



## Workshops

### **Anti-virus/Safe computing practice Workshop**

This popular workshop, based on using the free Avast programme will be conducted on Wednesday August 16 at 9.45 am.

A charge will be made of \$5 per member, plus \$2 if you want a copy of the Avast programme on disk.

The workshop will be restricted to 25 participants so early booking is essential.

Please call Jack Hazlett on 562 0206 or email to [cjhaz@xtra.co.nz](mailto:cjhaz@xtra.co.nz) to register

## SeniorNet News

If you are still not receiving this service, please send an e-mail to [seniornet.wgtn@xtra.co.nz](mailto:seniornet.wgtn@xtra.co.nz). In the subject line put the word Address and in the message put your name(s) and membership number(s). There is no need to include anything else. This information will be confidential to SeniorNet Wellington. New members are automatically included if they have put an e-mail address in their application form.

**Note for Tutors** – Please check that your students are signed up for this service; if not, tell them how.

**You know you're getting old when the candles cost more than the cake. -- Bob Hope**

## YOUR COMMITTEE

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### WAIVER

From time to time some of our members voluntarily give help and advice to other members on matters relating to computers and associated equipment. This help or advice is taken solely at the recipient's risk and imposes no responsibility or liability of any kind, either on those providing such help or advice, or on SeniorNet Wellington.

**Everyone wants to live at the expense of the state. They forget that the state wants to live at the expense of everyone.**

**Frederic Bastiat**

### Diary 3 July – 29 September 2006

Month	Date	Monday	Tuesday		Wednesday	Thursday	Friday
<b>JULY</b>	03 – 07	Term 2 ends		05	Q & A.		
	10 – 14			12	COG	N/L Post out	
	17 – 21		Digicam	19	Tutor Clinic		
	24 – 28	Term 3 starts		26	Exec.Cmttee COMG		
<b>AUGUST</b>	31 – 04			02	Q & A		
	07 – 11			09	COG		
	14 – 18		Digicam	16			
	21 – 25			23	Exec.Cmttee COMG		
	28 – 01			30			N/L Copy
<b>SEPTEMBER</b>	04 – 08			06	Q & A		
	11 – 15			13	COG	N/L Post out	Term 3 ends
	18 – 22		Digicam	20	Tutor Clinic		
	25 – 29			27	Exec.Cmttee, COMG.		

<b>Q &amp; A</b>	Question and Answers Group	9.45-11.45 am
<b>COG</b>	Computer Owners' Group	10.00-11.45 am
<b>COMG</b>	Communications Group	12 noon-2.00 pm
<b>DIGICAM</b>	Digital Camera Group	10.00-11.45 am
<b>PLEASE SUPPORT THESE GROUPS</b>		

## Message from the Chairman July 2006

Although it was a cold winter's day we had a very good attendance at the Annual General Meeting, held in the Auditorium of the National Library on Wednesday 28 June.

Our guest speaker, Nathan Mercer from Microsoft NZ spoke on the new products and technologies that will be launched in the near future.

On behalf of all members of SeniorNet Wellington I thank Keith Rumens and Keith Kenderdine, two long serving members of the committee who have decided to retire. Both have indicated that they wish to continue in the activities of SeniorNet. I also welcome Colin Archer who joins the Committee and will replace Keith Kenderdine as Treasurer.

I am very grateful that all other members of the outgoing committee have agreed to continue for 2006-07 including David Boyes, who had previously advised that he wished to step down but subsequently agreed to be reappointed.

Members at the meeting gave unanimous support to the granting of Life Membership to David Heinemann and Keith Rumens for their dedicated service over many years to SeniorNet Wellington.

Advice was also given to the meeting of further progress being made on two matters that had been referred to in the 2006 Annual Report.

### New Premises

John Nimmo reported on finding replacement premises. To date we have considered two different options one being a stand-alone tenancy or alternatively working with some of the other Betty Campbell tenants in finding some shared facilities.

Whilst we have viewed a number of premises that would be suitable we are currently favoring the possibility of working with the Wellington City Council and the other tenants.

Wherever we move the new premises must meet three basic criteria that of being in the central city, good access and on the main city bus route.

We are very hopeful of finding new premises so that we can make a move in time for the commencement of 2007 teaching year.

### Tertiary Education Commission Funding

Since writing the Annual Report some progress has been made on this matter as well. We have met with a representative from TEC and as a result we are very hopeful that funding will continue but in a somewhat different form compared to the current system. Details of the proposed changes are expected to be announced by TEC early in July.

