SOUTHERN DISTRICTS COMPUTER USERS CLUB INC.

MAY 2012

Club Web Site http://sdcuci.com/

Editor Jim Greenfield

MEETINGS are held on the third Wednesday of the Month, in the Hall at the rear of St Mary's Catholic Church Morphett Vale. (Corner Bains Road and Main South Road) Visitors most welcome.

Cost $2 per person, which includes the Newsletter, plus coffee/tea and biscuits.

Subscriptions for twelve months Single $18

Family membership $24

Novice and experienced computer users will be warmly welcomed

After three visits in a twelve month period visitors are required to become members.

You're invited!

Visit to Adelaide Computer Club Inc.

Reedbeds Community Centre
Fitch Road
Fulham 5024
Tuesday 17th May 2012 7.30 p.m.

Our Club will be making an official visit to The Adelaide Computer Club to support Anne Leddra who will be delivering a talk on

e-Books and e-Readers.

I hope you will be able to attend.
We are car sharing.
Please let Jim or Trevor know if you need a ride.

TOPIC FOR JUNE MEETING

Word 2010 2007 tips.

E.g. How to do contents/ index: Save documents as 2003 (default): Shortcuts: Symbols: Extra line after paragraph: draw line on blank piece of document: Bullets: Dot points: Templates: Calendar: etc

Government of South Australia
Department for Families and Communities

Southern Districts Computer Users Club, acknowledges the generous assistance of both the **Comm. Department of Families and Communities** as well as the **City of Onkaparinga** in the provision of laptops and software used in training sessions and elsewhere within the club.

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Have you recently acquired, or do you just want to learn more about operating your computer?

The Club conducts classes on a wide range of subjects, at a very moderate charge.

The maximum number in class is five.

(Our aim is to conduct the classes in a friendly non-threatening atmosphere).

Some of the classes that are available:-

1. Basic Computing (Stage One and / or Stage Two).
2. Advanced Word.
3. Internet workshops.
4. Digital Cameras.

For more information contact a committee member.

1966

January, CSIRO - received a patent for its IEEE 802.11a and 802.11g WiFi products. Since then, the technology has been adopted as an industry standard by most computer makers around the world. Sadly, it took until 2009 for the industry and the US Courts to recognise the Australian patent.

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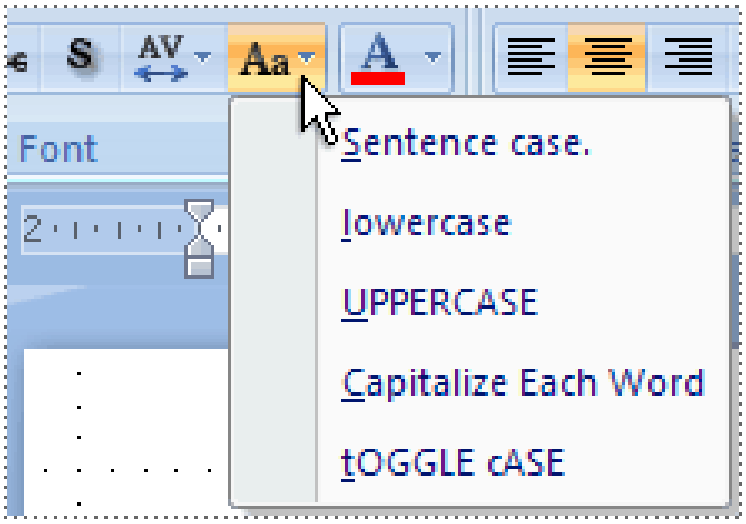
The first couple to be shown in bed together on prime time TV was Fred and Wilma Flintstone.

In Word 2007 and PowerPoint 2007, you can change the capitalization of words, sentences, or paragraphs by doing the following:

Select the text that you want to change the case of.

On the **Home** tab, in the **Font** group, click **change Case** (as shown in the diagram below), and then click the capitalization option that you want.



- To capitalize the first letter of a sentence and leave all other letters as lowercase, click **Sentence case**.
- To exclude capital letters from your text, click **lowercase**.
- To capitalize all of the letters, click **UPPERCASE**.
- To capitalize the first letter of each word and leave the other letters lowercase, click **Capitalize Each Word**.
- To shift between two case views (for example, to shift between **Capitalize Each Word** and the opposite, **cAPITALIZE eACH wORD**), click **tOGGLE cASE**.
- To apply the small capital (Small Caps) letter formatting to your text, see the note and diagram below.

Notes

To change case by using a keyboard shortcut, press SHIFT+F3 until the style you want is selected. E.g. title case, all caps, or lowercase etc.

