

Membership

We currently have 539 members, which will rise to 562 when the next two group courses start in mid-May. We are still receiving lots of inquiries both by phone and from people visiting the Club rooms, so the Waitlist looks as though it will be a fact of life for a while.

What we are trying to do about it:

Group Courses The first two group Fundamentals courses have now reached the Word Exercises, and will finish in early May. Two more courses have been scheduled – one on Friday afternoons (starting 11 May) led by Ray Rogerson, and the other on Thursday afternoons (starting 17 May) led by Terri Weston. Both of these courses are providing training experience to people not currently involved with one-on-one training. Thank you Terri and Ray for helping us again in this way.

Trainee Trainers Four of the Trainee trainers who have been helping with Group courses will be moving on to one-on-one sessions when the Monday Group course (and Train the Trainer) the finishes. Win Wells to Monday mornings, June Godbee and Carol Morton to Tuesday afternoons and Ron Ford to Friday mornings. We welcome them to Fundamentals training team and ask you all to remember what it was like when you started training, and be gentle with them!

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.

As always, we are happy 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 are interested in training, even if only as a member of the Relief Trainer List, please contact Eleanor (9634 1498 or leightel@aapt.net.au).

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

List of Potential Fundamentals Trainers

Please don't forget to pass details of potential trainers to Eleanor as you teach them in your weekly sessions. We can then contact them from time to time to see if they have completed any Optional courses they wanted to do, and are now ready to consider training.

Windows 98 Fun Manual

As mentioned last time, the new 98 Fun manual is now available for trialing with students. We do not plan to keep large stocks of this manual, so please let Eleanor know if you find anything which needs "fixing" so that the changes can be made before the next copies are printed. (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 recently 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.

While on the subject of Fun CDs – the stock copies which are kept in the filing cabinet with the Fun manuals keep disappearing and we are not sure why. I understand some students/trainers are complaining that their CDs "don't work", and are taking a replacement and leaving the "faulty" one to be checked. This is fine as a quick fix in the middle of a lesson, but so far, all the CDs that have been checked appear to have worked perfectly – leaving us stumped as to what the problem really is. I know this is a pain, but the next time you or your student thinks they have a faulty CD, would you **please** call the Senior Trainer to get it checked out immediately, on the computer you are working on, and in front of your student – in this way, we can hopefully identify and then work to eliminate the underlying problem.

Just a reminder - the Grandpa Joe folder is not on the Fun CD it is on the hard drive of the Club computers:

My Documents\XP Fun Course\Grandpa Joe

Fundamentals Blue Records Cards

At the Trainers' meeting on 11 April there appeared to be a bit of confusion about when to use Blue Cards, and when white paper copies. Just to clarify the situation - white paper copies were only introduced for people part-way through a manual when we introduced this system at the end of January. As we have now been back teaching for about 12 weeks (excluding Castle Hill Show), and students are allowed 16 weeks for XP/98 Fun, most people should now be on Blue Cards. Anyone still using a white sheet should be very close to finishing the course. If you need a new Blue Card, there are now plenty in the front of the top drawer of the filing cabinet.

Windows XP

Microsoft has announced that OEM versions of XP will not be available after this year. So, if you are thinking of replacing your PC in the not too distant future, and are planning to take Peter's advice and get one that is Vista Premium Ready but initially loaded with XP, then you must get this organized before the end of this year. Leave it until January 2008, and your choice will be Vista, Vista or Vista!

Course Completion Records

There appear to have been a few occasions recently where members have attended Optional courses without having completed the necessary pre-requisites – especially Fundamentals. This is unfair to other club members who might otherwise have been offered places on that course, so from now on we intend to keep course completion records on the Office computer for all members and all courses, and to issue a Certificate to everyone who completes Fundamentals.

The course completion records held on the Office computer will just show the names of current financial members, and the courses they have completed. The basic list has been loaded, and work has started on updating member's course history. In future, when students finish either PC Fun or XP/98 Fun, would Senior Trainers/Office assistants please update the new **Courses Completed** clipboard in the Office, so that the student records on the Office computer can be updated. (We now need to record the completion of PC Fun so that students become eligible to enroll in Computer Building, Digital Cameras and Internet and Email.)

In the near future, Course Coordinators for the Optional courses will be shown how to access this list to check for member's financial status and completed pre-requisites. (Guidelines for Course Coordinators are currently being reviewed, and will cover this topic for the Course Coordinators.)

Templates for printing Fundamentals certificates (and brief instructions) have been loaded on the Office PC in a "Certificates" folder. Senior Trainers and Office Assistants are invited to try it out using plain A4 paper, and let Eleanor know asap if they have problems with this procedure. Once the special Certificate paper is in stock, Fundamentals certificates can be printed on demand, signed by the Senior Trainer and one of the student's Trainers, and handed to the student on the day they complete XP/98 Fun. For the time being, Certificates requested for Optional courses will still be prepared in advance by Barbara Browne, and signed by Jill and the Course Presenter.

Course Coordinators

As mentioned above, we are reviewing Guidelines for Course Coordinators- the first action in this review is for the coordinators to add their names and contact details to the Clipboards.

Replacement for Corel Photo Paint

Work is continuing to identify a replacement for Corel.

Status of New Courses under Development

VoIP	First course ran successfully last month
Corel refresher course	First course now running
MailMerge	First course on 2 May 2007
Embellish	Ready to go – just waiting for a suitable time slot

The speaker at May's meeting on 9 May 2007 will be Phil Davis Financial Information Service Officer Centrelink, Baulkham Hills. The next Trainers' Meeting will follow this Monthly Meeting on 9 May 2007.

Peter & Eleanor