

Email report – meeting 08/11/2010

Many thanks to **Marian** for her informative and lively introduction to, 'Inserting pictures into 'Word', which was useful to beginners and those more experienced alike.

For those of you who were not able to take the information away on a memory stick, please find attached (*to the original email!*) the files Marian used which you may find useful for the future.

At the beginning of the session we had an open discussion (**Agony Corner**) on whatever topic anybody wanted to raise. On this occasion and amongst other things we discussed:-

Rogue phone calls and scare virus warning 'pop-ups.

Members had been cold called and told that their PC was infected with a virus and that the caller could fix it. It was agreed that you should never respond to such calls - they are a scam. Similarly, if a 'pop-up' on your screen tells you that your PC needs a scan to remove a virus, again, never ever accept this. Just click the X to shut it down.

Coincidentally, there is a piece today on this very topic on BBC News on the web....

<http://www.bbc.co.uk/news/uk-11754487>

Removing unwanted programmes. One member had problems when her system crashed after deleting an unwanted installed programme. It is never advisable just to 'delete' a programme file as when a programme is installed many components can be affected, notably the registry. If you want to delete a programme completely and safely, go to *START, Control Panel, Add or Remove Programs* then locate the one you want and follow the screen instructions.

On a related topic, we discussed the 'System Restore' in Windows. Most people were aware of it but unless you know it is not easy to find. In XP go *START, All Programs, Accessories, System Tools, System Restore..* and follow the instructions.

The next meeting is on Monday **15th December** ...

1) Agony corner

2) Main Session - Ursula Scott from Stowmarket Library (kindly arranged by Harry) will be giving a talk on 'Starting out with PowerPoint'.