During the break between terms two and three we will be hosting an open day for new members. As the new term will commence on Monday 24 July I encourage as many members as possible to consider enrolling for a course. In addition the various interest groups and workshops will continue to be held.

In conclusion I wish to thank members for their continuing support of SeniorNet Wellington.

Derek Oldershaw

## Course Management

**Geoff Robinson** - Phone 232 5702 – places members in the 8 week courses, the top block of the list in the application form, also Introduction to Computers, a 4 week course.

**Marion Ibbotson** - Phone 388 8855 – places members and organises Tutors in the 4 week courses, the middle block of the list in the application form.

**Jean Davidson** - Phone 233 0621 – places members and organises Tutors in the 1 and 2 week courses, the bottom block of the list in the application form.

**Gerald Jones** - (relieving for David Bennett) – Phone 976 8158 – organises relieving tutors as required for Term 3.

**Dorothy Jones** - Phone 972 1837 – arranges the Timetable and places tutors in the 8 week courses, also Introduction to Computers, a 4 week course.

It would help in allocating members to classes if you could note on your application:

- If you plan to be away at any time prior to your required course starting date, together with an alternative phone contact number or email address.
- If there are any times or days during the week when you are **not** available.

We seek applications from members wanting to take courses in Term 3, 2006 which starts in the week beginning Monday 24 July. We are also keen to hear your ideas on new courses that you think we should run.

### Gift Vouchers

\$20 Gift Vouchers for a one year membership of SeniorNet Wellington are now available from the office. Treat your friends to membership!

### We Need More Tutors!

**Have you ever considered becoming an Assistant Tutor? It's a lot of fun, and some hard work at times, but very rewarding. You don't need to be an expert in an area, just have a reasonable knowledge of the subject. You would start off as an Assistant, working with an experienced Tutor, and in a subject that you feel comfortable with. We could even put you in as a third tutor, that is an "Assistant to the Assistant Tutor" just to give you more of a feel as to what is involved. Think about it as we urgently need more people to become actively involved, to ease the load on those already tutoring. If you are interested please contact me, Dorothy Jones, at [dorothy.jones@paradise.net.nz](mailto:dorothy.jones@paradise.net.nz) or phone me on 972 1837 and we can talk about it.**

**Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months.**

**Clifford Stoll**

## **Tutors Please Note**

If, for any reason, you are unable to attend a class please ring Gerald Jones - Phone 976 8158, to arrange a replacement. Also advise him if you arrange your own replacement.

## **Practice session**

Teresa Popov, who very kindly tutors the Practice session on a Monday between 12 noon and 2pm, has been having problems recently with people who seem unaware that they should pay, and also with expecting to be able to use a CD that had programmes on it that did not belong to SeniorNet. When you are tutoring, please advise students that there is a charge of \$2 per hour for the practice session and the only CD's that can be used are those supplied by SeniorNet  
Thank you

Dorothy Jones

## **Short Courses**

### **Introduction to Microsoft Paint**

Do you want to be able to use Clip Art, to make your own Visiting Card? Perhaps design your own Logo and then make your own Letterhead, and Graphical Design. The Paint program is included with all versions of Windows.

### **Power Point - Introduction**

If you have PowerPoint 2003 installed on your computer, in the course you will learn how to make your first presentation, adding backgrounds, borders and text, transition effects, creating an album and writing it to a CD, special layouts, layering of objects, the slide master, action buttons and writing on slides.

### **Power Point - Special Effects**

When you have completed the Introduction course, the Special Effects Course deals with custom animations, incorporating sound and music, links, hyperlinks and triggers, creating a menu controlled presentation, screen tips, speaker notes and notes pages, printing hand - outs and how to incorporate a presentation into a stand- alone executable file.

### **Other Short Courses**

Include: Photo & Image Editing, Making Gift Tags, First Step in E-mail, Greeting Cards, Email Enhancement, and JavaScript.

**Middle age is when you have a choice of two temptations and choose the one that will get you home earlier.**

## **Musings from ‘The Serviceman Who Tells’**

*Trevor King*

*tc.koenig@xtra.co.nz*

### **Episode Thirty**

#### **Why ‘The Serviceman Who Tells’?**

During the 30 episodes of this column the SeniorNet membership has seen changes and a word of explanation might now be timely.

In 1948 I was issued with an Amateur Operators Certificate of Proficiency in Radio Telegraphy, only 14 years old, this got me an after school job at Howard Rowland’s radio shop in Palmerston North where I swept the floor and on a good day was allowed to wind transformers.

