

KILOBYTES

The Quarterly Newsletter of the
Computer Club of Rossmoor
P.O. Box 2070, Walnut Creek, CA 94595
(925) 280 - 3984
Computer Club website <http://carossmoorcomputerclub.com/>



September 2015

President's Message COMPUTER CLUB OF ROSSMOOR PAST, PRESENT & FUTURE

The year 1993 was the year pioneers of our now nationwide known computer club foresaw the need to introduce and encourage seniors into the bewildering concept of computers as well as people wanting to gain more knowledge of this modern way of communication.

We look back just a few years and see the tremendous achievements accomplished by the dedication of the founders and the volunteers, attaining and answering the needs of the community.

So here we are, increasing in membership, brought about partially by the popularity of our partnership with the Acalanes Adult Education programs. By being a member, non-residents of Rossmoor can participate in the Computer Club classes and seminars at a reduced cost. Classes for this semester have already begun and are posted on our website.

Much is changing in the communication/technical fields. Microsoft and Apple are almost outpacing themselves with the many new programs/devices out there to confuse some of us with new concepts. Fortunately, some of the fall classes cover some of the most popular ones.

The Club wants to welcome one of our newest members, Paul Wilson who volunteers at the Center and has also taken on the responsibility of writing our weekly Rossmoor News column. He welcomes your suggestions or comments, if appropriate for publication. Paul Wilson, 925-954-7023; e-mail: pwilson@msn.com.



As for our future wants and needs, a reconfiguration of the equipment at the Center is forthcoming in an effort to ease the flow of activity. Also, a survey will be sent out to volunteers in an effort to improve and streamline procedures which are simple, and consistent in welcoming visitors.

We are always looking for interesting and informative ideas for our free seminars. Previous seminars have always been motivating and successful. If you have any suggestions of interest to our community please contact me: Phone 925-256-4484; email: murielwyro@yahoo.com .

Muriel Wyro, President

MICROSOFT OFFICE ONLINE

Bill Hammond

Microsoft's Office Online is a completely free, web-based version of Microsoft Office. This online office suite is clearly competing with Google Docs, but it's also a potential replacement for the desktop version of Office.

Microsoft provides Word Online, Excel Online, PowerPoint Online, Outlook and OneNote Online as part of the package and saves your documents to your Microsoft OneDrive 15GB free online storage.

Because it's a web application that runs in your browser, Office Online will run on pretty near everything, from Windows, Macs and Chromebooks to iPads and Android tablets. It doesn't require any special plug-ins and works with any of the popular browsers including Safari, Chrome, Firefox and Internet Explorer.

The online version is actually quite fast. It feels quicker than the desktop application on an older system with limited memory and a slower hard drive. Since files are stored on OneDrive, they won't consume your valuable hard drive space.

As you might expect, Office Online offers complete compatibility with Office document formats and saves your documents in the latest Microsoft file formats.

It also has the same familiar interface that you are accustomed to in the modern, ribbonized versions of Office. You probably already know where to

find the menus and buttons you need for your documents.

Documents created in Office Online are easy to share with others because they're automatically stored in OneDrive. You can share with other people who have a Microsoft account or you can send them a link to the document. Other users can be given editing permission so they can

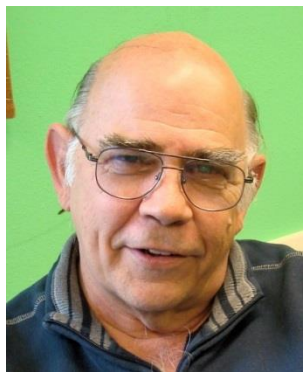
collaborate with you in real-time, and each user can see the others as they work.

On the negative side Office Online also won't work when you don't have an Internet connection. If you want to edit documents while you are offline, you will need the desktop version of Office.

The included applications are somewhat stripped down. Word's advanced formatting options (such as macros) are not present, Excel's has limited graph functionality, PowerPoint can't be used to insert video and Access is not included.

So, should you use Office Online? That's up to you, but the pluses do seem to outweigh the negatives. If you have thought about upgrading your version of Word, Excel or PowerPoint, why not do it for free. Give Microsoft Office Online a try.

I will be demonstrating Office Online at our next Speaker Series Seminar on November 4th. Save the date.



