



# Just Browsing

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**Newsletter**

**March 2010**

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## **CHAIRMAN'S CHAT**

### **Term 1, 2010**

The reason I am writing this that I have had my arm twisted, but let me put you in the picture. As you may recall, in May last year our elected Chairman Hunt Dryburgh, went into hospital for surgery. This took him out of action and our Secretary at the time, Laurie Davies assumed the roll of acting Chairman.

Hunt's recovery took much longer than anticipated and although he is much better now, he is not yet ready to resume his former roll. Meanwhile Laurie kept us all going until the end of Term 4 when he himself also needed medical attention.

As a result of these circumstances the management committee again found themselves without a helmsman at the beginning of the New Year.

By some common consensus at our 1<sup>st</sup> meeting in January I drew the short straw to act on behalf of Laurie and front up to the task. Since that time the committee have all pitched in and got Term 1 organised and off to a good start.

It was quite gratifying to see so many new faces at our first "Open Day" for the year in January and we gained two new Introductory classes out of that event as well as renewals of members wishing to do further courses.

Term 1 is now getting into the final stages and all courses will have finished before Easter. Besides the two "Intro" classes we have had the following courses, "Word processing 1 and 2", "Email and Internet" (2 courses of four weeks each), "Spreadsheets" and "Digital Camera and Photo editing".

We have also conducted a series of 2 hour Workshops, such as Computer Care and Maintenance, "Use of Flash Drives", "CD/DVD burning and File transfer" and last but not least, "Trade Me" for those bargain hunters amongst us.

The Digital Camera Interest group has also been active. Ron Dunbar had arranged an unusual and very interesting trip to the "Mainland Steam" workshops in Plimmerton. Here our photographers were let loose amongst a fascinating collection of (full sized) Railway locomotives, Carriages and all sorts of impressive machinery.

It was a worthwhile trip as the railway workshops are quite out of sight from the road and you wouldn't know they were there unless you got onto the platform at Plimmerton Station. We all had fun at the next meeting showing off unusual shots we had taken that day. Ron won the competition this time with his fine shot of one of the steam locomotives.

By the time you receive this newsletter we will have had our AGM. It is encouraging to see that nearly all the current committee are standing again and we now have a couple of new members...

At the AGM we had secured Mr. Bill Brown, a gentleman from the "Need a Nerd" company who was our guest speaker. As we all could do with one of those types of experts from time to time, this gave us an interesting insight into home computer problems and what to do about them.



*Peter Badart  
Chairman*

### SENIORNET - END OF TERM 1

Thursday	1 April
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### APPLICATIONS CLOSE FOR TERM 2

Wednesday	14 April
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### SENIORNET - START OF TERM 2

Monday	3 May
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### PUBLIC HOLIDAYS

Friday - Monday	2 – 5 April	Easter
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### ARTICLES FOR NEXT NEWSLETTER

Would you like to contribute anything to our next newsletter? If so, you have plenty of time. Computer tips, funnies (not too long) small cartoons etc will be great.

The next newsletter is not until June so send your contributions to: [margots@xtra.co.nz](mailto:margots@xtra.co.nz) And please put 'SeniorNet Newsletter' in the Subject line.

They will of course be subject to space - but you never know - it could appear in an issue – so look out for it.

*I know I'm in my own little world, but it's ok.  
They know me here.*



### AN OPEN DAY WILL BE HELD

**Tuesday 13 April**

**Where:** Ngati Toa School  
Piko Street, Titahi Bay  
Room 2

**Time:** 9.30am – 12.30pm



**You are all welcome to attend and - please bring a friend.**

- \* Come and talk to our tutors
- \* Receive Assistance
- \* Check out the equipment
- \* Friendly atmosphere

**Light refreshments will be served**



### A VERY WARM WELCOME TO NEW MEMBERS FOR TERM ONE



Margaret Allan  
Ian Catherall  
Dave Fawcett  
Valerie Harding  
Dawn Jamieson  
Patricia Maddocks

Phyllis Armstrong  
Alan Ellis  
Drew Fittes  
Jim Harper  
Jerry Le'aupepe  
Chas McMahon

Sylvia Paget  
Avis Steed  
Margaret Stewart  
Phyl Toomath  
Valerie Wilton

Mirren Sanderson  
Fred Steed  
Adrian Tiavaasue  
Kathleen Williams  
Jan Wright

## DO YOU NEED A NERD?



We all need help at some stages with

the technical stuff, and it would be great to have a "nerd" on hand to fix it all up!

