

# Welcome

to this month's new members

Brenda Hart  
 Robin Hart  
 Alan Cracknell  
 Rosalie Rodgers  
 Margaret Stirling  
 Bruce Whale  
 Robert Pickard  
 Ellen Cross  
 Sonia Deller  
 Estelle Molyneux

## In Remembrance

*It is with deep sadness that we mourn the recent passing of two members.*

Allan Cargo  
 Rex Breech

*We extend our deepest sympathies to the families in their time of grief.*

## HELP DESK

The help desk is open most Thursday nights from 7.00 p.m. If you have an urgent issue please contact by email at above address. Mail is checked daily so we can help you more quickly.

## Introduction to Spreadsheets

	A	B	C	D
1	Item	Serial No.	Bought	Cost
2	Sony TV	12345678	01-Jun-08	\$3,456.00
3	Sony DVD	657439	3-Jan-07	\$546.00
4				

Spreadsheets are an electronic tool that replaces simple paper bookkeeping. The figure shows a spreadsheet which consists of rows and columns. Columns are known by letters and rows by numbers. **Sony TV** is in cell **A2**. Spreadsheets are primarily used for mathematical computations but have other uses. You can keep a record of your spending, copy your bank records, create an inventory, etc.

The most popular programme is Microsoft Excel but there are many others. It is simple to use but can also get very complicated, particularly if you use formulas. To get started let's create a simple spreadsheet for an inventory.

Type in each cell much the same as using a word processor. You can resize the width and height of the cell and do word wrapping. Notice that cells hold text, numbers, dates, and currency. You can define the format of each cell or group. The power of a spreadsheet is the ability to calculate numbers. In the example shown is a simple calculation.

We have an hourly rate of \$35.50 and worked 6 hours. So total cost is  $\$35.50 \times 6 = \$213$ . We created cell B5 for cost and

	A	B
1		
2	Hourly Rate	\$35.50
3	Hours	6.00
4		
5	Total cost	\$213.00
6		

multiplied B2 by B3 to give the answer in B5. Having created the sheet we no longer have to go through the process of doing a recalculation should a value change. So if the hours changed to 8 the total cost changes.

	A	B
1		
2	Hourly Rate	\$35.50
3	Hours	8.00
4		
5	Total cost	\$284.00
6		

Note that cell B5 has now changed to \$284. If you are interested in using a spreadsheet or finding out more what it can do enrol on a course at the Club. Also check out these sites.

**Wikipedia - Spreadsheets**  
[tinyurl.com/jjwd5](http://tinyurl.com/jjwd5)  
**Excel Tutorial**  
[tinyurl.com/dmym5t](http://tinyurl.com/dmym5t)

## MS Powerpoint

Powerpoint is a Presentation software used mostly in business for training, seminars, meetings etc. It is a slide show but can contain, text, graphics, photos, video and animations.

It is used exclusively on a computer running MS Windows. It can be watched on the screen but normally the output is connected to a data projector. These days with LCD and Plasma Tv's it

can be connected in much the same way as a DVD or VCR.

For home use it is a great programme for creating really interesting slide and video shows of family etc. You can add text to picture, animate to action and more. Courses are available at the Club.

**Wikipedia - Presentation Software**  
[tinyurl.com/c3cqdg](http://tinyurl.com/c3cqdg)  
**Tutorial**  
[tinyurl.com/5cllj6](http://tinyurl.com/5cllj6)

## URL'S

We have dropped the <http://www> part of the url's. Browsers no longer need this so you can just type in everything else. You can also drop the.com but no others such as .co.nz

## VISTA GADGETS

Vista has a sidebar which contains mini-applications, such a weather, calculator, games etc. You can easily add more gadgets, as many as you wish in fact. Click the + sign at the top left corner. In the window that opens click on the displayed gadgets or click the link to see more. This will take you the Microsoft Vista Gadget Gallery. Search for the on you want, click **download** and when this complete click. Using Google or Yahoo type "Vista gadgets" and you will find many sites that have gadgets. Some are listed below.

