

Port Macquarie Seniors Computer Group Inc.
Application for New Membership or Renewal of Membership

Surname: _____ Given Name: _____ Date: _____

Preferred Name or Nickname (for Membership Card) _____

Address: _____

Email Address: _____ Phone No _____

Previous Occupation: _____ Computer Experience: _____ Years

Please Tick the appropriate response to the following items:

I am an experienced teacher or computer user who can teach or coach other users? Yes No

I am willing to assist with computer classes as a 'Helper'? Yes No

My home computer is a: Desktop Lap Top

I would like to bring my lap-top computer to classes Yes No

My home computer has the following Operating System:

MS. Windows XP	MS. Windows Vista	MS. Windows 7	Other:	Don't Know:
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My home computer has the following Office Program:

MS Office 2000 /2003	MS Office 2007	Open Office	Other:	Don't Know:
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Privacy

Please note that members' personal details are retained by the committee and will appear on the membership list for administrative and training purposes only and will not be distributed to other organisations.

Please add your comments and recommendations about the PM Seniors Computer Group:

Yearly Fees: (January – December) **\$35.00** per person.

Half Yearly Fees: (July – November) **\$20.00** when Joining between July and September.

Note: If you join in October or November the fee is **\$35.00** which includes the following year's full annual fee.

Please pay by Cash or Cheque. (No EFTPOS). Please make cheques payable to **Port Macquarie Seniors Computer Group Inc. (PO Box 2135 Port Macquarie NSW 2444)**

Signature of Applicant _____

Signature of Seconder _____ (New Member only)

Please complete important Questionnaire on Back of form.    

Approved by Membership Officer: Yes/No.

Membership Card No: _____ issued on / / **Receipt No:** _____ **Issued**

Port Macquarie Seniors Computer Group

Please tick (✓) your current level of computer skill. **Note: only one level should be ticked.**

If you can do most of the subjects in a particular level but can't do one or two skills, tick that level and write the subjects you still need to learn on the list of skills below.

Level	Description of Skill Level	✓
0	I am a complete novice with absolutely no computer skills.	
1	I can operate at a basic level. I can switch computer on and off; identify various computer functions e.g. Desktop, Start Menu, Task Bar and Desktop Icons. Find and open programs. Use mouse and keyboard. Use Home, Insert, Delete, End, Page Up/Down and arrow keys on the keyboard. Maximize, Minimize and Resize Windows. Change desktop background colours. Type a line of text in Word Pad or Word. Use the 'Help' facility.	
2	I can do level 1 functions. I can find and open computer programs. Customize computer and program options/settings. Write and print a simple document. Open a web browser and surf the internet. Use Google to search the Internet. Write and send an email with an attachment. Delete unwanted emails. Use correct email etiquette. Cut/Copy/Paste text or picture into a document. Create and name a folder and save a file to it. Use 'save' and 'save as' functions. Save to a USB Drive or burn to CD/DVD. Use webmail facility. Add a new contact name to email program Address Book. Follow safe practices when sending or receiving emails or the Internet.	
3	I can do levels 1 and 2. I can format and change text using a variety of formatting tools. Change page settings. Insert and format a table. Find and insert images from Computer or the Internet into a document. Use the Internet to find/save and print information. Open emails and attachments and copy to a document. Download and install programs from the Internet or from CD/DVDs. Use a basic photo program e.g. Picasa to enhance photographs for printing or to send as an email attachment. Install and operate virus protection software. Carry out advanced searches on the internet.	
4	I can do levels 1, 2 and 3. I can use MS (or Open Source) software to create documents. Multi-task and move text and images between programs. Install/Uninstall hardware e.g. printer and software e.g. virus program. Maintain computer for speed and efficiency. Use either Photoshop/Photoshop Elements/Gimp (or similar program) to restore and fix photos for printing or emailing. Use MS Word, Excel, PowerPoint and Publisher programs for documents and presentations. Use various scanning techniques. Use mail merge. Prepare a Newsletter or a Greeting card or Document in Publisher. I can provide one-to-one help to another user.	
5	I can do levels 1, 2, 3 and 4. I am an advanced user and can operate a variety of computer programs, including all programs in MS Office (or Open Office) Suite; connect and use peripheral hardware, maintain a computer and identify and troubleshoot non technical problems, use relevant Control Panel functions, restore photographs. Download music from Internet to computer or MP3. Carry our advanced research on Internet. I can provide one-to-one help to another user.	

Please add the computer skills you would like to learn:

- | | |
|---------|----------|
| 1 _____ | 6 _____ |
| 2 _____ | 7 _____ |
| 3 _____ | 8 _____ |
| 4 _____ | 9 _____ |
| 5 _____ | 10 _____ |

Comments _____

Name (Please PRINT) _____ Date _____