

COA Computer Center

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Newsletter Summer 2007

This is our third Newsletter and we are reminding readers to let us know what you would like help with. Drop your questions off in the mail slot at the Senior Center. Guest articles are always welcome, so if you made an interesting discovery, let us know. If you are using the recently released Microsoft Vista® write to us and give us some news of your impressions and experiences.

Dick Kraycir

My computer is running very slowly, what can I do? Assuming that you have done the cleanup we discussed the last time, the next likely cause is insufficient memory. More and more programs are loading bits and pieces into memory requiring your computer to make use of the much slower hard drive. If you are at all 'geeky', press simultaneously **Ctrl-Alt-Del** and you will get to Windows Task Manager which is a subsystem in Windows that tracks what programs are running and how much of your computer is busy at any one time. Click on the tab called **Performance** and you will see how much memory you have (**Physical Memory**) and how much you have used (**Commit Charge**). When the Committed peak goes over the Total Physical memory things start to slow down. Take your computer to Staples or Best Buy and ask them if they can increase your Random Access Memory. If they can, \$50.00 worth of memory can really speed up a computer. My computer is 8 years old and is plenty fast for me, but I have loaded it with all the memory it can hold...and my new laptop was delivered with 2gigabytes of memory.

While in **Windows** Task manager, click on Applications and you can see how many programs are currently running. Click on Processes and you will be amazed how many items are running in your

computer at one time. There will be 6 or 8 programs related to Virus protection, and many programs that Windows needs to operate. Have fun. **YOU CAN'T HURT ANYTHING!**

Don't Have Microsoft Office?

Google is now offering a download of **Star Office** which has a word processor, a presentation software package and a spreadsheet program that was apparently generated by Sun Microsystems. It is very good and worth the money (\$0.00)! Documents can be saved as **.DOC** and opened with Word or Works if sent to others. Go to www.google.com and enter the word Google Pack. Click on the item on top of the list to get a free download. Select which of the Google programs you like and download the program.

Classes are starting up!

Barbara has posted the Fall Schedule and there is something there for everyone. Please make sure you have taken the Window's XP class even if you are somewhat familiar with computers. In the other classes, we assume you know how to create a Folder, open it, put files in it, and find them later. We also assume you can get to the CD drive or the Hard Drive by going to MyComputer. And we assume you know how to use both of the mouse buttons, scroll wheel, and keyboard shortcuts. Don't skimp on this well presented program.