In the 1949/50 season I worked at Longburn Freezing Works and earned enough fixing radios in the Electricians workshop, and getting overtime for what I was supposed to be doing as Assistant Storeman, to buy a motor bike.

From there to an early career on the technical side of Broadcasting. I obtained a First Class Certificate in Radio Technology in my first three months, this was supposed to take three years, and moonlighted on my days off fixing radios and appliances for one of our advertisers. The experiences encountered there enabled me to write a regular feature for the New Zealand Radio and Electronics Magazine. The title was ‘The Serviceman Who Tells’. What was even better, this produced writer’s fees, even if it needed the occasional threat to withhold copy until arrears were settled!

#### **What are your Qualifications?**

This is a frequent question these days as, for fun and certainly not for riches; I do a bit of computer building and repair work. This helps to while away the day and provides an excuse for leaving undone the things that ought to be done.

It costs a bit for annual re-registration in Electrical Engineering and I also hold an Electricians Licence. Of course bits of paper are no substitute for experience, and I chat with other computer technicians who all share one thing in common; a distaste for being ‘wound up’ with uninformed criticisms.

#### **Broadband Internet Connections**

This is hot topic of the month. For my part there were three requirements to be met.

There is my own computer where most of the stuff resides and which I am currently using to write this document. Secondly there is Elizabeth’s computer in her upstairs office and which I touch only on request. This keeps the financial records of a couple of Incorporated Societies for which she is Mss Moneybags; plus the audits she runs on every penny I fritter away. As you can see, this machine must also have full and unconstrained internet access.

In the workshop it is equally essential to be able to 'go on line' with each computer as it is built. Likewise for those machines that come in for open heart surgery and need testing and software updates before dispatch.

Formerly all the above requirements were easily achieved via dial-up via modems. Now with broadband it is a little more complicated, whether you are using a Telstra cable connection or, as in my case, the Telecom copper wire system.

The preferred solution is to have a wireless broadband modem. Note, however, a wireless broadband modem is not always supplied 'free'. The unit supplied by Xtra has two types of output feed, a four outlet Ethernet router and in addition the modem transmits a wireless signal that can be received up to 20 metres away without boring holes everywhere to run wires. The remote computer's wireless USB 'Dongle' or alternative PCI radio receiving module is also an additional item to purchase and install [software and hardware installation required]. Laptop computers may require a special connector.

You may also need to purchase a filter for every telephone connection in the house [up to five] after the first one that comes with the installation kit. The advantage of so called broadband is that the telephone still works notwithstanding a couple of computers are raging the Internet.

Did I mention it may also necessary to install broadband software on each machine? It is pretty foolproof and there is good customer technical support, if you can get through. It is a good idea to use a cell phone for the call, the 0800 calls are free and the ordinary phone might drop out if a technician at the Exchange needs to fiddle with your ordinary line connection.

Got all that? Otherwise come along to a Computer Owners monthly meeting.

## Surfin' the Web

**Another good tip for you:** When you reach the bottom of a Webpage with text still to be read further down, just give one tap on the spacebar. The page will then move up and show the next one or two lines to you.

This site, **[www.strangefacts.com](http://www.strangefacts.com)**, could almost be called "nonsense for nerds" but take a look at it anyway!

Have you seen the wonderful GOOGLE drawing program available at **[sketchup.google.com/products.html](http://sketchup.google.com/products.html)**.

(Just be sure to download the "free" version and try it before you buy the full program.)

To glean some good information about how to avoid problems with Chat rooms, Spam, Viruses, E-mails, etc. try this site - **[www.chatdanger.com](http://www.chatdanger.com)**

And to finish up my notes for this session, I suggest you have a look at **[www.sunrisesunset.com](http://www.sunrisesunset.com)**. You will find "Wellington" at the end of the list of cities and can print out a table showing the time of Sunrise & Sunset for the current month. (don't forget to allow for Daylight Saving though!).

Until the next Newsletter, happy surfing from **John Cook ( [jcook@paradise.net.nz](mailto:jcook@paradise.net.nz) )**

## Course Development

Although I carefully scrutinise every new edition of a manual, not once but at least three times, do all the exercises again and again to ensure the instructions work out, and despite the helpful comments I get from our printer McKenzie Thornton Cooper Ltd about commas forgotten, extra spaces where they are not needed, wrong numbering etc., inevitably there will be the odd flaw that we have overlooked. So I am grateful for any comment that appears on the evaluation sheet however trite it may seem to the writer.

