

Membership

Membership is booming even more! We currently have 526 members, a further 31 on the Waitlist to join the club, and more people phoning and calling in at the Clubs rooms. Unfortunately there is no way we can cope with all these new people at the moment, so the Waitlist looks as though it will be a fact of life for the next few months at least.

What we are trying to do about it:

Group Courses The two group Fundamentals courses are progressing well and have five more weeks to run. The Monday afternoon experiment to "borrow" Trainers from the concurrent one-on-one session has been discontinued because it was confusing for the students to have different trainers coming in and out during the afternoon. Their places have been taken by 6 new Trainees and some Trainers from the Optional courses. We have plans to start a third group course in May, and again hope to staff this without taking Trainers out of the existing one-one-one sessions – of course, if anyone wants to do extra sessions, then they will always be very welcome.

Two-on-One Some trainers have volunteered to teach two students at once, but given the current noise level in Room 2 we have decided not to implement this until the sound-proofing has been installed (hopefully in the next couple of weeks).

Trainee Trainers As mentioned above, there are now 6 "Trainee" Trainers helping in Group courses, and we hope that they will eventually join one of the permanent Fundamentals Monday, Tuesday or Friday teams. As stated last month, we would really like to build all the one-on-one teams up to 8 trainers per session so that we can make use of all the PCs in Room 2. Given the current noise level in Room 2, we will not attempt this until the sound-proofing has been installed.

We are always keen to hear of new (or returning) Fundamentals trainers, and feel that helping in a group course is a great way to brush up your Fundamentals skills, so if you know of anyone who might be interested in training, even if only for a couple of months, to help us in this very busy time, please ask them to talk to Eleanor (9634 1498 or leightel@aapt.net.au).

Relief Trainer List

Thank you to everyone who has volunteered for this list. The printed details on the list in the hall have now been circulated to Senior Trainers and Roster Officers so that they can contact relief trainers when they need them.

Additions: To join the Relief Trainer List, please add your details on the next free line.

Changes: To amend your details, please cross out the entire line showing the incorrect details, and add the new information in the next free line.

Circulating updates: When new lines are added to the list, Eleanor will update, reprint, and re-circulate the details.

The two scenarios for Roster Officers and Senior Trainers using the list remain the same:

- a. Roster Officer knows a week in advance that a trainer will be absent the following week
 - b. Senior Trainer knows at short notice that they have more students than trainers for a particular session
- Being on the list just means that you might receive a phone call – you would still have the opportunity to say "No" if the extra session was not convenient for you on this particular occasion. As well as helping out on a session that would otherwise be under-staffed, it would also mean that someone may be available to cover your sessions when you were sick or on holiday. (This could be an opportunity for "resting" or "retired" trainers who do not want to commit to permanent sessions but do want to keep their skills up-to-date.)

Please give serious consideration to adding your name to the Relief list in the corridor.

List of Potential Fundamentals Trainers

As mentioned above, we are always looking for new Fundamentals trainers. Many students, who appear capable of making good trainers while they are doing Fundamentals themselves, often wish to do some Optional courses before committing to Fundamentals training. This is completely understandable, and is to be encouraged, as any experience they gain in other courses is also of benefit when they themselves are teaching others. The problem for us is that once they move off the Fundamentals roster we tend to lose track of them. To try and solve this problem, we would like to maintain a list of Potential Fundamentals Trainers –

people who you think might make good trainers when they are ready. If you know of anyone in this category, please pass the information on to Eleanor, so that we can contact them from time to time to see if they would be interested in progressing in this direction.

Windows 98 Fun Manual

The changes introduced in the XP Fun 2007 manual at the beginning of this year have now been included in the manual for students with Windows 98, ME or 2000. This upgraded manual (Windows 98 Fun 2007) is now ready to be trialled with students. We do not want to print lots of copies just in case there are any “unplanned features” (errors!), so please let Eleanor know if you are teaching PC Fun to someone who has 98, ME or 2000 at home, and manuals will be printed for you and your student. (Of course, if you do discover any “features” which need attention, please let Eleanor know so that they can be fixed before the next copies are printed!)

As the manual is often taught using Windows XP in Classic Mode, screen dumps of both Windows 98 and XP in Classic mode have been included where appropriate. Hopefully this will make it easier for students and trainers when working on club PCs. As with the earlier manual, the Help section can only be taught using the genuine Windows 98 PC, currently located in Room 2, to the right of the large screen. If it is currently running Windows XP, go to **Start>Turn Off Computer>Restart**. Watch (while still on the black screen) for the message: **Please select the operating system to start:** then select the **Microsoft Windows** option using the arrow keys, and press **Enter**. It then boots in Windows 98. Should this PC not be available, please go through the Help section with your student and suggest that they try the exercises at home and let you know if they have problems.

A decision about the long term future teaching of Windows 98/ME/2000 will be made in December 2007.

Fun Computing CDs

As you have probably realized, although the cover of the Fun Computing CD 2007 lists the “98 Fun” folder as being present on the CD, it isn’t there (because it has only just been created)! If you wish to update your CD to include this folder, it is now available on the Fun Computing CD 2007 folder in My Documents on the Office computer.

Trainer Responsibilities

The list of Trainer Responsibilities published last month has now been added to the website in the Training section.

Rearrangement of Room 1

Room 1 has been rearranged so that the Demo PC is now in the back corner and the spare furniture has been removed. PC 6 (just inside the at the kitchen end of the room) can now also control the image on the Demo PC (and hence on the large screen). The benefits of this are:

- ☺ more space for students and trainers,
- ☺ no students isolated in the back corner behind the Demo PC,
- ☺ no PCs on trolleys blocking the doorway,
- ☺ The Presenter can use the Demo PC, PC 6 (or both)!

Replacement for Corel Photo Paint

We have sold all our Corel program disks and are looking for a replacement – maybe Adobe Photo Elements or one of the free programs currently available.

Status of New Courses under Development

VoIP	Starts 3 April 2007
Corel refresher course	Probably starting 5 April 2007
MailMerge	Ready to go
Embellish	Ready to go

The speaker at April’s meeting on 11 April 2007 will be David R. Palmer, Head of Information Security Risk Management, Westpac Bank. The next Trainers’ Meeting will follow this Monthly Meeting on 11 April 2007.

Peter & Eleanor