

SCPD "Let's Compute" Computer Club



BITS & BYTES



WWW.SCPD-ComputerClub.org

March 2006 Volume XI Number 3

General Meeting March 28- 2:00 p.m.

The Pres Sez...

By Lyn Morse

Congratulations! As of last week, you are one of 1,047 members. I'm only guessing, but I bet there are a few more members that have joined since then. Maybe a few people saw the article in the February 1 issue of the Desert Sun. The article was about classes being offered at the La Quinta Senior Center and their prices. For those who didn't see the article, how about a Photoshop Elements class for \$65; a MS Word class for \$55; a MS Excel class for \$55 and an Intermediate computer class for \$65? Gee, we get all that for just \$25 a year! And we're still asked by a few people if we won't prorate out their membership! Oh, well.

New PCs!

Okay, the wondering can stop. 16 new PCs have been ordered and should be making their appearance in the lab within the

next few weeks.

The committee had a lot of different computers to consider and came up with one they feel can be easily modified as new technology hits the computer world.



For those of you who have taken PrintShop on the PCs using version 15, know that version 21 will be installed on the new computers. If you're considering buying the program, you might want to match the version that will be loaded on the PCs. As with most new programs, there may be some differences between the two versions. You might want to retake some of those classes to see what's new and to brush up on the old.

I think most of you have realized that when the "next" class schedule is out, you'll see it first taped to the windows of the lab. Looking there might help if you just have to see if the class you want is being offered, but a class is in session, and you can't get to a copy of Bits and Bytes.

The Pres Sez ... is continued on page 2

March Program by PC Club

By Bill Crowley

Our March 28 General Meeting will be held in Speakers' Hall and will feature a program presented by PC Club.

The PC Club opened its first retail location in the City of Industry, California, in 1992. Now it has stores in Arizona, Nevada, New Mexico, Oklahoma, Oregon, Washington and Utah. The local PC Club Computer Superstore is located in Palm Desert.

Our computer club has recently purchased new PCs for the lab from the PC Club. Come and learn more.

PC Club's Mission Statement

"To focus on Customer Values by offering Quality Computer Products and Services in the Most Effective and Innovative Way to Computer Professionals."



The Pres Sez..

Continued from page 1



Which allows me to slide right in to the next topic, Bits and Bytes. Jan does a marvelous job in producing our newsletter, choosing the right banners and graphics for the articles and getting placements just right. What you don't see when you pick up your copy is that the newsletter has been created in Living Color! Go online to our website, and download it from there for your colorized copy. In fact, all back issues of Bits and Bytes are there as are the minutes of the general meetings.

Elections for next year's board are approaching us. Pat Palladino will again chair the nominating and election committee. If you are interested in running for one of the seven positions on the Board, please contact Pat at 772-9942 or jpalladino@dc.rr.com

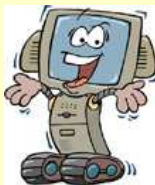
Several of you have asked for the User Group Code for Peachpit press. This is a great source for computer books. Go to **peachpit-press.com**. You will get a 30% discount off the list price of any of their books. At checkout, enter the code **UE-23AA-PEUF**; it is case-sensitive.

We looked at several resources from Microsoft, all available as a free download, to help us maintain, inspect and protect our computers. First we found Microsoft Windows Defender (formerly Microsoft Anti-Spyware for Windows). This nifty, easy to use application stands guard against spyware invading our PC, and allows us to do a periodic full scan for the culprits. We also discussed some other excellent spyware removal tools that are available, without charge, and we will go into that at the next meeting.

Next, we did a quick check for malware using the Microsoft Malicious Software Removal Tool, also gratis from Microsoft. This quick application does a check for some of the worst stuff out there to make sure you are not infected.

Finally, we downloaded and ran the Microsoft Baseline Security Analyzer. Now, I really like this tool. It scans your computer for a wide variety of security issues from missing or failed Windows Updates to critical Office Updates to insecure Internet Explorer settings, and tells you how to fix them, including direct links for the security update download. Pretty slick! Total cost for this neat little package? Nothing. Want more of this good stuff? **We meet again on Tuesday, March 21st at 7:00 pm** in the computer club lab. We will review some of the topics from the previous meeting and then go looking for other resources to protect ourselves from spyware and how to run silent and unseen on the Internet with a firewall.

