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## Next Meeting

Wednesday 2nd March 2011

## Work Shop 7.45

### The topics:

**How to Insert Tables into Word Documents**

**Using the Malfunction Centre and Universal Docs.**

**These and other Workshops are open to all LCG-  
OPEN members and friends.**

**The Topics are not only interesting, but could be  
vital in some instances.**

### Newstream Articles

Deadline : 10 Days before Meeting

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### Membership

**Single \$15, Family \$20 (Includes Email edition Newstream)**

**Printed & Posted Newsletter \$20 extra**

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OPEN Committee 2011

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Publicity I Meek

Committee: Heather Loffell, Marie Cleaver, Kay Dawson, Irmgard Rosenfeldt, Pauline Hardy, Sandra Viney, Janet Headlam.

## OPEN NEWSLETTER – Mar-Apr 2011

### Coordinators Corner

Shortcuts: a route shorter than the usual one.

This month we are going to look at shortcuts for windows 7. Shortcuts are a great way of saving time and more so as you become more confident and proficient in your computer use.

Switch between open windows	Alt + Tab
Minimise/restore all but active window	Windows key + Home
Minimise all windows	Windows key + M
Maximise Window up-arrow	Windows key + up-arrow
Minimise/restore Window arrow	Windows key + down- arrow
Make all windows transparent	Windows key + spacebar
Dock windows to left or right half of screen	Windows key + left or right arrow
Zoom in/out (In the default view, you must zoom in before zooming out)	Windows key + plus/minus sign
Lock screen	Windows key + L
Open Run dialog	Windows key + R
Open Search box	Windows key + F
Open Windows Explorer to computer	Windows key + E
Expand Folders view in Win Explorer to show where you are	Control + Shift + E
Go up a level in Windows Explorer	Alt + up-arrow
Choose display mode/switch monitors (Especially useful for presenters or Dual-monitor users)	Windows key + P
Launch apps pinned to the Taskbar (1 is the left-most app: (Windows Key+T cycles through all apps)	Windows key + number 1-9
Cycle through Gadgets	Windows key + G
Rotate a picture clockwise (or use comma for counter-clockwise)	Control + period

Although keyboard shortcuts can be real time-savers, sometimes it's hard to press multiple keys at once, (especially while you're eating a sandwich or holding your phone in one hand).

The Windows Sticky Keys feature lets you press one key at a time as you enter a shortcut.

You can turn on Sticky Keys permanently by using the Control Panel's Ease of Access Centre Options.

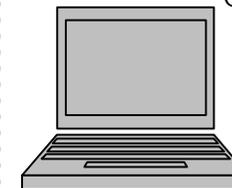
Turn Mouse Keys on and off

Left=Alt + Left-Shift + Num Lock

The Windows Mouse Keys feature is a really useful shortcut that lets you control the cursor with the arrow keys on your numeric keypad. Like Sticky Keys, it can be turned on permanently in the Control Panel's Ease of Access Centre, but you can also invoke it at any time by pressing this key combination. This gesture turns you into a true keyboard jockey.

Note that both Sticky Keys and Mouse Keys display a warning message when you turn them on and off. You can disable the warning boxes in the Control Panel's Ease of Access Centre by choosing **Set up Mouse Keys** or Set up Sticky Keys.

Rob Tierney.



OPEN Meetings  
March 2  
and April 6  
at 1 pm

## OPEN NEWSLETTER – Mar–Apr 2011

### Workshop

following the LCG Meeting March 2.

Approximate time 7.45 pm.

The topics:

How to Insert Tables into Word Documents

Using the Malfunction Centre and Universal Docs.

These and other Workshops are open to all LCG-OPEN members and friends.

The Topics are not only interesting, but could be vital in some instances.



### GRAPHICS WORK SHOPS

March 1	10 am—noon
April 6	10 am—noon

Tony has kindly obliged to show students who register “How to create” a Power Point Presentation.

March 30 1 pm—3 pm.

Please put your name on Wednesday Registration sheet on the board near the front desk.



### PHOTO RECORDS

A delightful Canon Photo Program which allows photoholics to make up interesting albums from their collection of treasured photographs.

Place names on Registration Sheet near the desk so that Eleanor has an idea of the amount of interest in this subject.

### WAITING LISTS

Those who are interested in becoming students or want to learn specific areas of Computing are required to have their names registered in the Waiting List book at the front desk.

You will be notified by a tutor as soon as a space becomes available.

### NOTE To new students.

Please ensure you know your email account and passwords to get into computer and learn more about the Internet. at OPEN.

### Family History

All Family History Classes will be held between 10 and noon. March 16

...lichter (als im 4. Buch bezeichnet) ward im 17. Jhr mit als einem Abt / sonder als einem Stift. rmaßen. 5. Jhr aber war kein Bischöf, fond n Abt von Wönd, welcher zum erst mal wide 17. Jhr in fröhen altes. frög gefürt und jetzlic 17. Jhr selbigen zeit selbigen frög in die hend geb Nämlichen von Collang in massen wederkue 17. Jhr mit hab mögen hingelagt werden. bij erbung des Landes zuleit vorricht haben. So ten mit so vil Zeit als unsere Landesherrn. 17. Jhr