In steps a new company called Need a Nerd, fixing and installing computers, TVs and home entertainment is their speciality, they are offering special discount prices for all our SeniorNet members. Go and take a look at the article in the "What's New" section of [www.seniornet.co.nz](http://www.seniornet.co.nz) also click onto the Need a Nerd banner to find out more. Need a Nerd have just come onboard as a SeniorNet partner.

## HUMOR FOR LEXOPHILES (LOVERS OF WORDS)

Did you hear about the guy whose whole left side was cut off? He's all right now.

The short fortune teller who escaped from prison was a small medium at Large.

A thief fell and broke his leg in wet cement. He became a hardened Criminal.

When the smog lifts in Los Angeles, U.C.L.A

The butcher backed up into the meat grinder and got a little behind in his Work.

*Serious Error, All shortcuts have disappeared  
Screen .... Mind .... Both are Blank*



## Thanks to Term One Tutors

### Introduction to Computers

Enid Alexander                      Graham Alexander  
Ron Dunbar                         Keith Wood

### Word Processing – Level 1

Margot Stuart

### Word Processing – Level 2

Margot Stuart                      Sean O'Neil

### Spreadsheets

Graham Ellett

### Digital Camera & Photo Edit

Peter Badart

### Workshops

Peter Badart                         Ron Dunbar  
Margot Stuart

### Email and Internet

Bob Pretty                             Peter Phipps



## MICROSOFT WORD HELP

### How can I find out the names of the buttons on the toolbars?

Hover the mouse over any button and its name will appear in a box near the mouse pointer.

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### How can I display more toolbars?

1. Choose **Toolbars** from the **View** menu.
  2. Select the toolbar you want (an active toolbar has a  next to its name).
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### To remove a button from the toolbars:

1. Choose **Toolbars** from the **View** menu.
  2. Select **Customize**.
  3. Drag the button you want to remove off of the toolbar.
- 

### Can I make my own toolbars?

Yes! To make your own toolbar:

1. Choose **Toolbars** from the **View** menu.
  2. Select **Customize**.
  3. Click on the **Toolbars** tab, then click on the **New button**.
  4. Give the toolbar a name. You can also choose to make this toolbar available to the Normal template (all documents) or the current document only. A small toolbar palette will appear on the screen. Click on the Commands tab, select a Category, then drag the commands you want onto your new toolbar.
- 



### How do I change the default margins?

1. Choose **Page Setup** from the **File** menu.
2. Click on the **Margins** tab.
3. Set the margins the way you want them, then click on Default. Word will inform you that this change will affect all documents

based on the Normal template.

### How do I change the default document font?

1. Choose **Font** from the **Format** menu, then set all of the attributes you want for your default font.
2. Click the **Default** button.
3. Word will inform you that this change will affect all documents based on the Normal template.



**Byte**  
Whut dem dang flys do

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### LENDING LIBRARY

In our classroom we have a selection of books to lend out to members.

If you would like to borrow one or more of our books for a reasonable time, there is a notebook on the shelf where you can put in your details, the name of the book borrowed and the date.



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*You're the computer,  
YOU tell ME where the file is!*

## THE UNSTOPPABLE VIRUS

I thought you would want to know about this e-mail virus. Even the most advanced programs from Norton or McAfee cannot take care of this one.

It appears to affect those who were born prior to 1965

### Symptoms

Causes you to send the same e-mail twice - *Done that*

Cause you to send a blank e-mail - *That too!*

Causes you to send e-mail to the wrong person - *Yep!*

Causes you to send it back to the person who sent it to you - *Aha!*

Causes you to forget to attach the attachment *Well darn!*

Causes you to hit "SEND" before you've finished - *Oh, no - not again!*

Causes you to hit "DELETE" instead of "SEND" - *And I just hate that!*

Causes you to hit "SEND" when you should "DELETE" - *Oh- No!*

**IT IS CALLED THE ..... "C-NILE VIRUS"**

**Hmmm....*Have I already sent this to you?***



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*Printer not ready  
Could be a fatal error  
Have a pen handy?*

## USING KEYBOARD CONTROLS ON A WORD DOCUMENT

### Insert WordArt with the keyboard

1. Press and release **ALT**, then **I**, then **P**, then **W** to select WordArt.
  2. Use the arrow keys to select the WordArt style that you want, and then press **ENTER**.
  3. Type the text that you want.
- 

### Insert a Text Box by using the keyboard

Press and release **ALT**, then **I**, then using the vertical arrow ↓ down to Text Box, and press **CTRL+ ENTER**.