Even though the evaluation sheet does not invite comments about tutors, invariably students want to express their gratitude to their tutors. How good it is to see that the spirit of SeniorNet is alive and well.

And yes, I keep updating manuals as I receive comments or find from my own tutoring that clarification is needed. A never ending task it seems but never begrudged.

Gus Porteners

### Gus's Tips

#### Creating fractions in Word

The most useful way to create ad hoc fractions is with the EQ (Equation) field using the  $\f$  switch. This creates a fraction with a horizontal line between the numerator and the denominator. Here's how to do it:

1. Place the insertion point where you want the fraction to appear.
2. Press **Ctrl+F9** to insert field braces.  
Note, these braces are **not the same** as those obtained normally from the keyboard, even though they look the same they cannot be used here.
3. In the grey space between the field braces, type the following, substituting for a and b the numerator and denominator of the fraction to be:

**EQ \f(a,b)**

EQ must be in capitals and there must be a space between EQ and \. For example, if you want to create the fraction  $\frac{1}{19}$ , the field would look like this:

**{ EQ \f(1,19) }**

4. With the insertion point in the field, press **Shift+F9**. then deselect.  
This gives the following result:

$$\frac{1}{19}$$

If you want to edit a fraction, highlight it and hold **Alt** while tapping **F9** twice.

You are not limited to numbers in EQ fields. If you want to create fractions using words or phrases just substitute for **a** and **b** the words or phrases you want to use.

## WELCOME TO NEW MEMBERS

Anderson	Neil	Grainger	Lorna	O'Brien	Beverley
Andrews	Jill	Hall	Mary	O'Halloran	William
Baker	Beverley	Halsted	Diana	Poste	Wendy
Blincoe	Ian	Halsted	Peter	Rickards	Rita
Brown	Denzil	Harbridge	Leslie	Smith	Arthur
Buddle	John	Hayman	Louise	Smith	Norma
Chadderton	Sybil	Hill	Bob	Smith	Heather
Clark	Peter	Hunter	Hilary	Stothart	Bob
Cooney	Irene	Hunter	Ian	Sullivan	Margaret
Crombie	Doug	Irwin	Jack	Thyne	Martin
Davidson	Denny	Jones	Nancy	Thyne	Patricia
Dawson	Meredith	Macalister	Shirley	Trevelyan	Judith
Dinh	Maria	Macky	Margaret	Weststrate	John
Duff	Cecil	Moiseiwitsch	Annesley	Williams	Susi
Francis	Sherrah	Morgan	Rosemary	Wiltshire	Robert
Francis	Tim	Northcroft	Margaret		

## UPLOADING PHOTOS

George Braithwaite

### How I use Picasa and XP

I'm sometimes asked how I upload photos from a camera or card reader, using Picasa.

Answer: I don't; I use XP as follows:

1. Plug in the camera/card reader USB cable, wait for the box of choices to appear.
2. Select the first option (Copy pictures to a folder...using Microsoft...Camera Wizard).
3. Step through the wizard. Select pic(ture)s. Next name the pics with the wanted **file** name (**not** folder name) e.g. Sky. Check that the pics will be saved in My Pictures\Sky. Next to save them there, then Finish ends the upload and displays the new Sky folder.
4. Open Picasa, watch it find the new Sky folder (near bottom). The pics will have file names Sky 001, Sky 002 etc. (if file names don't show, go View, Thumbnail, Caption, Filename)

To rename the new folder (optional , click on Action (at right of Folder header), then Edit Folder Description

If I intend to edit some of the uploaded pics in Picasa and put the edited photos in another folder, I start step 3 as follows:

Select one pic, Next, name the pic with the wanted filename plus C (for copy e.g. SkyC - or choose your own letter), Next to save it; then Back and continue with 3, Select pics as previously

(if however I want a complete set of both originals and edited copies using the same number sequence in separate folders, in My Pictures. I name the pic SkyCC, or something close to the wanted **Folder** name).

In Step 4, Picasa will pick up the two folders, SkyC (or SkyCC) with one pic, and Sky.

Editing - After editing each pic, copy it (File/Save a Copy (or Ctrl+S) ). The copies appear at the end of the folder with digit(s) added to the file name. Select the copies and drag them into the SkyC folder. (To restore Sky pics to their original appearance, Undo the editing).