**OPEN Session Times**  
 At Studioworks, 1 Pipeworks Rd, L'ton  
**Standard Sessions \$5.00**

**OPEN NEWSLETTER – Mar-Apr 2011**

**SPECIAL WEDNESDAY SESSIONS**  
 Please register on the sheets – numbers may be limited

<b>Monday</b>	10 am –12	General &
<b>Monday</b>	1 pm – 3 pm	<b>Beginners &amp; PC Support</b>
<b>Monday</b>	3.30—5.30	P C Support & Beginners
<b>Tuesday</b>	10 - noon	<b>PC Support, Beginners +Mac Support</b>
<b>Tuesday</b>	1 pm –3 pm	As above
<b>Tuesday</b>	7 pm—9 pm	P C Support
<b>Wednesday</b>	10 am –noon	Registered classes & Meetings
<b>Wednesday</b>	1 pm—3 pm	As per roster
<b>Thursday</b>	10 am –12	General & Beginners
<b>Thursday</b>	1 pm – 3 pm	General & Beginners
<b>Thursday</b>	3.30—5.30	Absolute Beginners
<b>Friday</b>	10 am –12	General & Beginners
<b>Friday</b>	1 pm—3 pm	Beginners

Date	Time	Topic	Details
<b>March 2</b>	10 am—noon	Graphics Workshop	With Judy, Margaret, Sandra, Lynne & Laraine
<b>March 9</b>	10 am—noon	<b>Basic Graphics</b>	<b>Judy, Karia, Laraine, Lynne &amp; helpers</b>
<b>March 9</b>	1 pm—3 pm	Photo Records	Eleanor will show us through this clever program
<b>March 16</b>	10 am—noon	<b>Family History</b>	<b>Judy, Sandra and the team.</b>
	1 pm—3 pm	Level 2-3 Graphics	With Eleanor, Karia, Lynne, Sandra & team
<b>March 23</b>	10—noon	<b>Family History</b>	<b>Judy Hall teaches how to find records</b>
	1 pm—3 pm	PSP X1 Graphics	Eleanor, Karia, Margaret, Laraine Sandra & Co.
<b>March 30</b>	10—noon	<b>Basic Graphics</b>	<b>You'll never throw old photos away again.</b>
	1 pm—3 pm	Power Point Presentations	Learn how to make your own presentation.
<b>April 6</b>	10—noon	<b>Graphics Workshop</b>	Helps grasp what has been learnt thus far.

**Club Helpline .....VICTOR Phone No. 0408174235**

## OPEN NEWSLETTER – Mar–Apr 2011

LCG Committee 2011

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Hardy, Sandra Viney, Janet Headlam.

**VENUE TELEPHONE NUMBER**

**63434928**

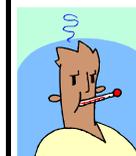
The club telephone  
is available  
during class hours.  
**10am –3 pm**



**6343 4928**

**More get well messages**

Wishing all Tutors and students who have been on the sick list or have their time taken up with full time caring all the best for the remaining year.



To those recovering from serious health problems, we are pleased to hear you are on the road to recovery especially two "Mac tutors" and Reinhard. Ivan

**PSP X1 Graphics**

Advanced Graphics classes

March 23 and April 27 1 pm–3 pm.

*Evening O Learn Classes with Rob Tierney*

*Mondays and Thursdays  
3.30–5.30*

**Basic Graphics**

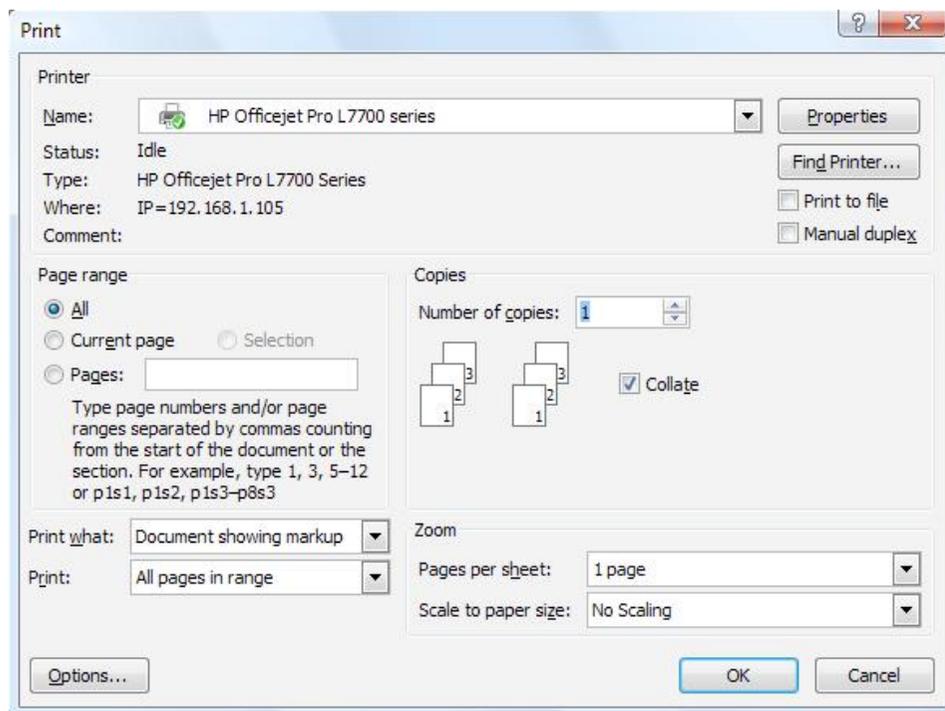
Wednesday March 9 10 am–noon

Wednesday March 30 10 am–noon

## PRINTING ODD OR EVEN PAGES

There may be many times that you need to print either odd or even pages in a print job. For instance, you may want to put your pages through the printer twice so you can print on both sides. This is easy to do in Word by following these steps:

1. Press **CTRL+P**. Word displays the Print dialog box.



*Print dialog box.*

2. Adjust the printing settings as desired.
3. Using the Print drop-down list at the bottom of the dialog box, choose either Odd Pages or Even Pages, as desired. (Make sure you use the Print drop-down list, not the Print What drop-down list.)

