

## FUN TRAINERS' MAIL OUT No. 008

This is the seventh monthly mail out to trainers of Computer Fundamentals courses at Computer Pals for Seniors - The Hills Inc. It will be the final regular mail out for 2006.

### 1. Next Club Meeting.

The next meeting of the Club will be held at the Harvey Lowe Pavilion, Castle Hill, on Wednesday 8<sup>th</sup> November, from 10.00 am. There will be no speaker at this meeting. Instead the business section of the meeting will be held from 10.00 pm, followed by morning tea. After morning tea a Question and Answer Forum will be held using the same format that was used at the August meeting. There will be no trainers' meeting following the November meeting. Trainers' meetings will resume in 2007.

### 2. Trainers' Meeting 11th October.

A Trainers' meeting was held following the October monthly meeting. Peter Fowler, the Club's new Senior Training Officer conducted the meeting and provided further information, and led discussion, on the following matters.

(a) The new enrolment system for Group (Special) Courses.

(b) The new Club website ([www.users.tpg.com.au/cphills](http://www.users.tpg.com.au/cphills)) and e-mail address for official contact ([cphills@tpg.com.au](mailto:cphills@tpg.com.au)). Trainers should note that by clicking on the side door of the picture of the Club house on the welcome screen, they can access a "Trainers only" section of the site.

(c) Noise reduction in Room 2 remains a difficult problem and is still being addressed, in consultation with Council staff.

(d) There was discussion on whether Group (Special) Courses should be run on some Public Holidays (e.g. Queen's Birthday Monday) and also during January. Opening on Public Holidays (other than Easter and Christmas was acceptable to most trainers at the meeting while running some courses in January was enthusiastically received. It was recommended that these innovations be trialled in 2007.

(e) Trainers are asked to encourage students to buy USB Flash Drives if they have no floppy drive at home. (They can be very useful in other courses too for transporting large files produced on Club computers to your computer at home.)

Bill Butts reported on the progress of the revision of the XP Fun manual and foreshadowed some changes in Part II Storing Information (files and folders). See below for an update.

### 3. Revision of Fundamentals Manuals.

There has been little progress in the last month. Unfortunately it will not be possible to have this job completed before the Club closes down on 15<sup>th</sup> December. There has been concern expressed about the time spent on the section in the XP Fun manual on files and folders. We believe that the problems are caused because these concepts are not well enough developed in the manual and so students struggle with them. We plan to write a little more on this topic in the revised manual, but some of the exercises will be shortened (Exercise 6) or clarified (Exercise 5) and some will be a bit longer (Exercise 4). However, if students can be helped to understand better the concepts involved, teaching time may well be saved. Hopefully we will be able to give Trainers the opportunity to provide some feedback on these changes before the Club closes in mid-December. Here is one: I have attached a draft of the re-write of Exercise 5 (Treasure Hunt). Let us know what you think of it!

### 4. Operational Matters.

(a) Q&A Forum: The question box is at the Club rooms awaiting your input. Please drop in your questions, even if you already know the answers. If there is an issue that your students have trouble with, put it on paper and submit it so that it can be discussed in the forum. Nothing is too simple or too elementary to be considered.

(b) Club Website: Please encourage your students to use the Club's website, if they are on the Internet.

### 5. Mailouts and Help Files

We plan a simpler numbering system for Mailouts and Help Files next year! This year we have had:

### **Fun Trainers' Help Files**

001Fundamental Courses dated 17 April 06 distributed by Eleanor before mailouts started  
002Floppy Substitutes dated 17 April 06 distributed by Eleanor before mailouts started  
003Fun Computing CD dated 26 April 06 distributed with Mailout 001  
004PC Fun Exercises dated 6 June 06 distributed with Mailout 002  
005XP Fun Exercise 5 dated 4 July 06 distributed after Mailout 003  
006Missing Address Bar dated 6 Sept 06 sent 9 Sept after Mailout 005  
007XP Fun Exercise 5 Revised dated 1 Nov 06 distributed with Mailout 008

### **Fun Trainers' Mailouts**

Fun Trainers Mailout 001	Sent 3 May 2006, Help File 003 attached
Fun Trainers Mailout 002	Sent 7 June 06, Help File 004 attached
Fun Trainers Mailout 003	Sent early July 06, dated 5 July, no attachment
Fun Trainers Mailout 004	Sent 3 August, Sample Question for Q & A attached
Fun Trainers Mailout 005	Sent 8 September, Trainer Questionnaire re PC & XP Fun attached
Fun Trainers Mailout 006	Sent 27 Sept 06 giving results of Trainer Questionnaire
Fun Trainers Mailout 007	Sent early Oct – no attachment
Fun Trainers Mailout 008	to be sent 1 Nov 06, Help File 007 attached

### **6. Conditions for this Mail Out.**

This mail out is compiled by Bill Butts and Eleanor Ball, with the assistance of Peter Fowler and others, and is authorised by the Management Committee of Computer Pals for Seniors - The Hills Inc. It is sent out by either Bill or Eleanor, who hold the only copies of the mailing list. If you do not want your name and address retained and used for this purpose by one or both of these members, please email Bill ([bbutts@tpg.com.au](mailto:bbutts@tpg.com.au)) or Eleanor ([leightel@aapt.net.au](mailto:leightel@aapt.net.au)) and request that it be removed from their address book(s).

Please note that all advice is offered in good faith but changes you make to your own computer settings or software are made at your own risk. However, advice offered in relation to training from the Fun manuals will have no disastrous technical consequences and we hope you will follow it faithfully.

Thanks for all your assistance to Computer Pals. Have a joyous Christmas and a happy and healthy New Year.

Regards  
Eleanor Ball and Bill Butts