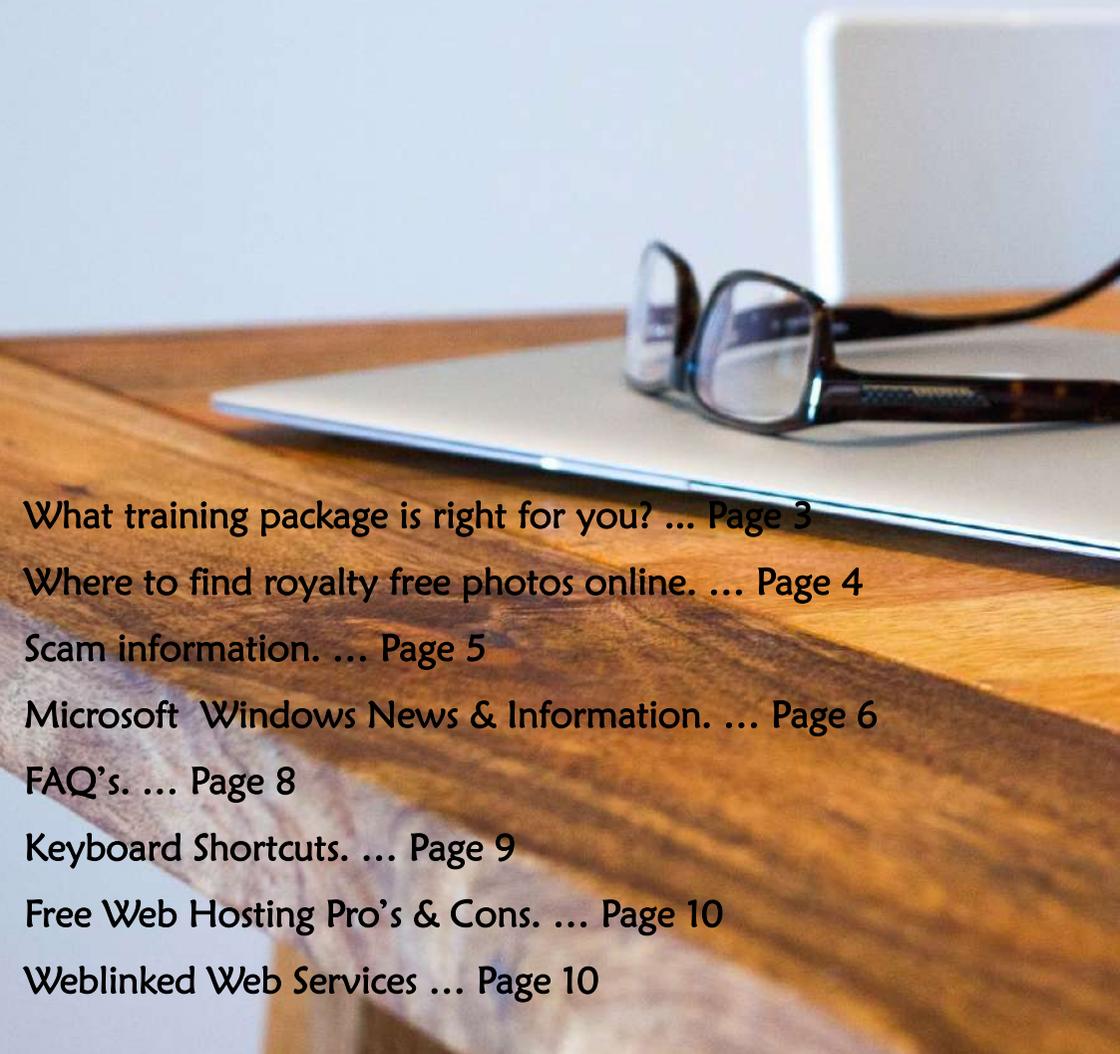




ISSUE 1 JULY 2019

WEBLINKED

Computer tutoring for beginner to intermediate users of all ages!



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Hello!

I am Anita Taylor and the owner and trainer at [Weblinked](#). I have been helping the people of Hervey Bay learn how to use computers since 2011. I have a diploma in Training and Assessment and I have gained most of my training experience working with Bay Connect in Hervey Bay. I am always refining my training techniques to maximise the learning experience and I have training programs set up for Microsoft Windows 7 and Windows 10.

