

Membership currently stands at 467 and there is no waiting list for Fundamentals training. We are still trying to get as many as possible through Fundamentals by the end of the year, but unfortunately some students prefer not to extend their training time each week.

### New Trainees

Although we have several new trainees wanting to start one-on-one training, the lack of students means that there is currently no one for them to teach. We hope that this delay will not dampen their enthusiasm to start when we re-open at the end of January 2008.

### New Trainers

Congratulations to David Barr, Leigh Britton, Harry Graham and Margaret Savell (Fundamentals) and Mary Ellis (PowerPoint) who have been awarded their Trainers Badges during the month.

## **Vista and Office 2007**

### Training-Vista

Three of the four planned Vista training sessions have now been held, and thanks to Peter 36 of our trainers now have a far better understanding of the new Vista Operating System. The general impression is that under a new user-friendly "shell" lies a slightly superior XP system to the one we have used for the last few years – in other words, "The beauty is a bit more than skin deep!".

### Training-Office 2007

Because people with Office 2007 are already needing conversion notes for our current Word courses, the development of Office 2007 training sessions is running behind schedule and will be postponed until January. For anyone who has found Professor Teaches Vista helpful, we have discovered that there is also a Professor Teaches Office 2007 produced by the same company (visit [www.professorteaches.com/](http://www.professorteaches.com/) for details). This provides tutorials for both 2003 and 2007 versions of Word, Excel, PowerPoint, Outlook Express plus the 2003 versions only of Publisher and FrontPage. We have ordered one copy for the club. As well as this full version on CD, it is also possible to download sections of the tutorials directly from the website for US\$9.95 (A\$11.95) each. The Word 2007 course comes in two parts (Word - 290MB and Advanced Word - 209MB).

### Computers

The Vista/Office 2007 multi-boot upgrade for the 6 PCs in Room 1 has been completed well ahead of schedule, and all PCs in Room 1 now have Office 2003 on the XP partition – thank you Ken, Lionel and Peter. As announced earlier, the boot options are XP (with Office 2003) or Vista (with Office 2007). The Vista PCs are all at the air-conditioner end of the room and stretch from the side door, along under the screen (skipping the one under the TV) to the first PC after the door to the kitchen. Trainers are welcome to play with Vista on these PCs if they have gaps in their training sessions - but - the default setting is XP, so if you want Vista you must watch the PC boot and select the Vista option from the black screen when it is offered. You only have 15 seconds to do this before it boots XP!

## **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. The Files and Folders part of the test sometimes causes problems even when the student knows how to do it – Jill is coordinating the appropriate changes.

## **New, Updated and Deleted Courses**

### Word Processing

As announced last month, over the last two Monday afternoons the Advanced Word course has been given an express trial run with the Trainers being the students! Not only did this highlight a couple of very minor issues with the Manual, it was also a great chance for the Trainers to explore some of Word's more advanced capabilities under Terri's expert guidance. A big "Thank you" to Terri for sharing her knowledge with us in this way.

### 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 draft copies of the Adobe Photoshop 6 manual (replacement for Corel Photo-Paint) being written by Bertrand Harrington should be ready for printing and review this week. The course is still on target to run early next year.

### Video Editing

Before starting work on the Advanced Adobe Photoshop Manual, Bertrand will look at incorporating Adobe Premiere Elements into the existing Video Editing course for those members who have chosen to purchase the Adobe twin pack (consisting of Photoshop Elements and Premiere Elements).

### **Sound in Room 1**

The equipment needed for the lapel microphone/body pack for Presenters in Room 1 has been identified, and the purchase details have been approved.

### **One-on-One Trainers**

As announced last month, one-on-one trainers will be further identified by having a Gold Star on their Trainer's Badge – placed in the space to the right of the Trainer's name. These stars are now in stock in the Stationery Cupboard, and should be handed out as appropriate by the Senior Trainers of the one-on-one sessions. Senior Trainers are also asked to email Eleanor with a list of trainers given stars (both now for XP and later for Vista) so that this can be recorded in the Trainer database.

Trainers who stand down from one-one-one training for an extended period of time should remove the Gold Star(s) from their badges.

### **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).

Without doubt this has been our busiest and most successful year ever, and as we have said before, much of the credit for this goes to you, our loyal band of Trainers. So thank you all once again for your effort and commitment. We hope you have a refreshing break and return ready for another great year on Tuesday 29 January 2008. The next Trainers' Meeting will follow the February 2008 Monthly Meeting on Wednesday 13 February 2008.



*Peter & Eleanor*