Type the text you want in the text box and when you have finished typing and want to switch back to editing text in your document, press **SHIFT + F10**, choose **Exit Edit Text** on the shortcut menu with your vertical arrow key

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### Change the size of a drawing object by using the keyboard

1. First you must select the object you want to change.
  2. Use the keyboard to choose the command for the type of object you selected
  3. For example, on the **Format** menu, choose **AutoShape** or **Text Box** — and then select the **Size** tab.
  4. Select the options you want.
- 

### A LITTLE TONGUE TWISTER TO ACTIVATE THE BRAIN

A skunk sat on a stump and thunk the stump stunk, but the stump thunk the skunk stunk.

## ARRANGING TOOLBARS

Most programs you use will have a Title bar, Menu bar, and Toolbars along the top. The exact appearance of these things will vary from one program to the next. But their purpose is generally the same in all programs:

Also, many programs have toolbars that you can size and position within the program window. You can also lock the toolbars, to avoid accidentally rearranging them after you get them arranged the way you like.

You can tell if the toolbars are currently locked or unlocked just by looking at them. If the toolbars are locked, you'll see a *handle* (also called a *dragging handle* or *sizing handle*) to the left of each toolbar.

The handle is just a vertical column of dots, as in the top half of Figure 4. When the toolbars are locked, the handles aren't visible, as in the bottom half of that same figure.



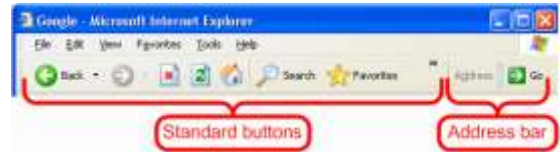
NB. Unlocked toolbars (top picture) shows the dragging handles which are the vertical dotted lines

If the toolbars are currently unlocked, choose **View**  
**Toolbars**  
**Lock the Toolbars** to lock the toolbars

If the toolbars are currently locked, choose **View**  
**Toolbars**

**Lock the Toolbars** to unlock the toolbars.

When the toolbars are unlocked, it's easy to accidentally rearrange them, as in the example shown below where the Address toolbar is now squished off at the right side of the Standard Toolbars button.



Now the Standard buttons and Address bar are on same row

To get the Address bar back to its own row, you first need to make sure you can see the sizing handle. Notice that when you point to (rest the tip of the mouse pointer on) the sizing handle, the mouse pointer turns to a two headed arrow, as in the below example.

Mouse pointer on handle

Whenever the mouse pointer changes to arrows like that, it means "drag to move or size". If you drag that handle straight down a little, and over to the left, you can put the Address bar on its own row, as in below.



Standard Buttons and Address bar are now on separate rows

When you have the toolbars arranged the way you like in a program, you can lock them. That way you won't accidentally move them while you're whipping around the screen with your mouse. Note that you can show or hide

toolbars whether the toolbars are locked or unlocked. But if you want to move or size the toolbars, you need to unlock them first.



**Chip**  
Munchies for the TV

### **Dasi, Dasi**

(Song - to A Bicycle Built For Two)

Dasi, Dasi, give me my output, do.  
I'm half crazy waiting for you to get through.  
I don't understand why it's taking  
So long for the process I'm making.  
I don't ask much  
But it is such  
A bore sitting waiting for you.



### **BOOK YOUR HOLIDAY**



#### **Travel**

Interislander – Maximum  
baggage allowed  
[www.interislander.co.nz](http://www.interislander.co.nz)

#### **Car Rentals**

Thrifty  
[www.thrifty.co.nz](http://www.thrifty.co.nz)

#### **GPS**

TomTom  
[www.tomtom.com](http://www.tomtom.com)

### Real Time Traffic Information

For AA Members

[www.aatrafic.co.nz](http://www.aatrafic.co.nz)

### AA Travel Bookings

[www.aatravel.co.nz](http://www.aatravel.co.nz)

### Escorted Tours

[www.pukekohetravel.co.nz](http://www.pukekohetravel.co.nz)

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### Places to stay

Golden Chain Motels

[www.goldenchain.co.nz](http://www.goldenchain.co.nz)

Main Hotels

[www.mainstay.co.nz](http://www.mainstay.co.nz)

NZ Hostel

[www.yha.co.nz](http://www.yha.co.nz)

Cottages & Unique Places to stay

[www.cottagestays.co.nz](http://www.cottagestays.co.nz)

Holiday Parks

[www.top10.co.nz](http://www.top10.co.nz)