4. Click on OK. Your document is printed.

The above steps work great in any version of Word up through Word 2007. If you are using Word 2010, then the Print dialog box was done away with. You should follow these steps, instead:

1. Press **CTRL+P**. Word displays the File tab of the ribbon, with printing options visible in the tab.
2. Adjust the printing settings as desired.
3. Using the first drop-down list under the Settings heading, choose Only Print Odd Pages or Only Print Even Pages, as desired.
4. Click on Print. Your document is printed.

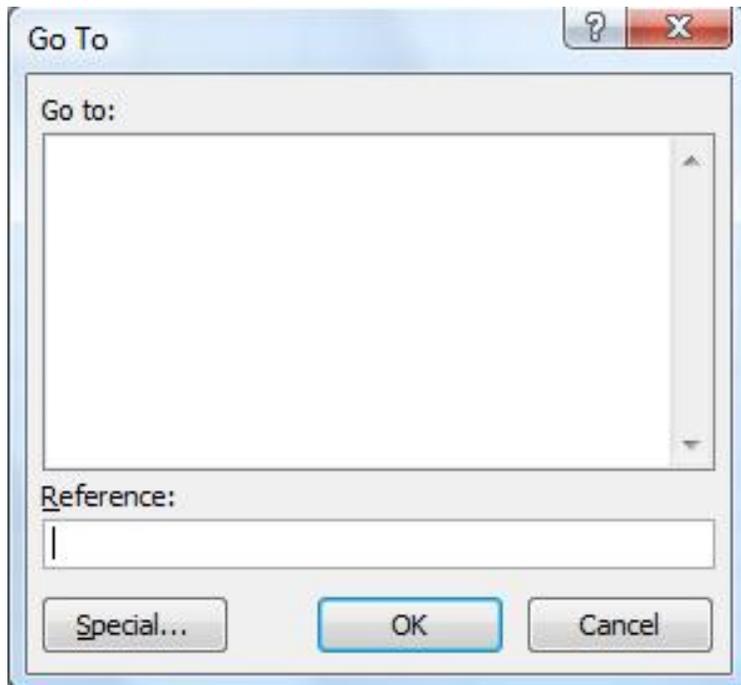
Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

## DISPLAYING A HIDDEN FIRST COLUMN

Excel makes it easy to hide and unhide columns. What isn't so easy is displaying a hidden column if that column is the left-most column in the worksheet. For instance, if you hide column A, Excel will dutifully follow out your instructions. If you later want to unhide column A, the solution isn't so obvious.

To unhide the left-most columns of a worksheet when they are hidden, follow these steps:

1. Press **F5**. Excel displays the Go To dialog box.



*The Go To dialog box.*

2. In the Reference field at the bottom of the dialog box, enter A1.
3. Click on OK. Cell A1 is now selected, even though you cannot see it on the screen.
4. Unhide the column. (In Excel 2007 or Excel 2010, display the Home tab of the ribbon and click Format | Hide & Unhide | Unhide Columns. In older versions of Excel choose Format | Column | Unhide.)

Another way to display the first column is to click on the header for column B, and then drag the mouse to the left. If you release the mouse button when the pointer is over the gray block that marks the intersection of the row and column headers (the blank gray block just above the row headers), then column B and everything to its left, including the hidden column A, are selected. You can then unhide the column.

A third method is even niftier, provided you have a good eye and a steady mouse pointer. If you move your mouse pointer into the column header area, and then slowly move it to the left, you notice that it turns into a double-headed arrow with a blank spot in the middle as you position the pointer over the small area immediately to the left of the column B header. This double-headed arrow is a bit difficult to describe; it looks most closely like the double-headed arrow that appears when you position the pointer over the dividing line between column headers. It is different, however, because instead of a black line dividing the double arrows, there are two black lines with a gap between them.

When your mouse pointer changes to this special double-headed arrow, all you have to do is right-click and choose Unhide. Your previously missing column A magically reappears.

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.

**A complete guide to Windows 7 keyboard shortcuts** Becky Waring By Becky Waring One of the best ways to increase your computing productivity doesn't cost a cent: learn the keyboard shortcuts for your most-used commands.

To help you stop mousing around and become a keyboard maestro, I rounded up the best resources for finding, using, and creating shortcuts.

Lincoln Spector struck a nerve with his Jan. 13 column, "Twenty-six ways to work faster in Windows 7." Many of those tips involved keyboard shortcuts. After all, almost any time you can use the keyboard instead of the mouse, you work faster. But there are lots more shortcuts where those came from. This article aims to show you where to find the ones that can speed up your workflow. In case you can't find the shortcuts you need, I'll show you how to create your own.