Appearing Soon In a Lab Near You



The New PCs

Take a look at what is coming with our new PCs. The systems were chosen by the Computer Selection Committee and approved by the Board. They have been purchased from the PC Club.

Enpower Sabre Extreme

- Intel Processor Pentium Dual Core 3.06 GHz
- Microsoft Windows XPRO 64 bit technology OS
- 160 Gigabyte hard drive
- 2 Gigabyte memory
- DVD-RW double layer multi format burner
- Floppy drive
- 9 in 1 card reader
- 17" Flat panel LCD monitor



Windows SIG

By Kerry Greene

We spent a good deal of time at the February Windows Special Interest Group meeting with a review of all that we discussed at the previous gathering. For notes on that please refer to the February Bits & Bytes. In a nutshell, we had talked about how to do routine disc maintenance, how to capture more hard drive space, how to uninstall useless programs and how to disable unnecessary startup items to boost system resources. It all boils down to this, your computer starts faster and runs faster. We also touched on how a buildup of spyware can slow things down, and that became the topic of the March meeting.



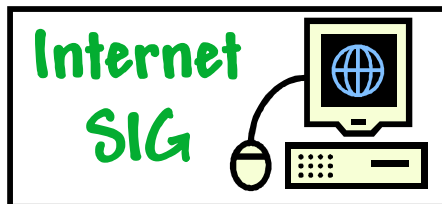
By Jan Grenert

The group met on February 8 in the computer lab.

Lyn Morse brought in a multi-slot card reader. Most card readers can read all types of camera media, so it is no longer necessary to purchase a card reader for different types of memory cards..

Lyn's computer of choice is a Mac, and she demonstrated the process of transferring photos to the Mac. However, she assured us that the reader is equally efficient on a PC. It is always interesting for PC users (like me) to see how tasks are achieved on a Mac and vice versa.

Many of our 'regulars' will be going on an outing with the Camera Club on the date set for our March meeting. So we will not be meeting in March. The next meeting is on April 12 at 7:00 p.m. in the lab. All Let's Compute club members are invited to attend.



The February meeting was cancelled because it fell on Valentine's Day.

Love triumphs!

The next meeting is on March 14 at 7:00 p.m. in the lab.



By June Cross

WOW! That is the only thing that comes to mind when I think of the attendance at the Mac SIG meeting on Friday morning, February 17. The speaker, Denise Welch, owner of ComputerWorks of Palm Desert, brought out a standing room only crowd. Chairs needed to be added to accommodate those in attendance. Even Denise was impressed, stating that on previous occasions at Mac SIG we had a much smaller group. In a poll of the group, it was evident that members have a variety of equipment, including some of the latest and most up to date.

Denise's presentation focused on 'creative ways to use the Mac'. Much of the topic centered around the use of photographs. Members spoke of using iPhoto to edit and enhance photos as well as to create iMovies and iDVDs. One member said that he had been digitizing old movies. Denise said that a number of places in the desert will digitize 8 mm or super 8 movies. When they are in DVD format, you can proceed with the process of editing and producing movies and DVDs that are more suitable for saving.

Another idea she mentioned is the part of iPhoto that offers books. Using the book order format, you are able to use one of several templates, inserting pictures on pages and adding text either with each or several photos. You then upload your order and receive a hard cover book back. Cost varies by the number of photos you send. She suggested that this is an unusual and appreciated gift for events such as special birthdays, anniversaries or graduations.

An option offered at one web site is a program for creating comic strips using your own photos. She said that she had used it and thought it was really fun. Just as in regular comics, there are sets of 3 to 5 picture options. You drag and drop pictures into the spaces and fill in the 'text bubble'. The site for this is as follows: www.plasq.com. Although a free trial of the program is available, to purchase it costs \$24.95. The program is called "Comic Life".