Fall Schedule of Computer Classes

Classes - \$45 each; \$30 for current member

Class #	Class	Date	Day	Time	Notes
10	IPad Level 1	Sept 15 – Oct 1	Tue & Thurs.	10am to noon	Limit 15 students
11	Windows 8.1	Sept 15 – Oct 1	Tue & Thur.	1pm to 3pm	Limit 15 students
12	IPad Level 2	Oct 6 – Oct 22	Tue & Thur.	10am to noon	Limit 15 students
13	Word	Oct 6 – Oct 22	Tue & Thur.	1pm to 3pm	
14	Picasa	Oct 27 – Nov 12	Tue & Thur.	10am to noon	
15	Excel	Oct 27 – Nov 12	Tue & Thur.	1pm to 3pm	
16	IPhone	Oct 28 & Nov 4	Wed	10am to noon	Limit 10 students 2 meetings only
17	Android Smart Phones	Oct 28 & Nov 4	Wed	1pm to 3pm	Limit 10 students 2 meetings only

Fall Schedule of Seminars

Seminars- \$25 each; \$15 each for current member

Seminar #	Seminar	Date	Day	Time
1	Facebook Level 1	Sept 16	Wed	1 to 3pm
2	Facebook Level 2	Sept 23	Wed	1 to 3pm
3	Folders and Files	Sept 30	Wed	1 to 3pm
4	Managing Photos	Oct 7	Wed	10am to noon
5	Web Pages & Blogs	Oct 14	Wed	10am to noon
6	Scanning & Downloading Photos	Oct 21	Wed	1 to 3pm
7	Windows 10	Nov 18	Wed	1 to 3pm

I want to enroll in the following classes and or seminars.

<u>Class/Seminar#</u>	<u>Subject:</u>	<u>Fee:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Print) Your Name:

(Last) (first)

Signed: _____ Phone: _____

Are you a current club member? Yes No

If you would like to join, please put your address, etc. on the back of this form.



Make checks payable to RCC.

Classes are \$45 (\$30 if you are a club member)

Seminars are \$25 each (\$15 if you are a club member)

Please note there are no refunds.

Class space is limited. Send in your reservation early and put the class number on your check.

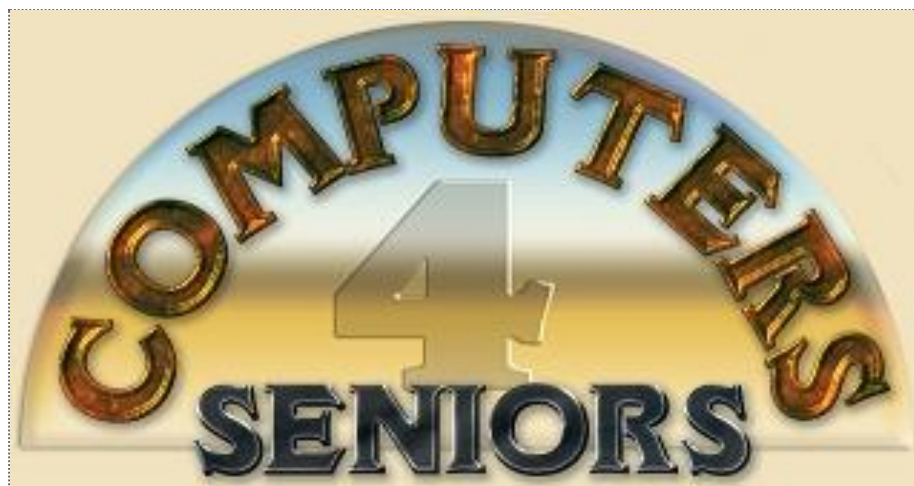
If you need information or directions, call 280-3984.

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WALNUT CREEK, CA 94595

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Computer Club of Rossmoor

<p><u>Officers:</u></p> <p>President Muriel Wyro</p> <p>Vice President Teresa Brock</p> <p>Secretary Kathy Stephens</p> <p>Treasurer Sandy Helmus</p>	<p><u>Board of Directors:</u></p> <p>Teresa Brock</p> <p>Jan Barnes</p> <p>Jo Jones</p> <p>Leonard Krauss</p> <p>Bill Hammond</p> <p>Sandy Helmus</p> <p>Jeanette Massery</p> <p>Kathy Stephens</p> <p>Paul Wilson</p> <p>Muriel Wyro</p>
<p>Web Master Jan Barnes</p>	
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