You probably already know that you can invoke many menu and dialog-box items via the keyboard by pressing the Control or Alt key plus an underlined letter. For example, pressing Alt + F in most apps opens the File menu; then pressing the underlined letter N opens a new document. You might also know that when you press Alt + A, you apply dialog-box changes.

Direct keyboard shortcuts to menu commands (such as Ctrl + C for Copy) are typically shown next to the command in the menu

itself. For a great introduction to using keyboard shortcuts, check out Gizmo's Dec. 3, 2009, column. For general strategies and more tips, see Scott Dunn's Feb. 25, 2010, column.

But hundreds of keyboard shortcuts for commands in Windows and widely used apps such as Internet Explorer and Office are not explicitly hinted at in menus and dialog boxes. In other words, you need to actually learn them.

I can hear you groaning. Yes, learning a whole bunch of keyboard commands is not my idea of a fun way to spend a weekend, either, but if you judiciously pick a few, list them in a cheat sheet that you stick on your monitor, and practice them for a week or two, they'll become second nature.

Top 20 shortcuts for taming your windows Managing windows is probably one of the most fertile areas for keyboard shortcuts because otherwise, you manipulate them solely with the mouse. Here's my top-20 list of must-know shortcuts for taming your windows; you'll never have to move your hands from the keyboard. For completeness, I've included many keyboard shortcuts you might already be familiar with; skip down the list to see the ones you don't know.

Switch between open windows Alt + Tab Minimize/restore all but the active window Windows key + Home Minimize all

*(Continued on page 10)*

*(Continued from page 9)*

windows Windows key + M Maximize window Windows key + up-arrow Minimize/restore window Windows key + down-arrow Make all windows transparent so you can see the desktop

Windows key + spacebar Dock window to left or right half of screen Windows key + left- or right-arrow Zoom in/out (In the default view, you must zoom in before zooming out.)

Windows key + plus/minus sign Lock screen Windows key + L Open Run dialog Windows key + R Open Search box Windows key + F Open Windows Explorer to computer Windows key + E Expand Folders view in Win Explorer to show where you are Control + Shift + E Go up a level in Windows Explorer Alt + up-arrow Choose display mode/switch monitors (Especially useful for presenters or dual-monitor users)

Windows key + P Launch apps pinned to the Taskbar (1 is the left-most app; Windows Key+T cycles through all apps.)

Windows key + (number 1-9)

Cycle through Gadgets Windows key + G Rotate a picture clockwise (Or use comma for counterclockwise)

Control + period Use Control-click to select the pictures in a folder you need to rotate, then rotate them all at once.

Turn Sticky Keys on and off Press Shift five times Although keyboard shortcuts can be real time-savers, sometimes it's hard to press multiple keys at once, (especially while you're eating a sandwich or holding your phone in one hand). The Windows Sticky Keys feature lets you press one key at a time as you enter a shortcut. You can turn on Sticky Keys permanently by using

the Control Panel's Ease of Access Center options.

Turn Mouse Keys on and off Left-Alt + Left-Shift + Num Lock The Windows Mouse Keys feature is a really useful shortcut that lets you control the cursor with the arrow keys on your numeric keypad. Like Sticky Keys, it can be turned on permanently in the Control Panel's Ease of Access Center, but you can also invoke it at any time by pressing this key combination. This gesture turns you into a true keyboard jockey.

Note that both Sticky Keys and Mouse Keys display a warning message when you turn them on and off. You can disable the warning boxes in the Control Panel's Ease of Access Center by choosing Set up Mouse Keys or Set up Sticky Keys. This list is just a sample of the dozens of shortcuts available. For a full accounting of Windows 7 interface shortcuts, see Microsoft's Windows 7 Help & How-to site.

Other programs and lots more shortcuts Although the global Windows 7 shortcuts are the headliners, you will probably save the most time by getting to know the keyboard shortcuts in frequently used applications such as your Web browser, e-mail program, and word processor.

Here are links to handy keyboard shortcut reference guides for many popular apps, along with my favorite shortcut discoveries made researching this article:

*(Continued on page 11)*

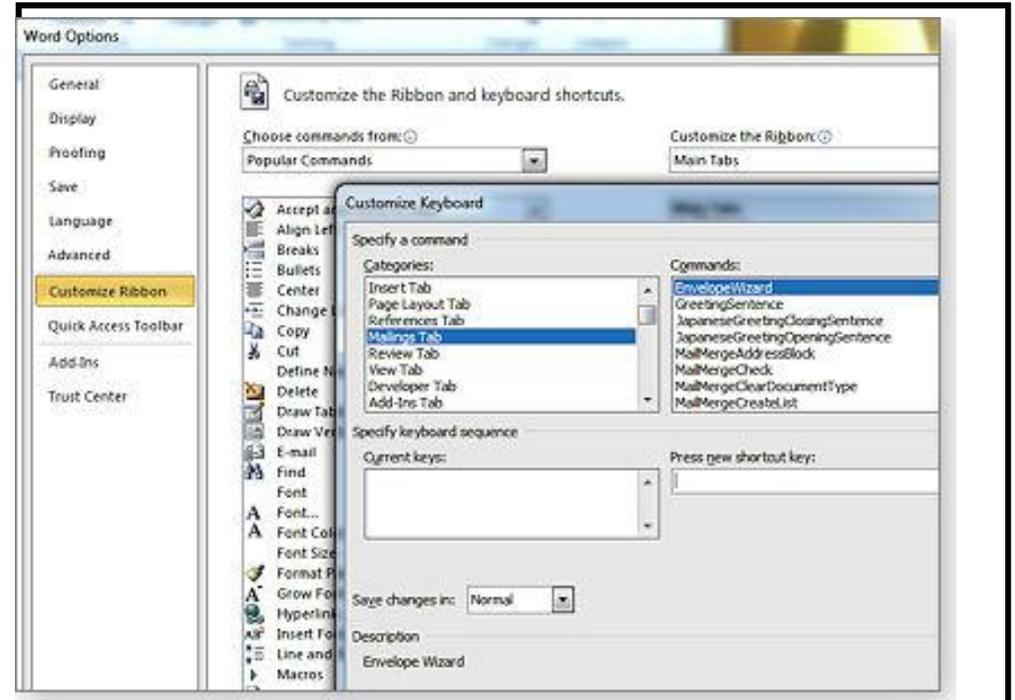
(Continued from page 10)

