 6-10	10 weeks x 1 hr \$40
<i>Tuesdays (Week 1: 28th July; Week 6: 1st September; Term end: 29th September)</i>			
9.00-11.15 Wks 1-5*	Beginners 2 in XP	John Moxon	5 weeks x 2hrs \$40
11.30-12.30*	PowerPoint	Margaret Tucker	10 weeks x 1 hr \$40
9.00-11.15 Wks 6-10	Digital Photo Stories	John Moxon	5 weeks x 2hrs \$40
1.00-3.15 Wks 1-5*	Beginners 1 in Vista	John Moxon	5 weeks x 2hrs \$40
1.00-3.15 Wks 6-10	Beginners 2 in Vista	John Moxon	5 weeks x 2hrs \$40
<i>Wednesdays (Week 1: 29th July; Week 6: 2nd September; Term end : 30th Sept)</i>			
9.00-10.00*	CreataCard	Judy Joyce	10 weeks x 1 hr \$40
10.15-12.30 Weeks 1-5*	Graphics in Word	Judy Joyce	5 weeks x 2 hrs \$40
10.15-12.30 Weeks 6-10	Email and Internet	Judy Joyce	5 weeks x 2 hrs \$40
1.00-3.15 Wks 1-5*	Beginners 1 in XP	Hazel Labka	5 weeks x 2 hrs \$40
1.00-3.15 Wks 6-10	Beginners 2 in XP	Hazel Labka	5 weeks x 2 hrs \$40
<i>Thursdays (Week 1: 30th July; Week 6: 3rd September; Term ends: 1st October)</i>			
9.00-10.00	Beginners 1 XP	Hazel Labka	10 weeks x 1 hr \$40
10.15-12.30 Wks 1-5	Managing Digital Photos	Jon Bayley	5 weeks x 2 hrs \$40
10.15-12.30 Wks 6-10	TBA depends on demand	Jon Bayley	5 weeks x 2 hrs \$40
1.00-3.15 Wks 1-5	Beginners 2 Vista	Jon Bayley	5 weeks x 2 hrs \$40
1.00-3.15 Wks 6-10	Managing Digital Photos	Jon Bayley	5 weeks x 2 hrs \$40
<i>Fridays Short courses + Special Interest Groups + Monthly members meeting 3rd</i>			
Dates to be announced	Backing up; Skype; Scanning photos; mail merge in word; Google	Various	\$10 for 2 hours
*Please note: No classes Tue-Wed 18-19 August (ASCCA conference). Tues class rescheduled to Friday 14th August; Wed classes to Friday 28th August			

Lunch at Parramatta Leagues

Lunch is on again!

Join us at 12 noon on Monday 20 July in Café 88 for an informal lunch and a good old natter.

If you are not a member, simply turn up a little early and John Moxon will sign you in.

Allow about two hours so you can eat at leisure, have a good chat, and have time for a drink or two.



What the Courses Cover

It's important to understand what each of our courses sets out to cover, so you can make an informed choice when deciding on a course to attend.

Set out below are the main topics covered in each course.

Beginners 1 (XP) or (Vista)

- Turning the PC on and off
- Using the keyboard and mouse
- How Windows works
- Windows "Help"
- Creating and saving a document

Beginners 2 (XP) or (Vista) - must have done Beginners 1 or equivalent

- Review of Beginners 1
- Creating Files and Folders
- Copying and moving files
- Using a Flash Drive
- Accessibility options
- Using the Recycle Bin
- Finding free software
- Intro Internet and Email
- (Vista only) – new features

Internet and E-mail – you must have done Beginners 2 or equivalent

- What it is and how it works
- Using a Browser (Internet Explorer)
- Using E-mail
- Attaching photos and files to emails
- Searching (Googling)
- Internet security
- Saving searches and sending things

Graphics in Word – you must have done Beginners 2 or equivalent

- Make a poster
- Using WordArt and ClipArt
- Using AutoShapes
- Insert photos and add captions
- Create CD covers
- Create a greeting card
- Create a calendar with your photos

Create-a-Card – you must have done Beginners 2 or equivalent

- Installing and starting the program
- Creating a card using a template and Saving it
- Creating from scratch
- Inserting your photo
- Calendar, bookmark, postcard & more

PowerPoint – you must have done Beginners 2 or equivalent

- Make a slide show presentation
- Make a photo show with music and narration
- E-mail a slide show or video
- Print the slide show – various options

Managing Your Digital Photos – you must have done Beginners 2 or equivalent

- Moving photos from camera to PC
- Understanding photo formats
- Improving photos using Picasa3
- How to store & organise your photos
- Sharing your photos – by email or on-line
- Printing photos

Digital Photo Stories – you must have done Managing Your Digital Photos or equivalent

- Using PhotoStory3 to make a slide show
- Adding movement, transitions, narration, music
- Saving as a video
- Using Movie Maker to improve your slide show
- Adding and editing video
- Adding titles and credits
- Saving and sharing

Genealogy On Line – you must have done Internet and E-mail or equivalent

- Websites to visit
- Using search functions
- Understand primary and secondary sources
- The pitfalls of using on-line sources
- Ordering certificates on-line
- Other resources e.g. associations, magazines, family tree software, genealogy lists

Audio Editing – you must have done Beginners 2 or equivalent

- Sound file formats
- Sound controls on your computer
- Analog to digital: converting cassettes and records to audio files
- Downloading sound files from the internet
- Using free software to record and edit sound files

Principles of Word Processing - must have done Beginners 2 or equivalent

[For users of Microsoft Office 2003 or 2007 Word or OpenOffice.org Write]

- Selecting and formatting text
- Cut, copy, paste and undo commands
- Using the ruler
- Creating tables
- Inserting pictures, clip art and Word Art

Short courses

Scanning – using the Club's scanner to scan photos and other documents

Printing – how to get the best out of your printer, particularly for printing photos

Backing up – how to use Windows' built-in back up program to avoid disaster

Skype – how to make phone calls with video over the internet for free

Other topics - by request.

Dates and times to be confirmed – put your name on the waiting list by seeing a trainer.

Favourite websites

Check these out:
www.greypath.com – a major website for seniors covering a wide range of interests.

<http://www.abc.net.au/rn/> - Radio National – listen to programs you've missed; subscribe to a podcast and more

Dates for your diary

Bookings – monthly meetings or course days; Tues/Wed 10.00-2.00 during July holidays.

Term dates

- Term 3 – Monday 27th July to Thursday 2nd October
- Term 4 – Monday 19th October to Thursday 17th December

Monthly meetings

- Friday 17thth July, 9.30 am
- Friday 21st August 9.30am

ASCCA conference

- 18-19 August (Tues/Wed)
www.ascca.org.au/conference2009/
or ask for a brochure at the club.

Annual General Meeting

Friday 17 October 9.30am

Christmas Party

Friday 18th December, 12-2.00pm

Our website

Your webmaster has created a Sitemap at www.parramattacps.org.au/sitemap.html so you can find your way around the website easily.

Correspondence will be entered into at secretary@parramattacps.org.au

Till next time. *(Several people for) Margaret*