[For a complete set in both folders; to copy non-edited pics into the SkyCC folder, select them, start the drag and hold down Ctrl. Be careful to keep the copies in SkyCC in the same order as the originals. Then in SkyCC Select: All copies, rename them SkyC (File - Rename (or F2) and delete the first pic (now named SkyC). The copies will now be named SkyC 1, SkyC 2 etc.]

### **Why I use XP, not Picasa**

- With XP you give pics the filename sequence you want (Picasa retains the camera name eg DSC...)
- Selecting: with XP you can Clear all selections and select the pics you want, instead of only crossing out what you don't want. In XP the thumbnail pics are a fixed size and you scroll through them. Picasa shows the pics in a single panel; the greater the number of pics the smaller their size; only with a small number can you see what the image is.
- Folders: with Picasa all the pics go into one folder and you lose the menu; with XP you can backtrack to put pics in two or more folders in the one session.
- In Picasa's favour, it rejects duplicates and has fewer steps; but for me these advantages are well outweighed by the drawbacks.

**Some explanations:** Why put one pic in a second folder? Picasa won't recognise a folder which doesn't have a pic image in it. (complete second set - the pic acts as a dummy to keep renumbering in line).

Why copy the edited picture? Picasa never changes the original, and the editing vanishes outside Picasa. A copy makes the editing permanent. (see Help in Picasa: interactive in Version 2.0.0; on line or bring down the Help file separately in later versions). Keep the original if you want to do more editing, as each time you edit and copy a JPEG file, the quality goes down a little.

### **Tricks with your desktop icons**

Try selecting and dragging your 'My Computer' icon to the left margin of your screen. A vertical bar should open showing the folder's contents, which can then be selected for use. Similarly, if you drag a folder to the margin you will see the content of the folder in a vertical bar. You can then select its content.

How do you get rid of the vertical bar? Just right click in the clear space below the list and select Close Toolbar.

## **Fast and reliable online PDF creation for free**

**PDF Online** helps people quickly generates PDF at the time they need it the most.

Read about it and use it at [www.pdfonline.com](http://www.pdfonline.com).

As a web based service, PDF Online allows you to quickly generates PDF from your PC, Mac, or Linux, from your home, your office or anywhere in the world.

PDF Online supports MSWord DOC to PDF, Excel XLS to PDF, Powerpoint PPT to PDF, Text TXT to PDF, HTML to PDF, most image formats (JPG, GIF, BMP, TIFF, etc) to PDF, and much more.

PDF Online sends your PDF files to your nominated email account. This will allow you to have a dedicated online PDF storage that you can access using any internet-enabled computer.

### **That annoying Caps Lock key**

Of course you have inadvertently clicked the Caps Lock key when typing a document and then curse as you have to go back and repair the damage. Help is at hand.

Highlight the capitalized text, and click Shift-F3 till you get the selection you want i.e. caps, lower case or structured sentence (by the way don't forget to undo the Caps Lock key first!).

### **Flash drive management**

It has been noted that some members that use USB mounted flash (thumb) drives remove them from the machine without properly closing them down – DON'T – or you are likely to corrupt the drive and lose your information.

You will note that when you plug in the drive a small 'arrow and plug' icon appears in the system tray (bottom right of your screen). When you have finished working with your flash drive do a SINGLE LEFT CLICK on that icon and the wording *Safely Remove Hardware* will appear above the icon. Do a SINGLE LEFT CLICK on that wording and it will tell you if it safe to remove the flash drive (or not). Some people rely on the flashing light that appears on some drives when they are actively working – again DON'T as some USB plugs are upside down and you will not see the flashing light.

**Home computers are being called upon to perform many new functions, including the consumption of homework formerly eaten by the dog.**

**Doug Larson**

## Pied Piper

A guy walks into a small store. He notices a small bronze statue of a rat.

He asks the owner "how much", and the owner replies "\$50 for the bronze rat, and \$1000 for the story behind it". The guy says, "forget the story" and buys the rat.

As he's walking down the street he notices two live rats following him. As he continues to walk, more rats start following him. He starts to get a little concerned, and heads for the waterfront. By the time he gets there, thousands and thousands of rats are following him.

He walks up to the end of the pier and throws the bronze rat into the bay, and the rats all follow and leap off of the pier and drown.

The guy rushes back to the store and walks in. The owner says, "Ah!, so your back for the story". The guy says, "No, I was wondering if you have any bronze lawyers?"