\* Internet Explorer. (shortcuts) Try Control+Shift+P to open an InPrivate browsing window; try Control + E to go to the Search box.

\* Firefox. (shortcuts) Select the exact tab you want with Command + 1 to 8. Command + 9 chooses the last tab.

\* Chrome. (shortcuts) Press Alt and click a link to download its target, such as a picture or PDF file.

\* Office 2010. (shortcuts) Use the keyboard to work the ribbon interface in all Office programs. This is a huge timesaver. Also, create your own shortcuts by first clicking the File tab to open Backstage view. Then choose Options/Customize Ribbon/Keyboard, then Shortcuts/Customize to enter your own key combinations or to change existing ones, as shown in Figure 1.



Office 2010 shortcuts Figure 1. The keyboard customization tool in Office 2010

\* Word 2010. (shortcuts) Press Shift + F7 to open the Thesaurus. My new favourite function key! Lots of great formatting, selection, and navigation shortcuts here, too.

\* Excel 2010. (shortcuts) Control + Shift + : enters the current time. Control + Shift + & adds a border around the selected cells.

\* OneNote 2010. (shortcuts) I've fallen in love with the ability

(Continued on page 12)

*(Continued from page 11)*

to move the current paragraph or selected paragraphs up or down in a document by pressing Alt + Shift + up- or down-arrow.

\* Outlook 2010. (shortcuts) Enter Control + Shift + I to switch to your Inbox (or Control + Shift + O to move to your Outbox).

\* Thunderbird. (shortcuts) Press F8 to toggle the message pane on and off; press T to jump to the next unread thread.

\* Windows Media Player 12. (shortcuts) Alt + Enter toggles full-screen video.

\* Adobe Photoshop CS5. (shortcuts) Adobe is kind enough to let you use theirs or build your own shortcuts right in the program.

With a little Googling, you can find more lists of shortcuts for most any program you use regularly.

Better than shortcuts: Windows Aero tricks First introduced in Windows Vista, the Windows Aero interface comes of age in Windows 7 and is part of all editions except Starter and Home Basic. Critically, most Windows 7 PCs actually have the horsepower to run Aero smoothly (many Vista users were chagrined to learn their computer either wouldn't support Aero or ran sluggishly), and new usability features make Aero much

more than a pretty face.

You're probably already familiar with many of the Windows 7 interface effects, especially Aero Peek, but others, like Shake, are relatively obscure. If you haven't discovered these tricks, you're really missing out.

Yes, they're mouse shortcuts rather than keyboard shortcuts (and most have keyboard equivalents), but give them a try. Sometimes you have your hand on the mouse or trackpad already, which makes these mouse tricks faster than keyboard combinations to access. And they're much more fun.

\* Peek. Hovering over a program icon in the taskbar gives you a thumbnail preview of open windows for that program.

\* Shake. Click and hold your main window on the screen, and then "shake" it with your mouse to minimize or restore all other windows. This shortcut lets you focus on the task at hand. It works like the Windows key + Home combination.

\* Flip 3D. This trick is way cooler than Alt+Tab: holding down the Windows key while repeatedly pressing Tab visually flips you through your open windows. (See Figure 2.) To flip backward, hold down the Shift key, too.

*(Continued on page 13)*

\* Snap. Drag the title bar of a window to the top of the screen to maximize, or drag it to the right or left edge of the screen until an outline of the window appears to make it fill the right or left half of the screen. The latter maneuver makes it a snap to arrange two windows side by side. This is the mouse equivalent of Windows key + left- or right-arrow.



Aero Flip 3D effect Figure 2. Windows Aero Flip 3D lets you visually sift through open windows.

If Aero effects are not presently working on your Windows 7 installation (or only partially working), you may not have the horsepower to run the full Aero interface. Or you may need to enable Aero effects because they depend on your Windows Experience Index.