If you don't have Vista you can set up your own using either Yahoo or Google.

### Vista Gadgets

[tinyurl.com/d4tlcd](http://tinyurl.com/d4tlcd)

[tinyurl.com/3b3xj2](http://tinyurl.com/3b3xj2)

### Google Gadgets

[tinyurl.com/34uafg](http://tinyurl.com/34uafg)

### Yahoo Widgets

[tinyurl.com/bbwgs](http://tinyurl.com/bbwgs)

## FIRST AID

It is recommended that everyone understands the basics of first aid. Many have done courses in the past but perhaps have not kept up with the latest trends. CPR, in particular has changed markedly over the years. It is desirable that one attends courses but if you want to refresh your knowledge there is a lot on the internet. Check out these sites.

### British Red Cross

[tinyurl.com/cgmwvb](http://tinyurl.com/cgmwvb)

### St John (UK)

[tinyurl.com/6btanf](http://tinyurl.com/6btanf)

### BBC Health

[tinyurl.com/atu6hw](http://tinyurl.com/atu6hw)

### Red Cross NZ

[tinyurl.com/ch2wl2](http://tinyurl.com/ch2wl2)

## CD/DVD's

Thanks to SeniorNet Huntly. This is an abridged version.

Confused about the types of CD/DVD discs?.CD-R is a WORM (**W**rite **O**nce, **R**ead **M**any times) disk, and it has to conform with virtually all CD-Rom conventions in order to be readable by CD-Rom drives and software. CD-RW is a re-useable CD-R disk. It behaves exactly like a slow CD-R disk, with the exception that it can be erased, and reused many times. CD-RW disks are much slower and the dye used is a different colour frequency to that used in CD-Rs, so they cannot be relied upon to be readable in all CD-Rom drives.

CD-RW is not a preferred format as they are not designed to work in other than CD-RW drives such as a stereo or car CD player. CD-Rs are cheap, reliable and fast, and thus far superior to CD-RW.

There are two DVD formats. DVD-R and DVD+R. Tests claim that DVD- work in most DVD players. DVD+R, theoretically, should be more efficient than DVD-R, but because it is constantly being changed and upgraded, tests claim it to be less than 75% compatible with DVD players. The format of +R and -R disks are completely different and incompatible with each other, though most drives and players will now generally handle both + and -R disks. Older DVD equipment will not be able to use

DVD+R since it pre-dates the technology.

The life of CD and DVD disks is another question. Officially, it ranges from 10 to 100 years, with the longest life being for the higher quality disks – Kodak Gold disks are mentioned in this regard.

Both sorts of disk can be subject to something called "disk rot", which can occur in 18 months regardless of storage, and may be dependent on the type of material used in the disk layers. It can be seen as small holes in the disk backing, which are visible when the disk is held up to the light. Some experts advise that any disk which has backing that seems partly transparent when the disk is held to the light is best avoided. This is the case with some cheaper disks.

Finally, it is best to write on disks with a proper CD pen, available from stationery stores. Never use a ball-point pen and not with an ordinary felt-tip, as the ink can cause damage to the disk over a period of months.

The experts say that if you have valuable data stored on a DVD or CD, you are best to burn a new copy every year or so.

**Editors Note.** *I do not advise putting labels on discs. These can get stuck in slot-loading drives which can be very expensive to repair.*

## Genealogy Notes

Remember that when you are searching for your family links those people you find will be related. The same people may also be doing similar searches so it may be useful if could contact them to see if they are willing to share their tree. How do you this? The first place to start is **Rootsweb**, part of Ancestry.com. If you go to the

Home page they give you instructions how to use the site. Be careful at first not to give out too much information.

### RootsWeb

[tinyurl.com/6fba08](http://tinyurl.com/6fba08)

### Genealogy Tips

[tinyurl.com/by658t](http://tinyurl.com/by658t)

### Genealogy Help

[tinyurl.com/c48wqa](http://tinyurl.com/c48wqa)