Denise did talk about iPods, although there were not too many in attendance who had them. She talked about the uses of an iPod not only to download tunes, but to download Podcasts..... or even to use them as an external drive for backup. One member pointed out that Podcasts are available on your own computer using iTunes, and an iPod is not necessary. Another use of the iPod is to download audio books. She said that most titles, including even the most recent books, are available.

Shirley Allan made the following announcement at the end of the meeting: According to Reuters, February 16, 2006, San Francisco--- The first virus aimed specifically at the Mac platform is called OSX/Leap-A. From a posting on the Sophos Web site, it attacks instant messaging programs via iChat and AOL's AIM. It spreads itself on the infected user's buddy list in a file called "latestpics.tgz". The worm will not automatically infect Mac computers, but will ask users to accept the file. Symantic ranked it as a level 1 threat (with 5 being the most severe).

**Mark your calendar
for the next Mac SIG
meeting on Friday,
March 17.
9 A.M. in the lab.
Be there, be green!---**



Mac Tips

MAC TIPS

Merge Two Records in Your Address Book

Occasionally, you might find two separate records for the same person in your address book. There is a simple way of consolidating the two records into one.

First, make sure you are in the Card and Columns view. In the menu bar, go to View>Cards and Columns. Then find the person's two entries and select them both. Go to Card>Merge Selected Cards. Your two entries will now be one. If duplicate data appears on the card, simply hit the edit button on the bottom frame of the card's window and select and delete the duplicate information.

Additionally, you can automatically search out duplicate cards in your address book by going to Card>Look for Duplicate Entries. This will search through all records in your address book for duplicates and prompt you to merge the cards each time it finds one.

Computer Name Change

A: How do I change my computer name? When I set up my Mac, I put in my user name as Scooby Doo. I've since changed it to my real name, but now my computer shows up on networks as Scooby Doo's Computer. Can you help me out?

Q: You can change the computer name in the Sharing System Preference. Choose System Preferences from the Apple Menu and click Sharing. At the top, you'll see the computer name. Just type in a new name and

STOPPING THE SPOTTING IN SPOTLIGHT

Q: One frustrating thing about using Spotlight is that after I type in a term I frequently see quite quickly exactly what I'm looking for. However, since Spotlight is still searching for other hits, the file I'm looking for moves down and then quickly off the list. Then I have to go digging for it! Is there any way to get Spotlight to just stop for a second so I can click on a file?

A: You can stop a search at any time if you started it within a Finder window. Type the term in the Spotlight search field in the top right and press return. As soon as the search begins, you'll see a small x icon appear in the bottom right of the window. Just click that to stop the search once you've found that the file. Unfortunately, you cannot stop a search you've initiated through the Spotlight menu.

SAFARI TO FIREFOX

Q: I have been using Safari for a number of years and have been very happy with it as a browser. That said, Firefox has the ability to use some web pages that Safari cannot completely render. Is there an easy way to move bookmarks from Safari to Firefox, and similarly, can bookmarks be synced between the two applications?

A: The first time you launch Firefox, you'll be able to import your Safari bookmarks. After that, you can import bookmarks through Firefox's Bookmarks Manager. Choose Book-

marks>Manage Bookmarks, and then choose File>Import. You'll be able to choose Safari, Microsoft Internet Explorer, Opera and From File. Choose Safari and click Continue, and your bookmarks will be imported. And if you want to synchronize bookmarks between Safari and Firefox, consider using Everyday Software's Bookit 3.7 <http://www.everydaysoftware.net/bookit/>

CHAOS TO ORDER IN iTUNES

Q: When I work with iTunes making up a playlist, I am frustrated by the fact that iTunes insists on an alphabetic listing of all songs. This precludes any balancing of the list. Is there any way around this that will allow me to burn a disc in the order I prefer?

A: At the top of each column, you'll see a header such as Name, Time, Artist, etc. These are actually buttons that control the organization of the items in the playlist. Click Time, for example, and the playlist will organize itself from longest to shortest song; click it again and it will reverse this order. To have an unstructured playlist, click to the leftmost column header. (It is blank and you'll see a series of numbers under it). As soon as you click it, you can drag and drop tracks in any order you want.