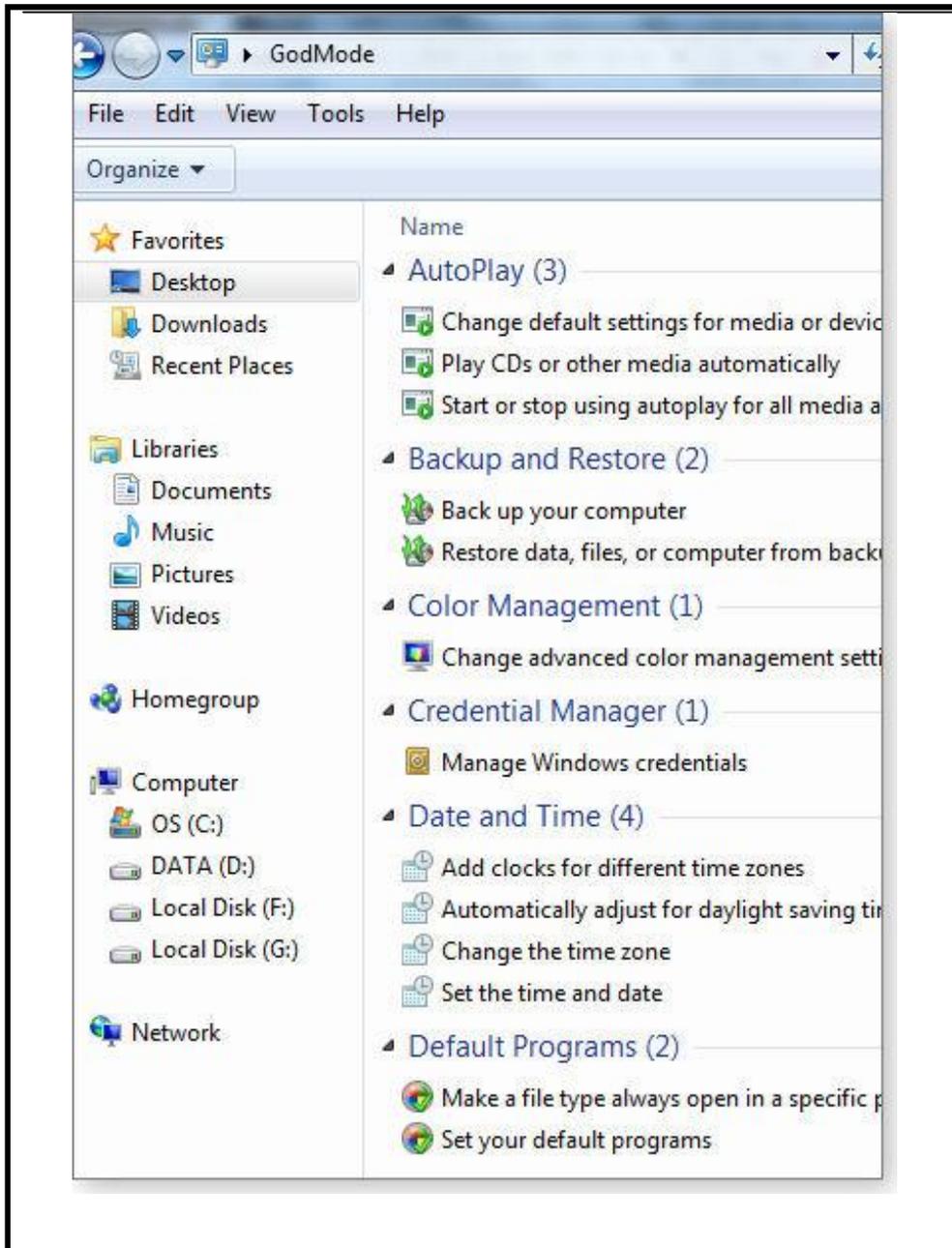
To enable Aero (or check your ability to run it), go to

Control Panel/System & Security/System and run or refresh the Experience Index. Then choose Advanced system settings/Advanced/Performance settings to see what Aero effects are enabled for your system.

If not all effects are enabled, click Custom and check the additional effects you want to use. If these effects perform poorly, you can always go to the same settings to disable them.

How to play God and create program shortcuts If you spend any time following Windows news, you've probably read one or more of the recent stories on the Web about the so-called GodMode, the Windows 7 tweak du jour. This is nothing more than a searchable/clickable list (see Figure 3) of all system and Control Panel tasks, produced when you create a special folder. (Ed Bott describes similar shortcuts in one of his blogs.)

GodMode has no extra powers or capabilities. But it does let you easily assign keyboard shortcuts to any task in the list, which is undeniably cool.



God mode folder Figure 3. The God Mode folder contains a searchable list of system tasks.

So you could create keyboard commands for tasks such as adjusting your monitor resolution, showing hidden files and folders, blocking or allowing Internet Explorer pop-ups, or viewing network connections.

To do so, simply create a folder on your desktop with a name and a globally unique identifier (GUID) number, such as `GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}`. (Warning: Creating a God Mode folder reportedly crashes 64-bit Vista systems. Use at your own risk in any OS but Windows 7.)

Next, open the folder and right-click the setting for which you want to make a shortcut. Finally, right-click the newly created shortcut, choose Properties/Shortcut, and enter your choice of key sequences to invoke it. Press Apply and close the dialog box.

When you create your own sequences, try to stay away from anything already used by Windows or by your main programs. The Control + Shift + Function key territory is relatively uncharted.

