

NEW MEMBERS

Welcome

to this month's new members

Lois Brown
 Lyndsay Stewart
 Fiona Green
 Ronald Dick
 Gloria Mabin

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.

COMPUTER TRAINING NOTES

Neal Utting has been preparing material for Hamilton SeniorNet since 2000 and has placed a lot of his material on his website www.ednet.co.nz. For \$10 he can also supply a CD with a range of software and notes.

WINDOWS SNIPPING TOOL

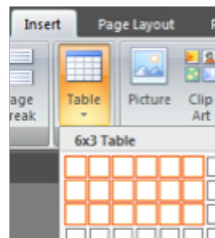
If you want to copy something that is on your screen, Windows 7 provides a snipping tool. It only copies static objects and is simple to use. Open Snipping tool **Start|All Programs|Accessories|Snipping Tool**. Click **New** and your screen will go a bit milky. Your cursor will change to a cross so drag a rectangle around the part you want to copy. When you release the cursor the area will be copied to the clipboard. In any application click **Paste** or **Ctrl + V**. You can save the 'snip' as a JPG file by clicking **File|SaveAs**

Tables in MS Word

One feature of Word that is very useful but little used by most is the ability to set out parts of your document in ordered columns and rows by using **Tables**. For example say you want to compare grocery prices for a shopping list.

Item	Shop A Price	Shop B Price
Cat food 750g	\$1.59	\$1.78
Dog Food 2Kg	\$4.59	\$3.56
Total	\$6.18	\$5.34

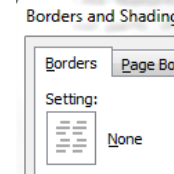
The quickest way to create a table from scratch is to use the **Insert Table** toolbar button. We will use Office 2007 but the procedure is the same for other versions. A grid will pop up allowing you to select how many rows and columns you would like your table



to contain. Simply use your mouse to select the number of rows and columns by highlighting the boxes (text at the top of the grid will indicate what your selection is).

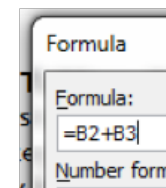
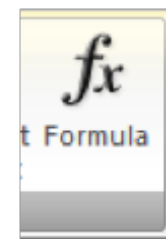
When you have specified the correct number of rows and columns, click once to insert your table. To customize after it is inserted right-click on the table and using the options on the shortcut menu make changes. If you don't immediately see what you need on the shortcut menu, select **Table Properties** for more advanced options. To resize your rows and columns hold your cursor over a grid line until it changes to a double line with small left and right arrows. Click and hold the left button and drag. Once you have set out your table, you can format each cell using the normal formatting of Word. Move between

cells by pressing the TAB key. If you need to add more rows go to the bottom right cell and press the TAB key.



To hide the grid lines, select the table by left-clicking your mouse and dragging down left side of table. You will see that it highlights.

Right-click on the table and select **Table Properties** in fly-out menu, then **Borders and Shading** and then **None**. Another neat thing about tables is that where you have entered a numerical value you can perform some mathematical calculations. In order to add the numbers in the table we refer to each cell by letters across and rows down by numbers. Therefore, the first cell in the table is A1 and the cell to the right is B1. The cell below A1 is A2. Place the cursor in the column cell where the calculation will occur. Next, select



Layout from the top toolbar then click the **Formula** button. Type your calculation in the formula box. To add B2 and B3, Click in the formula bar = B2+B3 and click OK. This is but one example as you can use tables for a quite a range of different functions. Word also has a number of pre-built tables that you can

access from **Insert|Table|Quick Tables**. Also search the internet for free tables. More details [here](#)

Genealogy Notes

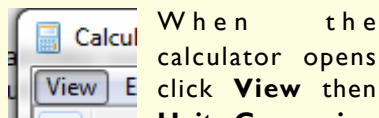
Tracing your European ancestors can be very difficult. As usual start with [Family Search](#) and [Ancestry.com](#) to see what you can find here. Many records are missing due to wars and other changes. Records will be in the language of the country. Some registries may

communicate in English but you will need to get translations done. Often towns that were in one country have ended up in others so check out old maps. Try [MultiMap](#) first and also [Google Old European Maps](#). Some European databases to try are [here](#).