All tips courtesy of MacHome

A Glossary of Computer Terms for the Beginner

By Barbara Kaye

PC – Personal Computer, a computer that is not a Macintosh

CPU – Central Processing Unit; the computer's brain or the part of that processes information

Monitor – screen; that part of a computer that you look at to read text, etc.

Laptop – a portable computer, containing CPU, monitor and keyboard in one unit

RAM – Random Access Memory; allows a computer to move information from the hard drive to the monitor.

Memory – see RAM; not to be used to describe hard drive space

Hard drive; storage area for computer data; not to be confused with MEMORY.

Data – letters, numbers, pictures, etc. that can be stored by a computer

Bit – the smallest unit of measure for data

Byte – 8 bits; a unit of measure for data, equal to a single character

Megabyte – 1,000,000 bytes

Gigabyte – 1,000 megabytes

User – a person who uses a computer

Windows – an operating system for PCs; allows the user to communicate with the CPU using an easy to use graphical interface

Boot – to turn on your computer so that Windows opens and runs

Reboot – to shut down and restart Windows

CD - Compact Disks; a disk for data storage which holds 700 megabytes of data

CD-ROM – a device in your computer to read data from CDs; also a name for the CD itself

CD burner – CD writer; a device that reads data from CDs and also copies data to blank CDs

DVD – Digital Versatile Disk; a disk for data storage which holds 4.7 gigabytes of data

Program – application; allows your computer to perform a function, such as creating, reading or editing files. Examples of programs: Photoshop, Word, Excel, Internet Explorer

Icon – a shortcut; an easy way to open a program. Icons are usually represented by a graphic.

Wallpaper – desktop; picture or pattern that appears on the monitor when Windows opens; not to be confused with Screensaver. The Wallpaper or desktop contains icons to access programs.

Screensaver – a picture or pattern that appears when your computer has been idle for a number of minutes; not to be confused with Wallpaper. The screensaver does not have any icons.

Word Processing – a program that allows you to create text documents. Examples of Word Processing programs: Word, Works, WordPerfect

File – a collection of data. Programs are made from files and files are also created by programs.

Directory – a place on your hard drive where files are stored

Subdirectory – a directory within another directory

Network – a group of computers linked together to share data

Internet – a network of networks that extends all around the world connecting your computer to other computers containing data that you want to access

ISP – Internet Service Provider; a service which you pay for that connects your computer to the internet. Examples of ISPs: Roadrunner, AOL, MSN, Earthlink, NetZero

Dialup – the slowest way to connect to the internet; uses a telephone line

Broadband – a faster way to connect to the internet; uses either a TV cable (Roadrunner) or a special wire within the phone line not used for telephone service (DSL)

Website or webpage – a file on the internet containing text and graphics that you can see using a web browser

Browser – a program that allows your computer to view web pages on the internet. Examples of browsers: Internet Explorer, AOL Explorer; Mozilla Firefox

Cookie – a small piece of information sent to your computer from a website, often containing login information such as passwords

URL – web address; a way to designating the location of a webpage. Many URLs begin with <http://www>. Spaces are not allowed. URLs are case sensitive.

Search engine – a program that allows you to find web pages on a particular subject. Examples of search engines: Google, Yahoo, AltaVista

Email – electronic mail; correspondence that travels over the internet instead of the post office. Examples of email programs: Outlook Express, TotalAccess, AOL, Outlook

Attachment – a file sent from another computer to your computer by linking to an email

Download – transfer data from the internet to your computer

Upload – transfer data from your computer to the internet

Hacker – an expert computer user who can break into a computer's defenses to gain unauthorized access to its data, usually for illegal purposes

Firewall – a device or program designed to prevent unauthorized access from hackers

Router – a device that goes between your computer and your cable modem to hide your computer's internet address from hackers