Note that you can use this last trick to create keyboard shortcuts

*(Continued on page 15)*

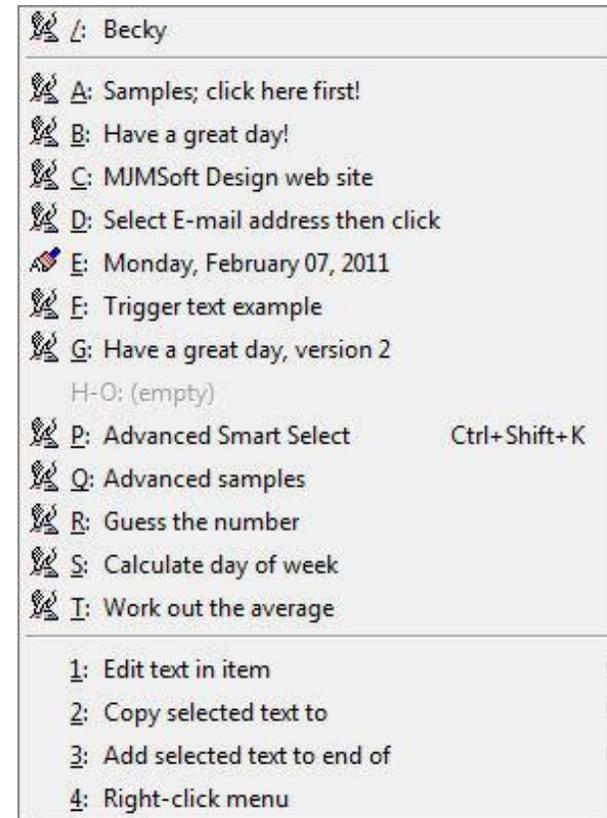
for any programs or documents you use frequently, not just the GodMode tasks. Simply right-click the program name in the Start menu and choose Properties/Shortcut/Shortcut key. Do the same for documents by first creating a clickable shortcut and then a keyboard shortcut.

Using KeyText and AutoHotKey for shortcuts Want even more shortcuts? Start rolling your own with a keyboard macro utility. These apps let you create standard shortcuts not only for menu items but also for sequences of actions, including tasks such as entering text and clicking buttons in a dialog box.

Macro utilities for Windows 7 are not as plentiful as they used to be for XP. (And my all-time favorite, QuicKeys, has not been updated for Vista or Windows 7.) But I found a couple that do the job for little or no money.

The first is MJMSOft's KeyText 3 (U.S. \$29.95, info page). KeyText (see Figure 4) is an amazingly versatile program that can automate tasks such as opening your e-mail program and creating a new message using an e-mail address you've selected in another program.

It even supports regular expressions and if/then/else logic, so you can conduct search-and-replace operations or batch-file renaming, as well as perform different actions that depend on the result of a search.



KeyText 3 menu Figure 4. KeyText 3's macro menu can be invoked from the system tray or via a hotkey. You can also assign direct hotkeys to any item.

Learning how to harness all this power requires a little work, but you can use both the contextual help and a very good PDF manual (albeit one not updated since Vista). You'll have no

*(Continued on page 16)*

trouble learning simple tasks such as assigning trigger text to an action. A trial version of this software is available.

AutoHotKey (info page) is another versatile option for creating your own shortcuts. This free and open-source utility requires significantly more effort to learn and use than KeyText, but it has a very active community forum where you can get help quickly; it also has good documentation.

AutoHotKey is basically a macro scripting language that requires you to write simple programs for your shortcuts using a text editor like NotePad. After saving your shortcuts with the .ahk extension, you can then run them in the background by double-clicking them, or you can set them as startup items.

AutoHotKey's command list (page) is quite versatile, and programmers are likely take to it in a flash. The rest of us can get by with the included AutoScriptWriter macro recording utility, which — as advertised — "watches where you type and what you click, and keeps track of which window is active."

KeyText is considerably easier to use than AutoHotKey, and both powerfully fulfill almost every Windows 7 automation need. Even so, there's room for a simpler utility with a great graphical user interface, such as the old QuicKeys. If you know of one, please tell us in the Lounge. In the meantime, try out some of the pre-programmed suggestions above.

## LAUNCESTON COMPUTER GROUP

Minutes of Meeting held at Studio Works 1 Pipeworks Rd  
February 2 2011

Meeting opened 8.10 pm Janet Headlam (Vice president) in chair.

Apologies: June and Bert Hazzlewood, Judy Hall, Julie Hjort, Reinhard von Samorzewski, Ivan Turmine and Sandra Viney,

Present: Barry Symons, Ted Bramich, Eleanor Horder, Dennis Murray, Laraine Rist, Harvey Tavener, Tom Olsen, Janet Headlam, Glenn Gilpin, Ron Baker and Iris Meek.

Minutes of previous meeting confirmed H Tavener/E Horder Car.

Business Arising: Some problems with Cleaner resolved. Open meeting had suggested that if anyone wanted to make suggestions on what should be included in the job description should be written down and placed in the suggestion box where they would be followed up by OPEN committee.

An extra member required for Tutor Assessment panel following the resignation of Margaret Carrington.

It was noted Tony Garrett has fitted well into the club as a tutor.

The meeting felt the Tutor Wallets should stay recognisable from Student Wallets.

If Tutor Meetings could not be held regularly, other means of meeting new students needs to be found.

Correspondence: Letter of resignation from M Carrington, Dept of Justice: Requirements for Audit purposes and form for Public Officer.,

Emails from Ivan Turmine. Email from Tom Olsen re Bookkeeping Training Course.