Q. What do bulletproof vests, fire escapes, windshield wipers and laser printers have in common?

Garage Sale

Dean and Pat have sold the family home and are moving into a retirement village. They are having a Garage Sale.

On Saturday 19th and Sunday 20th of May from 9AM to 4PM each day.

Lots of items for sale, including household goods, collectables, tools, film cameras, pictures, books, work tables, etc. You name it and you just may find it at.

4 Acre Ave Morphett Vale.

As they say, “Bring your mate, bring your trailer, bring your cash”.

MEETING RULES

We are allowed to use the facilities at Hall at the rear of St Mary’s Catholic Church Morphett Vale. (Corner Bains Road and Main South Road) in return of a small fee plus respect for their property. We ask for your co-operation in respect to the above. While we can not control what our members do away from our club meetings, Piracy of copyright material can not be condoned at our meetings.

Fleurieu Peninsula Family History Group

Meet regularly on the third Saturday of each month at 1.30 p.m.
(i.e.- 3 days after our own monthly meeting)

Access available to large resource centre for research;
Access to special interest groups:
(eg English: Scottish; Irish: Brick Walls)

Visitors most welcome:

Contact: Vanessa Catterall on *catterallvg@bigpond.com*
8384 7918

or Keith Jones *kjones2011@optusnet.com.au*
7288 0192

Screen Aspect Ratio Defined

Screen Aspect Ratio is basically a measure of the horizontal length of a television (or film) screen, in relation to its vertical height. In other words, a traditional television has a Screen Aspect Ratio of 4x3. This means that a traditional television has a screen that is four units long for every three units in height. Converting these units into inches would result in measurements of 4-inches by 3-inches or 8-inches by 6-inches, and on-and-on.

By the same token, on widescreen television (such as today's HDTVs), the Screen Aspect Ratio is 16 units long for every 9 units in height, or 16-inches by 9-inches, 32-inches by 18-inches, etc... A 16x9 screen aspect ratio thus results in a wider image display that a 4x3 aspect ratio. This wider image display allows both movies originally filmed in widescreen and new, widescreen television programming, to be displayed more accurately

Southern Districts Computer Users Club Inc.
For further information about S.D.C.U.C.Inc.

Contact The Club President, Jim Greenfield 83824912
Or
The Secretary
Correspondence to
The Secretary
S.D.C.U.C.I.
Box 991
Morphett Vale 5162

Email to
secretary@sdcuci.com

For Free Give Away
Bargain

Graham Williams Phone: 8327 2129 Has a full set of new Print-rite inks for Epson R250/ RX430/ RX530 if anyone wants them

(Maybe someone else is lucky and could use them)

Cartridge Nos EPN T 0561 to EPN T 0534)

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Mainly Nostalgia 40' S 50'S
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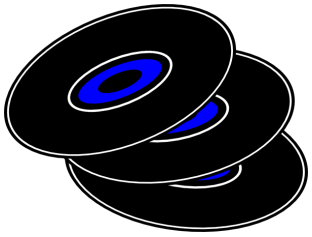

Ceiling Exhaust Fan
New still in Box
$10
Rob Cloosterman 83382 0781

Changing Spell Check Settings

To change Spell Check settings to make them work the way you want, click on the *Office Button*, then on *Word Options*, then on *Proofing* in the large dialog box that opens.

You will be able to change a variety of Spell Check settings in this dialog box. For example, you can choose to ignore words in upper case, words containing numbers, and words that are part of Internet addresses. You can choose whether or not to check spelling and grammar as you type, and whether or not to check grammar with spelling in the entire document. When you've changed the settings you want, click on *OK* to save the changes or *Cancel* to exit without saving the changes.

This dialog box also allows you to make changes, deletions from, or additions to the AutoCorrect feature. For example, you can choose whether or not Word will automatically correct two capital letters at the beginning of a word, capitalize the first letter of a sentence, or capitalize the days of the week.

You can see some of the corrections Word automatically makes, such as changing *adn* to *and*. You can delete any of these automatic corrections that you don't want. You can also add more automatic corrections of your own, for words that you frequently mistype. Adding words to the AutoCorrect list can also be used as a time saver for long words or phrases you use often. Enter an abbreviation to the *Replace* box and the full word or phrase to the *With* box. Each time you type the abbreviation, AutoCorrect will automatically insert the full word or phrase.

Summary

Users of Word 2007 can check and correct spelling errors in much the same way as users of Word 2003. The Spell Check program has several features that can be personalized by users, to best suit their needs.

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