March Schedule of Classes



<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>CLASS</u>	<u>BOOK</u>	<u>TEACHER</u>
Wed	March 1	8:00	Burning CDs (PC)	9	Jim Calvert
		9:00	Beginning PC 1 of 5	3	Jim Calvert
		3:00	Appleworks Tips	1	Shirley Allan
Thur	March 2	9:00	Beginning PC 2 of 5	3	Jim Calvert
		1 – 2:30	Intro. To Computing 1 of 3 (PC)	3	Ron Ehrens
		3 – 4:30	Digital Pictures in Word (PC)	2	Jan Grenert
Fri	March 3	9:00	Beginning PC 3 of 5	3	Jim Calvert
		1 - 2:30	PowerPoint Presentations 1 of 2 (PC & Mac)	5	Ron Ehrens
Sat	March 4	10:00 to 12:00 Open Lab			
Mon	March 6	9:00	Beginning PC 4 of 5	3	Jim Calvert
		1 – 3	Word 1 and 2 (PC)	2	Shirley Celli
		3:00	Safari to the Internet (Mac)	1	Shirley Allan
Tues	March 7	9:00	Beginning PC 5 of 5	3	Jim Calvert
		1:00	On-line Banking (PC & Mac)	7	Fran Brewer
Wed	March 8	8:00	Beginning Quicken 1 – Opening a Quicken Account (Mac)	1	Betsy Lewis
		9:00	Elements Part 9 (PC)	14	Jim Calvert
		1:00	Beginning Mac 1	1	Shirley Allan
Thur	March 9	9:00	Elements Part 10 (PC)	14	Jim Calvert
		1 – 2:30	Intro. To Computing 2 of 3 (PC)	3	Ron Ehrens
		3 – 4:30	Word 4 (PC)	2	Jan Grenert
Fri	March 10	9:00	Elements Part 11 (PC)	14	Jim Calvert
		1 – 2:30	PowerPoint Presentations 2 of 2 (PC & Mac)	5	Ron Ehrens
		4:00	Print Shop Greeting Cards 1 (PC)	4	Doris Keniry
Sat	March 11	10:00 to 12:00 Open Lab			
Mon	March 13	8:30 - 10	Making Magnets with Printshop	4	Liz Ferrel
		1:00	Creating and Sorting Lists & Labels (Mac)	1	Shirley Allan
		2 - 5	PS Elements – Basics 5 + 1 (MAC)	1	Lyn Morse
Tues	March 14	8 :00	Internet Surfing (PC & Mac)	3	Shelia Harbet
		9:00	Using & Organizing Favorites (PC)	3	Shelia Harbet
		1 - 5	Basics 5 + 1 Workshop (Mac)	1	Lyn Morse
		7:00	INTERNET SIG		Lab
Wed.	March 15	8:00	Beginning Quicken 2 Reconciling a Bank Statement (Mac)	1	Betsy Lewis
		9:00	Windows Maintenance and Organization	12	Charlie Voelker
		1:00	Beginning Mac 2	1	Shirley Allan
		2 - 5	PS Elements –Basics 5 + 1 (MAC) Repeat of 3/13	1	Lyn Morse
Thur	March 16	9:00	Board Meeting		
		1 – 2:30	Intro. To Computing 3 of 3 (PC)	3	Ron Ehrens
		3 – 4:30	Word Art (PC)	2	Jan Grenert
Fri	March 17	9:00	Mac SIG		Lab
		1 - 5	Basics 5 + 1 Workshop (Mac) Repeat of 3/14	1	Lyn Morse