Our main focus is increasing your computer skills, whether it be getting you ready for work or study or communicating more effectively via the internet. We can start your training right from the beginning if you have never used a computer, or we can design the lesson around your current skills and requirements.

We can arrange a One-on-One training sessions or group sessions. You are welcome to bring your own laptop to a lesson as we understand you are more comfortable and find it easier to learn on your own system.

In addition to the computer training we also offer affordable websites for not-for-profit organisations and small start up businesses. I have many tutorials for the site owners to follow so they can manage their own sites or I can do it for you.

www.tincanbayfishingclub.com.au | www.fcoutriggers.com.au
www.u3aherveybay.net | www.hbnc.net.au | www.bhpa.org.au

**Don't get
Frustrated!**
Get Help!



We often ask clients about their Knowledge but a lot don't know where they fit in. We often find people know how to search the internet and save documents and photos but as we dig a bit deeper they don't know where to find their downloads. We have added a few questions below to ask yourself before booking. We can then organise a training package just right for you.

COMPUTERS FOR BEGINNERS

- ◆ I don't know how to use a computer.
- ◆ How do I copy and paste?
- ◆ How do I get my photos on my computer?
- ◆ What is Windows 10!
- ◆ Where did my files go?



MICROSOFT OFFICE PRODUCTS

- ◆ How do I add flair to a document?
- ◆ How do I make a budget?
- ◆ How do I make a flyer?
- ◆ How do I create a slide show?
- ◆ How do I add photos to my documents?



GROUPS AND ONE-ON-ONES

- ◆ I just want to learn a bit at a time!
- ◆ I don't want anyone else in the lesson!
- ◆ I want to bring a friend with me!
- ◆ I want time to practice between lessons!



If you are still not sure, or you might just have that one specific need, please contact us. We are happy to help you with your learning needs.



The Australian Competition & Consumer commission's (ACCC) Scamwatch website has the most up to date information on the latest scams. You can get all the information you need to know:

- Where to get help
- Protect yourself from scams
- Learn from real life stories
- Help a family member
- Protect your small business
- Advice for older Australians

If it
doesn't
add up,
speak up.

2015—Australians lost \$230 million
2016—Australians lost \$300 million
2017—Australians lost \$340 million
2018—Australians lost \$489 million
2019—Up till MAY Over \$46 Million.



We need to get **smarter** with our **data**

ABOUT SPAM (JUNK) EMAILS

Visit www.scamwatch.gov.au

Email is both an excellent communication tool and also a way that companies can inform you about their latest products and services. However, email is frequently used to deliver unwanted material which is at best, annoying and at worst, malicious – causing considerable harm to your computer and yourself.

The vast majority of email sent every day is unsolicited junk mail. Examples include:

- Advertising, for example online pharmacies, pornography, dating, gambling.
- Get rich quick and work from home schemes.
- Hoax virus warnings.
- Hoax charity appeals.
- Chain emails which encourage you to forward them to multiple contacts.

THINK 
Before you click

Whenever you enter your email address online or click on those spam email links, you run the risk of receiving spam/junk emails or worse being **SCAMMED!**

THE LATEST FOR WINDOWS 10

The below information is taken directly from the Microsoft support website and is only a few of the featured updates.

If you are new to the Settings on your computer, please seek help before making any changes.

What's new in recent Windows 10 updates

New features in recent Windows updates will help you manage your time, increase security, and get more creative with Windows 10. With this update, it'll be easier to get things done on your PC and across your other devices, including syncing to Android phones (7.0 or later).

Give your apps a sleek new look

Make your apps stand out by switching to Light or Dark mode. Select **Start > Settings > Personalization > Colours** .

Under Choose your color, select either Light or Dark mode.

Make your pointer easier to see.

If you're having trouble spotting your pointer on your screen, make it bigger or change the colour. Select **Start > Settings > Ease of Access > Cursor & pointer**.

Make things on your screen larger.

To make just the text on your screen bigger, select **Start > Settings > Ease of Access > Display** , adjust the slider under **Make text bigger**. Or choose from the drop-down menu under **Make everything bigger**.

Let Microsoft keep your PC healthy.