Financial Report: as the audit will not be available until the March meeting, the former treasurer could not read the Profit and Loss statement, but the Monthly Accounts slips with accounts paid and to be paid were presented. Payment of \$15 to Tas Printer Cartridge for inks \$15, Dennis Murray for hardware including motherboard and opportunistic purchase of new printer \$319 plus Another Computer Store for December and January rent including the holidays period approx \$1250 plus LCG component \$200. Moved I Meek/J Headlam report be accepted. Car.

General Business:

The club will make enquiries with financial institutions re investing money to get a little interest. The idea was put and carried unanimously. Several attempts have been made to start an Inventory of the clubs assets and each time a start is made, further details have not been added. A suggestion was made that a photographic or videoed record could be made. This will need to be discussed further next meeting.

Tom Olsen suggested accounts should be paid on line. He also had several ideas to improve the book keeping procedures at the club, but this was left in abeyance due to the fact that our most experienced book keeper cum maintenance man has a paid work load and cannot make himself available for any more than at present. There were several comments re the program used by OPEN-LCG for keeping the books. Suggestions included the return to Excel, the Windows Money program or retaining MYOB.

Iris Meek said the Treasurer used MYOB and the assistant treasurer was using Excel. Ron uses the Windows program. The new treasurer may choose a different system.

Open had discussed whether the club constitution could be put on the Web page. Our meeting readily agreed to this and Tom will follow up on the matter.

From June Hazzlewood OPEN meeting: A combined meeting of the two

committees and tutors would do much to relieve the current feelings of separation amongst some of the members. The secretary was asked to send out an email to this entire group to ask for two suggested times which would suit...eg. Wed afternoon at 5.30...Monday at ??? Saturday at ????? time. This could be sorted into the time most suited to all committee persons and a date then set. Perhaps a dinner or afternoon tea at a quiet spot or someone home...

It was also suggested that an occasional IT hook up could be arranged to get everyone's opinion.

Glenn Gilpin asked if Tom could let the secretary know when the Newsletters go on line so that the secretary could notify members to go to the web page.

Ron wants to get all information for the Newstream in one week before the meetings.

New signatories to be added to bank list and enquiry into having online access. Secretary to follow up..

Glenn suggested that the next market date be set at the March meeting as he had still had no reply from the Show Society. The market place is used extensively for yearling sales at this time of year.

Dennis has completed the work on Computer #14 and suggests it could replace the old Online Access acquisition used by Admin.

Due to the lateness of this meeting Dennis Murray was asked if he could prepare the What's in a Computer workshop until March. Thank you Dennis.

Secretary to get all names of new committee to Tom Olsen ASAP for web posting.

Next Meeting March 2 at 7.15.

Meeting close at 9.20 pm.

## Gentle Lessons of Life

A penny saved is obviously the result of a government oversight.

The real art of conversation is not only to say the right thing at the right time, but also to leave unsaid the wrong thing at the tempting moment.

The older you get, the tougher it is to lose weight, because by then your body and your fat have gotten to be really good friends.

The easiest way to find something lost around the house is to buy a new replacement for it

He who hesitates is probably doing the right thing.

Did you ever notice: The Roman Numerals for forty (40 ) are ' XL.'

If you think there is some good in everybody, you obviously haven't met 'everybody'.

If you can smile when things go wrong, you must have someone else in mind to blame.

The sole purpose of a child's middle name is so that he can tell when he's 'really' in trouble.

There's always a lot to be thankful for if you take time to look for it.. For example, I am sitting here thinking how nice it is that wrinkles don't hurt.

Did you ever notice: When you put the 2 words 'The' and 'IRS' together it

spells 'Theirs.'

Aging: Eventually you will reach a point when you stop lying about your age and start bragging about it.

The older we get, the fewer things seem worth waiting in line for.

Some people try to turn back their life's odometers. Not me, I want people to know 'why' I look this way. I've travelled a long, long way and some of the roads weren't paved.

When you are dissatisfied and would like to go back to youth, think of Algebra.

You know you are getting old when everything either dries up or leaks.

One of the many things no one tells you about aging is that it is such a nice change from being young.

Ah, being young is beautiful, but being old is comfortable.

First you forget names, then you forget faces. Then you forget to pull up your zipper. It's even worse when you forget to pull it down.

Long ago when men cursed and beat the ground with sticks, it was called witchcraft. Today, it's called golf

## CONFUSION EXPLAINED

Names or numbers? Perhaps names **and** numbers?

This is the dilemma I often face when trying to work out what the creators of software are thinking when they name their new products.

And what has prompted this line of thought? In a word (or two) Windows 7. Occasionally I hear people talk about Windows 2007, while others have asked me the significance of the '7'.

Firstly, let me erase the Windows 2007 reference. Microsoft's latest operating system was not released until 2009 so the 2007 reference is clearly incorrect.

So why Windows 7? It may not be generally well-known that each of the preceding Windows operating systems (OS) had a number but the marketing men obviously decided on names that were a bit more esoteric.

Windows 6 was Vista ... perhaps to conjure up thoughts of a new view of computing? Windows 5 was XP, denoting Xtra Performance, while Windows 4 had several variations stretching all the way from Windows 95 to Windows 2000.

Prior to Windows 95 the '3' series referred to Microsoft operating systems that ran on the old DOS formats. But we probably don't need to go back more than 15 years investigating the theory.

I think Computing life would have been much simpler if Microsoft had named their operating system "Magnificent (Seven)" or "Lucky (Seven)".

*Dennis Murray*

## The very first "senior moment."



And **that's** what happened to the dinosaurs!