March Schedule of Classes



DAY	DATE	TIME	CLASS	BOOK	TEACHER
Sat	March 18		10:00 to 12:00 Open Lab		
		12 – 4	iDVD for Workshop People (Mac)	1	Lyn Morse
Mon	March 20	8:00	PC 101- Computer Basics	7	Shelia Harbet
		9:00	Windows XP Basics & Beyond Part 1 of 5	3	Kerry Greene
		1 - 3	Word 3 and 3.5 (PC)	2	Shirley Celli
		3:00	Custom Badges/Nametags (Mac)	1	Shirley Allan
		7 :00	Elements Part 6 (PC)	14	Jim Calvert
Tues	March 21	9:00	Windows XP Basics & Beyond Part 2 of 5	3	Kerry Greene
		1:00	Burning CDs (PC) (repeat of 3/1)	9	Jim Calvert
		7:00	WINDOWS SIG		Lab
Wed	March 22	8:00	Advanced Elements Workshop	14	Jim Calvert
		9:00	Windows XP Basics & Beyond Part 3 of 5	3	Kerry Greene
		1:00	Beginning Mac 3	1	Shirley Allan
		7:00	Elements Part 7 (PC)	14	Jim Calvert
Thur	March 23	9:00	Windows XP Basics & Beyond Part 4 of 5	3	Kerry Greene
		1:00	Photo Albums with Picture It! 2002 (PC)	16	Helene Barker
		2:00	Transfer Pictures/Clip Art with Printshop 12 (PC)	4	Helene Barker
		3 – 4:30	Word Mail Merge (PC)	2	Jan Grenert
		7:00	Elements Part 8 (PC)	14	Jim Calvert
Fri	March 24	9:00	Windows XP Basics & Beyond Part 5 of 5	3	Kerry Greene
		1 – 3	Excel 1 & 2 (PC)	5	Walter Goldsmith
		4:00	Print Shop Greeting Cards 2 (PC)	4	Doris Keniry
Sat	March 25		10:00 to 12:00 Open Lab		
Mon	March 27	8:00	Beginning PC 1 of 5	3	Jim Calvert
		9:00	PC Security – SPYWARE!	7	Kerry Greene
		1:00	Elements Part 1 of 5	14	Jim Calvert
		3:00	Appleworks 1 Setting Preferences	1	Shirley Allan
Tues	March 28	8:00	Beginning PC 2 of 5	3	Jim Calvert
		9:00	Elements Part 2 of 5	14	Jim Calvert
		2:00	GENERAL MEETING		Speakers Hall
Wed	March 29	8:00	Beginning PC 3 of 5	3	Jim Calvert
		9:00	Elements Part 3 of 5(PC)	14	Jim Calvert
		1 - 3	Browser: Why Mozilla Firefox?	7	Shelia Harbet
		3:00	Appleworks 2 Formatting	1	Shirley Allan
Thur	March 30	8:00	Beginning PC 4 of 5	3	Jim Calvert
		9:00	Elements Part 4 of 5 (PC)	14	Jim Calvert
		1 – 4	iTunes Workshop	13	Lou Shapiro
Fri	March 31	8:00	Beginning PC 5 of 5	3	Jim Calvert
		9:00	Elements Part 5 of 5 (PC)	14	Jim Calvert
		1 - 3	Excel 3 & 4(PC)	5	Walter Goldsmith
		4:00	Print Shop Greeting Cards 3 (PC)	4	Doris Keniry

March Classes Listed Alphabetically

Class	Date	Time
<u>AppleWorks series (Mac)</u>		
Appleworks Tips	3-1	3:00
1 Setting Preferences	3-27	3:00
2 Formatting documents	3-29	3:00
<u>Beginning Mac Series</u>		
Class 1	3-8	1:00
Class 2	3-15	1:00
Class 3	3-22	1:00
<u>Beginning PC series</u>		
1 The mouse	3-1	9:00
2 The Keyboard	3-2	9:00
3 Creating & Saving Files	3-3	9:00
4 Saving Files to disc	3-6	9:00
5 Beginning Spreadsheet	3-7	9:00
1 The mouse	3-27	8:00
2 The Keyboard	3-28	8:00
3 Creating & Saving Files	3-29	8:00
4 Saving Files to a disc	3-30	8:00
5 Beginning Spreadsheet	3-31	8:00
BOARD MEETING	3-16	9:00
Browser: Why Mozilla Firefox?	3-29	1:00+
Burning CDs – PC	3-1	8:00
Burning CDs – PC - a repeat	3-21	1:00
Creating/Sorting Lists and Labels	3-13	1:00
Custom Badges/Nametags	3-20	3:00
<u>Excel Series for the PC</u>		
Excel 1 and 2	3-24	1:00+
Excel 3 and 4	3-31	1:00+
GENERAL MEETING	3-28	2:00
<u>Greeting Card series - Print Shop - PC</u>		
Greeting Cards 1	3-10	4:00
Greeting Cards 2	3-24	4:00
Greeting Cards 3	3-31	4:00
Internet Surfing – PC and Mac	3-14	8:00
INTERNET SIG	3-14	7:00pm
<u>Introduction to Computing series - PC</u>		
Part 1	3-2	1:00+
Part 2	3-9	1:00+
Part 3	3-16	1:00+
iTunes	3-30	1:00+
MAC SIG	3-17	9:00
Making Magnets with Printshop – PC	3-13	8:30+
Online Banking – PC and Mac	3-7	1:00
PC 101 – Computer Basics	3-20	8:00
PC Security – Spyware	3-27	9:00
Photo Album with Picture It! 2002	3-23	1:00



