

### **Membership**

Membership currently stands at 560 and there are 17 on the waitlist for XP, 13 for Vista and 7 for assessment tests. With several regular Fun trainers off sick or on extended holidays, we are very grateful to those of you on the Relief Trainer's List who are doing extra sessions to keep things running.

### **Fundamentals Training**

#### XP

We are now getting students in the XP Fun course who are using Word 2007 at home rather than Word 97-2003, the versions covered in the manual. Word 2007 is very different from the earlier versions of Word, and is just not compatible with the existing manual. We have therefore decided to create a 2007 version of the XP Fun Word notes, and to keep copies of both sets of notes in the Office filing cabinet with the Fun manuals. Trainers will be given a copy of the 2007 version of the manual (plus extra sleeves) for their own manuals as soon as it is ready for use, and can then take a copy of the appropriate manual for their student when they reach the Word section of the course.

#### Vista

We now have 8 students in the group class on Monday afternoons and more in one-on-one sessions. Some students are having difficulty coping with the length of the Professor Teaches chapters, so the Manual is currently being amended to break the Prof Teaches parts of the course into smaller sections interspersed with more practical exercises. Copies of the updated Professor Teaches section of the manual will be available from Tuesday, 6<sup>th</sup> May 2008.

Although the original decision was to exclude the Word section from the Vista manual, this would mean that Vista students would get no Word experience during their Fundamentals course. They would therefore need a different Course Progression Chart from the XP students, which is not a very good idea. So, the Word section will now be included in the Vista manual.

As with the XP course, the Vista students are also using a mixture of Word 2003 and Word 2007 on their home computers, so they will also be given Word notes which match the Word version they are using at home.

#### Friday afternoons

Because the Vista manual is still undergoing change, we are reluctant to start another group course just yet, but given the current waitlist would like to run some one-on-one Fundamentals courses on Friday afternoons if possible. If you are willing to teach one-on-one XP or Vista on Friday afternoons for a while, please email Eleanor or Peter so that we can work out if one-on-one training on Friday afternoons would be feasible. Trainers willing to teach on Friday afternoons do not necessarily have to be available for 3 x 1hour sessions – the sessions can be flexible, and any suggestions will be considered. For example, one Friday morning trainer has offered to have a lunch break from 1-2pm, and then teach from 2-4pm.

#### USB ports

As mentioned last month, some of our PCs now have 3 new USB ports installed at the top of the PC tower. Although these are much easier to access when inserting and removing flash drives, they are also easier to knock with your knees! These new ports replace the two at the bottom of the PC tower, which although still visible are no longer connected. Thanks to Lionel and his maintenance team, the computer desks are being modified to allow the towers to be positioned further back on the shelves so that they no longer protrude beyond front of the desks. Once this work has been completed the audio connections will be moved to the front panels (near the new USB ports) eliminating the need to access the connections at the rear of the towers.

#### Relief Fun Trainers

Thank you to everyone who has signed up as a Relief Fun Trainer this month.

### Room 1 PC Upgrade

All the PCs in Room 1 have now been upgraded to dual boot XP and Vista with XP being the default. If you wish to use Vista, watch the “black screen” part of the boot process until you see the options:

Vista

Earlier version of Windows

You then have a few seconds to select the **Vista** option and press Enter before it defaults to XP.

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

#### Internet & Email

The new Internet and Email Course Manual is 50-60% complete and a draft version will be ready for review in 2-3 weeks.

#### eBay Workshop

We are currently investigating two offers of help with information about using eBay. Watch this space.

#### Linux

The new version of Ubuntu (8.04) was released on 21/4/08. Some screenshots in the first draft of the manual, which so far covers Day 1 and Day 2 of the course, may need updating for the new version of the program. Watch this space!

#### Genealogy Workshop

Ella Ross is to investigate the possibility of running a Genealogy Workshop. Again, watch this space!

#### Word Processing

The first running of the Advanced Word course was very pushed for time, so the course has been adapted slightly and will now be a 5 week course costing \$20.

### **All Courses**

#### Promotional PowerPoint

Several years ago the Club used a promotional PPT presentation at “external” places like the Seniors’ Week displays to provide information about our Club. We are now reviving the PPT idea to promote our Optional Courses to our own members both before the Monthly Meeting and during the meeting Morning Tea.

#### Course Evaluation Form

There is currently no standard procedure for receiving feedback (good or bad) from students who do our courses (although Ray Rogerson and some other Senior Trainers use Feedback Questionnaires and find them very helpful). The Training Sub-Committee will soon be introducing a Course Evaluation Form, to be completed (anonymously if the student wishes) on the last day of each course and returned to the Senior Trainer.

### **Volunteers Luncheon**

Everyone who attended the Volunteers’ Luncheon on 16<sup>th</sup> April appeared to enjoy themselves, and we certainly had plenty to eat and drink. Many thanks to Angela McBride for organising this “Thank You” function for all our volunteers.

### **Senior Trainer Graphics**

John Hile has decided to stand down from his position as Senior Trainer of the Graphics Course, and we thank John for his commitment to the course over many years. Congratulations to Marea Parsons who is now the Senior Trainer for the Graphics course.

### **Monthly Meeting**

Our next Monthly Meeting on 14<sup>th</sup> May 2008 will include presentations by the NSW Ambulance Service and the NSW Fire Brigade.

The next Trainers’ Meeting will follow the May 2008 Monthly Meeting on Wednesday 14<sup>th</sup> May 2008.

*Peter & Eleanor*