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### Thrill Seekers Adventures

Jet, Bungy, Rafting, Quad Bikes

[www.thrillseekers.co.nz](http://www.thrillseekers.co.nz)

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*Ever stop to think, and forget to start again?*

*Wrinkled was not one of the things I  
wanted to be when I grew up*

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Whut ya hear when ya  
REALLY mean business

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## USEFUL INFORMATION SITES

### Human rights Commission

[www.hrc.co.nz](http://www.hrc.co.nz)

### Ministry of Consumer Affairs

[www.consumeraffairs.govt.nz](http://www.consumeraffairs.govt.nz)

### Tenancy Agreement

All information about your rights and obligations

[www.dhb.govt.nz/tenants-index](http://www.dhb.govt.nz/tenants-index)

### Kohanga Reo

Preschool for children aged up to 6 years where Maori is the only language spoken

[www.kohanga.ac.nz](http://www.kohanga.ac.nz)

### Barnados

They offer a home-based child care service in Porirua

[www.barnados.co.nz](http://www.barnados.co.nz)

### Inland Revenue Department

Get an IRD (tax) number before you look for a job

[www.ird.govt.nz](http://www.ird.govt.nz)

### **Work and Income NZ**

This is the department that administers core benefit assistance and Working for Families assistance on low or middle incomes and they also help people find jobs

[www.workandincome.govt.nz](http://www.workandincome.govt.nz)

### **Accident Compensation Corporation**

It provides personal injury cover for all NZ citizens, residents and temporary visitors to New Zealand

[www.acc.co.nz](http://www.acc.co.nz)

### **Te Rauparaha Arena**

It is a multi-purpose venue that hosts many corporate and community events in Porirua

[www.terauparaha-arena.co.nz](http://www.terauparaha-arena.co.nz)

### **Upcoming Events**

Porirua City hosts many events including sports and concerts.

[www.pcc.govt.nz](http://www.pcc.govt.nz)



### **LOST PROPERTY**

Is anyone missing a black cap with Guinness written on it?

Also 1 zip-up black XXL knitted crew neck cardigan. This has been here since Term 4 of last year.

If you think something is yours, then please contact a committee person on the back page of this newsletter and we can arrange for it to be returned to you.



And a great big thank you to Flying Laser Colours in Porirua who gave us a box of Photocopying Paper

It is very much appreciated!



A customer who had just received a laptop computer asked about the power-saving feature known as "hibernate.

"Would this hibernate device work in the spring and summer, the caller asked.



### ARE YOU MOVING HOUSE OR CHANGING YOUR EMAIL ADDRESS?



If you answered "YES", it would be much appreciated if you would let us know so that we can keep our database up to date.

And if you know of any other SeniorNet member who hasn't received any notices etc – then please advise us.

Our contact details are on the back page of this newsletter

### POPULAR NEW ZEALAND MAGAZINES

They will be delivered to you home at a huge discount.

ACP Media Ltd has kindly made available this exclusive offer to members of the SeniorNet Federation

Telephone:  
**0800MAGSHOP (0800 624 7467)** to order.

You will need to quote **307SNSNZ** to get the SeniorNet member's pricing.

Some of the magazines on offer are:  
Australian Women's Weekly, Cleo, Fashion Quarterly, Next, Woman's Day, Your Home and Garden and many others.

*I used to have a handle on life, but it broke*

### SENIORNET LAPEL PIN BADGES

If anyone is interested in a badge to wear with pride at any of our functions, we have some for sale at \$4.00 each. Contact a committee person on the last page of this newsletter

### REMINDER: DAYLIGHT SAVING ENDS ON SUNDAY

New Zealand Daylight Saving will end on Sunday 4 April 2010 when 3.00am becomes 2.00am.

People may find it convenient to put their clocks back by one hour before going to bed on Saturday 3 April.

### TELSTRACLEAR HOME PLAN

(Special Offer for SeniorNet members)

Maxi speed broadband  
Unlimited calling  
Choice of usage  
Call tollfree - **0508-011-737**  
Don't forget to quote SeniorNet



From the Editor – Margot

And another term finishes. Wow! Didn't it go fast?

Easter is just around the corner and I have been celebrating it for a few weeks now. Cream eggs with my cup of tea in the evenings

Hope you all have a great Easter break and don't forget our Open Day on 13 April. Bring a Friend along as well

*That's all for now folks*



**Phone:** 236.5314 (SeniorNet Classroom)

**School Phone:** 236.7785