Class	Date	Time
<u>PhotoShop Elements – Mac</u>		
Basic 5 + 1	3-13	2:00+
Basic 5 + 1 Workshop	3-14	1:00+
Basic 5 + 1 (repeat of 3-13)	3-15	2:00+
Basic 5 + 1 Workshop (repeat of 3-14)	3-17	1:00+
iDVD for Workshop people	3-18	12:00+
<u>PhotoShop Elements – PC</u>		
Part 9	3-8	9:00
Part 10	3-9	9:00
Part 11	3-10	9:00
Part 6	3-20	7:00pm
Part 7	3-22	7:00pm
Part 8	3-23	7:00pm
Part 1	3-27	1:00
Part 2	3-28	9:00
Part 3	3-29	9:00
Part 4	3-30	9:00
Part 5	3-31	9:00
Advanced Elements Workshop	3-22	8:00
<u>PowerPoint Presentations series – PC and Mac</u>		
Part 1	3-3	1:00+
Part 2	3-10	1:00+
<u>Quicken series - Mac</u>		
1 Opening a Quicken Account	3-8	8:00
2 Reconciling a Bank Statement	3-15	8:00
Safari to the Internet – Mac	3-6	3:00
Transfer Pictures/Clip Art with Printshop	3-23	2:00
Using and Organizing Favorites	3-14	9:00
Windows Maintenance & Organization	3-15	9:00
WINDOWS SIG	3-21	7:00pm
<u>Windows XP series</u>		
Beyond the Basics 1	3-20	9:00
Beyond the Basics 2	3-21	9:00
Beyond the Basics 3	3-22	9:00
Beyond the Basics 4	3-23	9:00
Beyond the Basics 5	3-24	9:00
<u>Word Series - PC</u>		
<u>Shirley Celli Beginning Word</u>		
1 Creating a Basic Letter	3-6	1:00
2 Revising a Basic Letter	3-6	1:00
3 More business letter basics	3-20	1:00
3.5 Envelopes and Labels	3-20	1:00
<u>Jan Grenert Advanced Word</u>		
Digital Pictures in Word	3-2	3:00+
Word 4	3-9	3:00+
Word Art – PC	3-16	3:00+
Word Mail Merge – PC	3-23	3:30+

March Monitor and Open Lab Schedule

Date	Day	Time 10-12	Time 12-2
1-Mar	Wed	C. Voelker	
2-Mar	Thu	N. Streeter	J. Drill
3-Mar	Fri	The Ackleys	P. Palladino
4-Mar	Sat	L. Rowe	
6-Mar	Mon	F. Diaz	B. Crowley
7-Mar	Tue	S. Cronin	H. Reese
8-Mar	Wed	C. Voelker	D. Feign
9-Mar	Thu	R. McCarthy	J. Drill
10-Mar	Fri	The Ackleys	P. Palladino
11-Mar	Sat	L. Rowe	
13-Mar	Mon	F. Diaz	B. Crowley
14-Mar	Tue	S. Cronin	H. Reese
15-Mar	Wed	C. Voelker	D. Feign
16-Mar	Thu	N. Streeter	J. Drill
17-Mar	Fri	The Ackleys	J. Manion
18-Mar	Sat	L. Rowe	
20-Mar	Mon	F. Diaz	B. Crowley
21-Mar	Tue	S. Cronin	H. Reese
22-Mar	Wed	C. Voelker	D. Feign
23-Mar	Thu	N. Streeter	J. Drill
24-Mar	Fri	The Ackleys	J. Manion
25-Mar	Sat	L. Rowe	
27-Mar	Mon	F. Diaz	B. Crowley
28-Mar	Tue	S. Cronin	H. Reese
29-Mar	Wed	C. Voelker	D. Feign
30-Mar	Thu	N. Streeter	J. Drill
31-Mar	Fri	The Ackleys	J. Manion