## Paper CD cases

Have you ever been short of a CD case to protect your CD? If so help is at hand at the site [papercdcase.com/about.php](http://papercdcase.com/about.php) . The site offers simple instructions on how to fold a piece of A4 paper in such a way that you have an acceptable case to store your CD. It can also be used to post a CD. I would advise putting a piece of strong card in the case to limit the risk of bending the CD in the post.

## Tickle the brain cells

Have you ever felt the desire to do a bit of self education? Of course you have! At this site <http://tinyurl.com/h26qm> you have that opportunity. The range of areas for self improvement are wide and include arts, education, education reform, foreign languages, literature and language arts, mathematics, science, social studies and history. Oh! – I forgot to mention that they are free. There are a massive range of sub headings in each class of discussion. Online video is included, as well as a dialogue.

One that I had particular interest in was the presentation developed from the original series *The Brain*. Its offer extensive footage and research into the inner workings of this amazing human organ, including findings on Alzheimer's disease, schizophrenia, autism, Parkinson's disease, and many other topics. The modules are used in general and advanced courses in psychology, abnormal and physiological psychology, neuropsychology, and occupational therapy. I did not choose this production because of my age – it contains interesting information on a brilliant lady I once new who was autistic but also a highly regarded international animal behaviour expert.

## Character Recognition!

A middle aged woman had a heart attack and was taken to the hospital.

While on the operating table she had a near death experience. Seeing God she asked God "is my time up?"

God said, "No, you have another 43 years, 2 months and 8 days to live.

Upon recovery, the woman decided to stay in the hospital and have a facelift, liposuction, and a tummy tuck.

She even had someone come in and change her hair colour. Since she had so much more time to live, she figured she might as well make the most of it.

After her last operation, she was released from the hospital. While crossing the street on her way home, she was killed by an ambulance.

Arriving in front of God, she demanded, "I thought you said I had another 40 years? Why didn't you pull me from out of the path of the ambulance?"

God replied: "You did have another forty years, but I didn't recognise you!"

## Free Jigsaw Puzzles Gallery

This site at [tinyurl.com/kqwha](http://tinyurl.com/kqwha) is to help you through those long winter evening when the TV programmes are no good!

Each puzzle on the site is a single, self-contained, executable file. Just select any of the puzzles you wish to download and do at your leisure. There's nothing to install and you don't need any special plug-ins, viewers, or software.

The puzzles are offered in three versions.

**Easy:** All pieces are right-side up and uniformly shaped.

**Medium:** Pieces need to be rotated.

**Hard:** Pieces need to be rotated and shapes are more chaotic.

The major advantage is that you can't lose any of the pieces off the screen!

## About.com

The site where the above puzzles are stored is **about.com**. If you are not into jigsaw puzzles but have another hobby have a look at the list down the left side of the page to see if any of your expectations can be met. The alphabetical site list is at [azlist.about.com/a.htm](http://azlist.about.com/a.htm). The depth of the list is too wide to attempt a summary so go and have a look. Many of the subjects offer the chance to subscribe to a subject related newsletter.

## Getting a good price for computer parts

The market for prices of computer parts is very fluid. One of the main reasons is that technology is advancing so fast the built in obsolescence is the feature of the day.

How do you know what you should be paying for computer parts and add ons. A good starting point that gives you some negotiability in the market place is **www.pricespys.co.nz**. This site is regularly updated. Before you buy go and have a look at this site. Many of the firms involved have reliable mail order buying and you can check details with them on line.

## Tutorials

A tutorial on practically any subject can be found by using keywords in Google. For example, if you want to find out how to make MS Word tables just enter the words 'word tables tutorial'. Believe me – Google will say that it has found 17 million sources. Before you start going through them all just have a look at say the first four or five and you will find what you want.

If you are not yet comfortable using Google then have a look at this site, **http://www.techtutorials.net**, which has free tutorials for many applications. The site is indexed under a variety of other headings. For example if you want MS Office tutorials go through the 'Applications' link.

## Paper Aeroplanes

If you don't have grandchildren (and it doesn't matter what their age is) then you don't need to look at this site for making the world record breaking paper aeroplanes.

Ken Blackburn shares at **www.paperplane.org**, what he knows about paper airplanes (and it's a lot). He holds the Guinness record for time aloft for paper airplanes. He first set the record in 1983 (16.89 seconds), resetting it in 1987 (17.2 sec), 1994 (18.8 sec) lost the record in 1996 and set the current record of 27.6 seconds on 10/8/98 in the Georgia Dome.

The site contains clear instructions for making the complex to simple planes from a single sheet of paper. Keeps you amused for hours – well it did me and my grandsons anyway!