Keep your device running smoothly with recommended troubleshooting suggestions that find and fix issues on your device. To view recommended troubleshooters, go to **Start > Settings > Update & Security > Troubleshoot** .

Visit www.support.microsoft.com for more information.

SUPPORT FOR WINDOWS 7 IS NEARING THE END

The below information is taken directly from the Microsoft support website. Visit www.support.microsoft.com for more information.

“After 10 years, support for Windows 7 is coming to an end on 14 January 2020.”

What does end of support mean?

When Windows 7 reaches end of support on 14 January 2020, your computer will still function but Microsoft will no longer provide the following:

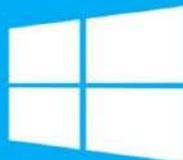
- Technical support for any issues
- Software updates
- Security updates or fixes

While you could continue to use your PC running Windows 7, without continued software and security updates, it will be at greater risk for viruses and malware. Going forward, the best way for you to stay secure is on Windows 10.

If you want help deciding on a new PC that is just right for you give us a call and we can help you with all the tech talk and explain what it all means. We can even help you back up all your files for transferring to your new computer.



Windows[®] 7



Windows 10

FAQ's

- Q. Will my Windows 7 computer stop working after 14th January 2020?**
- A. No. Support for Windows 7 will be discontinued, but the software will continue to function. After 14 January 2020, if your computer is running Windows 7, it will no longer receive security updates. Therefore, it's important that you move to a modern operating system such as Windows 10, which can provide the latest security updates to help keep you and your data safer.
- Q. How do I transfer my personal files to a new computer?**
- A. You can save all you files and photos to a new PC using OneDrive or a removable device.
- Q. Is it safe to turn off a Windows computer without doing a shut down?**
- A. Users should not simply press the power button while Windows is still running unless there is an issue with the computer. The shut down feature enables a computer to go through all the necessary steps that are required before turning off the computer. In fact many versions of Microsoft Windows will check the computer for any problems if the computer is not shut down properly.
- Q. How can I recover a file from the recycle bin?**
- A. Double click the recycle bin icon on your desktop, here you will see all of the files within your bin. Select the files you wish to recover, right click and choose restore.
- Q. Can a virus damage computer hardware?**
- A. No. Computer viruses are software code designed to spread to computer files and other computers, delete files, and cause other problems with the data on the computer. So if you're experiencing an issue with a hardware device such as your printer, video card, sound card, etc. it is not due to a virus.

Mention you read through the Q&A's in issue 1 for your discount.

GENERAL KEYBOARD SHORTCUTS

These shortcuts work across many common programs and apps, including most Microsoft Office applications.

Ctrl+A Key: Highlight everything in the current folder, document, or page.

Ctrl+C Key: Copy the selected text, image, or item to the clipboard.

Ctrl+X Key: Cut (remove) the selected text, image, or item and move it to the clipboard.

Ctrl+V Key: Paste contents of the clipboard into the current program or window.

Ctrl+F Key: Open up a search window. In Microsoft Outlook, this forwards a message.

Ctrl+S Key: Save an open document, file, or webpage.

Ctrl+Z Key: Undo the last action performed

Ctrl + P Key: Print the current document or page.

Ctrl + N Key: Open a new window.

Ctrl + W Key: Close the current window.



MICROSOFT WORD KEYBOARD SHORTCUTS

In addition to the general shortcuts, here are a few common shortcuts you might use for Microsoft Word:

Ctrl + B Key: **Bold** your text

Ctrl + U Key: Underline your text.

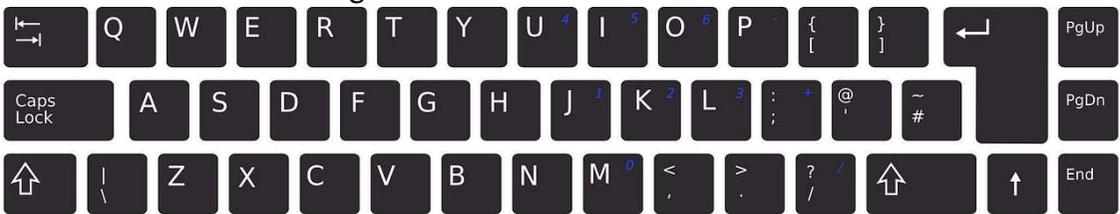
Ctrl + I Key: *Italicize* your text.

