

Membership

Membership currently stands at 460 and there is currently no waiting list for Fundamentals training. Our plan for the rest of 2007 is still to get as many people as possible through Fundamentals by the end of the year so that we have maximum spare capacity to cope with the expected influx of new members at the beginning of 2008. Fundamentals Senior Trainers are therefore asked to roster lessons for two sessions of 1hr 20 minutes where appropriate.

Windows 98 Training

New members joining the Club with Windows 98 who are unwilling to attend on Monday afternoons for lessons with Marj Jones, will be offered a place on a waiting list for a future Windows 98 Group Course.

New Trainees

During the last month new additions to the training team include ElsieMay Hamerlok (Tuesday afternoons), Pat Redlich (Monday mornings), and two new members, Leigh Britton and Harry Graham on Tuesday mornings.

Signing up for Courses

Laminated copies of the new rules for signing up for courses are now available in the hall (on the hall side of the door to the "sign-on" room) and on the second shelf of the "sign-on" table. Please show these (and the Course Progression Chart) to students when discussing "what to do next" options with them as they get close to completing Fundamentals.

Course Coordinator Guidelines

The Guidelines for Coordinators have also been updated (now V2, dated October 2007) to incorporate recent changes. Copies have been circulated to Course Coordinators, and are also on the Trainers' section of the website.

Vista and Office 2007

Training-Vista

The dates for the five planned Vista training sessions have been circulated to everyone who signed up. In order to include as many people in as possible, trainers were asked to respond by indicating all sessions they could attend, but to list them in their order of preference. This system appears to have worked very well; all trainers who stated a preference have been given their first choice session, and one of the five sessions has been cancelled (not required). For any late-comers, there are limited spaces on the Thursday and Friday sessions – just add your name in the spaces provided at the end of the appropriate course date (max 16 per session – first come first served.) As mentioned before, these courses will have to be more "watch and talk" demos rather than hands on for everyone.

Training-Office 2007

As people with Office 2007 are already needing conversion notes for our current Word courses, the Office 2007 training sessions are running behind schedule and will probably be postponed until January. If you already have Office 2007 you might find the following Microsoft Tutorial link helpful: <http://office.microsoft.com/en-au/help/FX100485361033.aspx?pid=CL100605171033>

Computers

By the time we return after the Christmas break there will be 6 multi-boot PCs in Room 1 (plus the demo PC). The boot options will be XP (with Office 2003) or Vista (with Office 2007). The remaining PCs in Room 1, and all PCs in Room 2, will be single boot XP plus Office 2003 (all copies of Office 2002 will be removed). The remaining PCs will be converted to the multi-boot option with Room 1 being completed by April 2008 and Room 2 following that as the demand for Vista and Office 2007 increases.

New Assessment Test

New members opting to do the Assessment Test (Version 1.4) and getting a score of $\geq 75\%$ will be given exemption from the Fundamentals courses and will therefore be free to sign up for any Level 2 or 3 courses.

New, Updated and Deleted Courses

Word Processing

The manual for the Advanced Word course is in the final stages of checking. Any trainers who have helped either John or Terri with the first two presentations of the MS Word course, and who would be interested in being involved as “students” on an express trial run of the Advanced course from 1.15 - 4pm (approx) on Monday afternoons 26th November and 3rd December please contact Margaret Whiley on whibob@bigpond.com asap.

Internet & Email

The list of topics for the new Internet and Email Advanced Course has now been agreed, and work on the new manual will start soon. Watch this space for updates.

Adobe Photoshop 6

The Adobe Photoshop 6 manual (replacement for Corel Photo-Paint) being written by Bertrand Harrington is well under way, with the first draft ready for review by the end of this month. Hopefully the new course will be ready early next year.

Technical Workshops

The next Technical Workshop will be in 2008.

Sound in Room 1

The Club plans to purchase a lapel microphone/body pack for Presenters in Room 1 – this should make it easier for students seated “around the corner” in Room 1 to hear the Presenter - especially when the air-con and ceiling fans are on.

One-on-One Trainers

As you know, our club could not exist without the loyal service of the dedicated band of Fundamentals, Internet & Email, and Excel Trainers who are prepared to turn up week in, week out for their 3-hour stint of One-on-one training. In an attempt to recognise this extra effort, the Training and Management Committees have decided to identify qualified One-on-one Fundamentals, Internet & Email and Excel Trainers with a gold star on their name badge. As One-on-one Trainers become proficient at teaching Vista, a second gold star will be added. These stars are for Trainers who are actively training, and should be removed from badges if Trainers drop out of training for a significant time.

As training skills need to be practised to be maintained, our lists of Trainers will now be reviewed by the Training Sub-Committee each June, and Trainers who are no longer actively training will not be given a Trainer badge for the next year until they return to regular training.

Christmas Party

As usual, our December meeting will be a “Bring-a-Plate” Christmas Party starting at 12 noon in Harvey Lowe Pavilion. The Club will provide hot food and drinks, members are asked to bring either a “plate” or make a \$5 donation towards the costs (payable on arrival at Harvey Lowe. There are Sign-up sheets in the hall (on the Room 1 side opposite the Office) – please indicate the type of plate (or donation) and if you are bringing a non-member friend (also \$5).

The speaker at our Monthly meeting on 14th November 2007 will be Stuart Strathdee from Microsoft, speaking about Internet Security. The next Trainers’ Meeting will follow this Monthly Meeting on 14th November 2007.

Peter & Eleanor