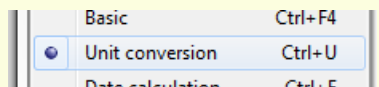
WINDOWS 7 CALCULATOR

Do you ever find that you want to a conversion of say ounces to grams? In a previous article we showed how you can use Google but if you are running Windows 7 you have a updated calculator that can do a large range of conversions, standard and scientific calculations and some preset functions.

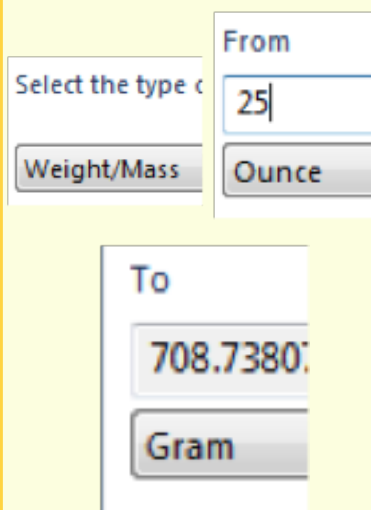
Open Calculator **Start|All Programs|Accessories|Calculator.**



When the calculator opens click **View** then **Unit Conversion**



A box will appear at the right with three selection boxes Original Unit Type; original value and what you want the final value to be. Select the type '1' then the value in the "From" bar '2' and the converted value will appear in the "To" bar '3'.



Buying From Overseas

From 1 July if you buy goods from overseas you will be treated like any other importer and be subject to Customs applying an import fee. Initially a fee of \$24.77 will apply to certain goods such as clothing, jewellery and electrical appliances over \$400 in value. Additionally a Bio-Security fee of \$12.50 will also be charged. GST is also payable where the GST is \$50 or more. Say you import some clothing costing NZ\$250. This will attract Duty at 10%. - \$25. With NZ \$20 freight the GST value is \$295 = \$36.88. Customs will charge you the \$25 + \$36.88 = \$61.88. Add to this the import fee of \$24.77 and the

Biosecurity fee of \$12.50, you total import fee is a whopping \$99.13!! So your \$250 clothing has cost \$349.14 – which may not be quite the bargain you thought it would be. Customs advise that if your duty and GST component is under \$50 no fees will apply. So to avoid being stung with a large fee when the goods arrive you will need to ensure that the GST and duty component is under \$50. Add the shipping cost to the goods value and check that the GST is less than \$50. You'll also need to factor in [any duty](#). To be safe check with Customs as to the duty expected. Check out details from [Customs](#).

Microsoft Office 2010

Microsoft has released Office 2010 with three versions to choose from - Office Home and Student 2010, Office Home and Business 2010, and Office Professional 2010. If you have purchased and activated Office 2007 from 5 March this year can download and install Office 2010 at no additional cost. Persons in a New Zealand tertiary institution can purchase a copy of Office Professional 2010 Academic version for \$99 as a

download if they visit www.office.com/studentnz. Pricing may vary but online store Ascent.co.nz is listing them at \$211, \$413 and \$831 respectively. Check [PriceSpy](#) to see if you can find any leaser pricing. If you choose to download the costs are \$186, \$315 and \$581. Check this review at [PC World](#). If you running Office 2003 or 2007, there is little reason to update if you are only doing simple Word documents and Excel spreadsheets.

SeniorNet Offers

As a SeniorNet Member you are entitled to special offers through the Federation SeniorNet.org.nz. They have wide range of Microsoft software at great prices. For example Office Home and Student 2010 sells for \$195. There is even better discounts for Adobe software. Photoshop Elements 8 sells for \$138 (\$219 retail). To order just click on the order button, enter you details and you pay

for your software when it arrives. So if you have any fears of on-line payments this is the way to buy. There is a wide range of businesses offering deals to members so please check out the offers. The more we deal with these the better deals we will get. Of special interest is the deal with Infosafe, a New Zealand designed application for keeping your personal data safe. Read about all of these offers [here](#).

Finding a Tradesman

It is often difficult to find a tradesman who will do the job you want satisfactorily and at a reasonable price. You can ask friends but if you cannot find anyone try MyTradesman.co.nz. They have numerous reviews from people who have used their services which cover a large range of occupations. If you are looking for someone to fix your computer or set up a broadband or

wireless connection who can you go to? There are four positive reviews on Christchurch people who can help. You are also free to add your own comments. Another is [No Cowboys](#). Not as easy to find what you want e.g. computer servicing is not apparent. For general building work have a look at [BuildersCrack](#). Here you list what you want done and a tradesman will contact you.