Ctrl + L Key: Left align your paragraph.

Ctrl + E Key: Center align your paragraph

Ctrl + R Key: Right align your paragraph. Hitting the hotkey twice will switch back to left alignment

Ctrl + J Key: Justify your paragraph. Hitting the hotkey twice will switch back to left alignment.



WEBLINKED WEB SERVICES

At Weblinked we offer :

- ✓ One off yearly cost
- ✓ 7 days a week support
- ✓ No ads on your site, unless you ask for them
- ✓ No page limits
- ✓ Up to 5 domain email accounts.
- ✓ Server and bandwidth space to suit your site
- ✓ Online tutorials
- ✓ Every day direct contact with Weblinked personnel.

I can train you to manage your own site or I can manage it for you. All you need to do is send me your updates.

I build all websites on the Joomla content Management System (CMS)



What is Joomla CMS?

Joomla! is a **free** and Open-Source Content Management System (CMS) for publishing web content. Over the years **Joomla!** has won several awards. It is built on a model-view-controller web application framework that can be used independently of the CMS that allows you to build powerful online applications.

Why do I use Joomla?

- ✓ It is an award winning powerful CMS
- ✓ Joomla is a free and open source software
- ✓ More than 7,000 extensions
- ✓ Joomla is secure
- ✓ Search Engine Optimization (SEO) Friendly
- ✓ Easy to understand and manage
- ✓ Joomla boasts a world-class User Interface (UI)

OTHER JOOMLA USERS:

Governments: United Nations and the European Union , Argentina, U.S.A., the U.K. and Portugal to Indonesia, Sri Lanka, and Mongolia all use Joomla.

Corporations: Many business, entertainment and news websites, Businesses from Porsche, Peugeot, Danone, Ikea, General Electric and the Northern railway in the UK have led the way in their use of Joomla.

Media sites: Leading newspapers in Netherlands, Chile, Italy, Nigeria, the Philippines and many other countries use Joomla.

Famous people: Roger Federer and many other famous people use Joomla.

Also: U.K National Crime Agency and Harvard University - The Graduate School of Arts and Sciences and the list goes on and on.

NEED A WEBSITE?

As the cost of web design is usually out of reach for most people they usually go to free hosting accounts.

Pros and Cons of Free Hosting

Is free hosting for you? Let's take a quick look at the Pros and Cons:

Pros:

The biggest advantage is, of course, you don't need to pay a single cent. This is great especially if you're new to hosting your own sites, and you'd just want to poke around, learn about web hosting, and test software scripts from a web server. There are also no contracts, so you can terminate your account at anytime.

Cons:

The operative word here is "limited". Expect that your free account may lack a lot of features, such as one-click auto installers, software scripts, SMTP email, edit DNS settings, root directory access, and other common features that even the cheapest hosting plan might have. Many free web hosts are ad-supported. Some don't force ads on your site, but may ask you to support them by visiting their affiliate sponsors, or becoming an affiliate yourself.

Free Web Hosting At A Glance

PROs	CONs
✓ Free	X May place ads on your site
✓ No contract, low commitment	X Limited disk space
✓ Great for testing your sites and other permitted applications (forums, wikis, etc.)	X Limited bandwidth
✓ Great for learning how to set up and self-host blogs, websites and other applications	X Limited features – may not have the scripts or tools you need (PHP, CGI scripts, MySQL databases, FTP, CPanel, SMTP, etc.)
	X Unreliable or non-existent customer support
	X Security risks
	X Limited control

Information and image source: www.webhostingsearch.com/articles/pros-cons-free-web-hosting.php

Testimonial:

“For several years now I have had two of my websites set up and overseen by Anita. Anita, has always been available to help me through the most difficult times with the computer world, as I knew nothing about computers, especially when changes had to be made to both of my websites. So, without a shadow of a doubt, I would recommend Anita to anybody, at anytime. Thank you Anita for your time and patience”. Les

For Bookings or more information:

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www.weblinked.com.au

Call for information and booking information.

Located in Hervey Bay Queensland

Group bookings are open to the Fraser Coast and Wide bay, Burnett areas. Bookings are made no less then 2 weeks in advance.