This Bulletin Board is a service for our club members only. Use the Bulletin Board to sell, give away, buy or exchange computer related items. or trace down something lost in the lab. Send an email to Jan at jgrenert@dc.rr.com with the following information:

- ◆ A description of the item and whether you want to buy, sell, exchange or give away.
- ◆ Your name, phone number and/or email address.

Let's Compute is not responsible for the items posted or any dispute resulting from any type of exchange.

Wanted:

Do you have a computer or peripheral that you want to dispose of? I will take it. Contact Barbara Kaye at 772-6520 or email barbarak1775@aol.com

Wanted:

Computers, monitors and other peripherals, working or "dead". I will take them. Contact Shelia Harbet at 360-7146 or email shelia@csun.edu.

Lost:

Lost in the lab, Man's gold link bracelet call Florence Jesser at 360-1769 or email her at fwjess@ameritech.net

VOLUNTEER APPRECIATION PARTY

April is the month when the computer club will honor all of its volunteers with a special party.

Invitations to our valuable and faithful volunteers will be sent out by email during the second week of March.

March General Club Information

DIGITAL SIG

No meeting in March

INTERNET SIG

March 14, 7:00 p.m.

BOARD MEETING

March 16, 9:00 a.m.



WINDOWS SIG

March 21, 7:00 p.m.

GENERAL MEETING

March 28, 2:00 p.m.

MAC SIG

March 17, 9:00 a.m.

"Let's Compute" Officers

Lyn Morse, President.....	345-4466	lynmorse@aol.com
Bill Crowley VP Programs	772-2828	wcrowley1@dc.rr.com
Shelia Harbet, VP Education	360-7146	shelia@csun.edu
Kent McDonald, VP Communications	345-2931	rkmcdonald@earthlink.net
Jan Grenert, Secretary, Newsletter Editor	360-9085	jgrenert@dc.rr.com
Jack Drill, Treasurer	345-8709	jdrill@dc.rr.com
Barbara Kaye, VP Maintenance	772-6520	barbarak1775@aol.com

Committee Chairs

Betsy Lewis	Audit Committee
Moe Sullivan	Monitor Coordinator
Jack Drill	35 MM Scanner Coordinator
Richard Gregory.....	Budget Committee
June Cross.....	Computer Sale
Doris Keniry	Paper Exchange Coordinator

Volunteer Coordinator: Sharon Kiel

If you would like to be a volunteer, call Sharon at 772-0745

March Lab Monitors

Pat Ackley	Jack Drill	Leonette Rowe
Dick Ackley	John Manion	Norma Streeter
Bill Crowley	Howard Reese	Charlie Voelker
Shirley Cronin	Moe Sullivan, Coordinator	

March Teachers

Shirley Allan.....	345-5087
Helene Barker	360-5713
Fran Brewer	772-8868
Jim Calvert.....	772-6710
Shirley Celli.....	345-7159
Ron Ehrens	200-5826
Liz Ferrel.....	360-1376
Walter Goldsmith.....	772-8448
Kerry Greene	200-1551
Jan Grenert.....	360-9085
Shelia Harbet	360-7146
Doris Keniry	345-3464
Betsy Lewis	345-3656
Lyn Morse	345-4466
Lou Shapiro	772-9881
Charlie Voelker.....	345-0123

35 MM Scanner Monitors

Felice Bourne	Sheldon Plotkin	Leonette Rowe
Pete Claar	Conrad Lembers	Harvey Schwartz
Walter Goldsmith	Jack Drill	



Publication of the SCPD
 "Let's Compute" Computer Club
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