



WORD FEATURES

AS USED IN OUR U3A NEWSLETTER

Jim Hall October 2019



WHAT WILL I COVER

PAGE STRUCTURING

- FEATURES WHICH YOU MIGHT NOT NORMALLY USE SUCH AS:
 - SHOW SYMBOLS
 - MARGINS
 - BREAKS
 - COLUMNS
 - RULER
 - HEADERS AND FOOTERS

DON'T EXPECT YOU TO FOLLOW ON YOUR DEVICE TODAY, JUST TO:

- **KNOW WHAT IS AVAILABLE**
- KNOW HOW TO GET TO THE FUNCTION
- HAVE A ROUGH IDEA OF EACH FUNCTION BECAUSE -
 - IF YOU DON'T KNOW WHAT IS AVAILABLE
 - YOU WON'T KNOW WHAT IS POSSIBLE
 - AND WON'T THINK TO USE IT
- SO, REMEMBER SOME OF THESE AND TRY THEM OUT

HINTS

- WHEN DOING ANY SIZEABLE PIECE OF WORK
- ESPECIALLY WHEN USING NEW FEATURES
 - PROVIDE YOURSELF WITH A **RECOVERY POINT**
 - PERFORM '**SAVE AS**' REGULARLY, INCREMENTING A NUMBER/LETTER ON THE END
- IF YOU MAKE A MESS, GO BACK TO A **SAFE VERSION**
- AND **AVOID LOSING** ALL YOUR HARD WORK.

WHAT ARE WE COVERING?



Website: www.u3as.org.uk/Hillingdon Registered Charity no. 1086758

Welcome

I hope that you are all now enjoying the summer. We have had some great outings and events in the last couple of months as the pictures throughout show, and I hope we can continue to enjoy the good weather.

Annual General Meeting

We had our AGM at the new time of May to fit in with our new 'academic year' of April to March. The minutes of the 18th AGM are included on page 3. Page 2 shows who are on our new committee as well as their roles, which have changed for some members.

IT and Communications

Did you know that if you are unable to attend the monthly meetings you can still keep up with what is going on? See page 4. Also, if you have some IT experience, we would love to hear from you. We have recently lost a member of the team, and although we already have a replacement would like to grow some contingency in the team. Contact details are also on page 4.

Visits

We have only been able to finalise details on three visits for this newsletter. Some organisations are not quite 'on top of it' as us, although building work is probably a good excuse for them. Page 7 shows a visit to Marlborough House and we will advise you how to book once we have an agreed date.

Recent Events

Thanks to several of the photographers amongst you we have been able to include pictures from many outings and events this quarter. But perhaps most of all, we should give thanks to all those people who have arranged events and made it all worthwhile. Don't forget to thank them all when you see them.

Communications Cut-Offs

We often receive copy for Newsletters and Bulletins too late to include them. The following dates are cut-offs for the next few months: September Bulletin - 19th August, October Bulletin - 19th September, November Newsletter, 30th September.

Jim Hall, Newsletter Co-Editor

Don't forget our COFFEE MORNINGS at THE GOOD YARN in Uxbridge where you can meet up with other members. Dates for meetings are shown, as always, in the What's On column to the right.



Website: www.u3as.org.uk/Hillingdon Registered Charity no. 1086758

WHAT'S ON

August 2019 - January 2020

Our monthly meetings commence at 10am, speakers start at 11am, finishing 12 noon.

AUGUST

Wed 7th Visit to Wembley Stadium

Mon 12th Monthly meeting at WCH

- talk by Tony Wilson 'Invasion 1940: What if?'

Wed 21st Visit to Regency Palace

Mon 26th No Coffee Morning due to Bank Holiday

SEPTEMBER

Tue 3rd Visit to Jane Austen's Birthplace

Mon 9th Monthly meeting at WCH

- talk by Philip Radford-Marcosky 'British Red Cross - Past, Present and Future'

Mon 23rd Coffee Morning at Good Yarn

OCTOBER

Mon 14th Monthly meeting at WCH

- talk by Ray (Ken) Tombs 'Trinidad to Havana'

Mon 28th Coffee Morning at Good Yarn

NOVEMBER

Mon 11th Monthly meeting at WCH

- talk by Howard Slater 'Judeley Museum growing up in WWII'

Mon 18th Visit to Villiers's Hall

Mon 25th Coffee Morning at Good Yarn

There 29th Visit to Winchester Christmas Market

DECEMBER

Mon 9th Monthly meeting at WCH

- talk by Tricia Thompson 'Love Life Tender - The Life and Music of Elton'

JANUARY 2020

Mon 13th Monthly meeting at WCH

- talk by Richard Shelly 'The Women I have married'

Mon 27th Visit to Trinity House

Mon 27th Coffee Morning at Good Yarn

* Good Yarn in Uxbridge High St, opp. Tesco.

Hillingdon USA Management Committee & their Responsibilities

Position	Name	Telephone	Email
Chairman	Pat McAlpine		
Vice Chairman/ Membership Sec	Ann Lines		
Bookings Secretary	Judith Puddle		
Treasurer	Barbara Hall		
Assistant Treasurer	Richard Frosmantle		
Interests Group Coordinator	Freddie Longhurst		
Minutes Secretary	Pam Smith		
PR & Communications	Rodney Fox		
IT/Communications	Mary Morgan		
Comm. Visit Coordinator	Harvey Gough		
Comm. Monthly Meetings	Maureen Ferguson		
Comm. Monthly Meetings	Valerie Llew		
Comm. Monthly Meetings	Sylvia Cook		

Other Contacts with special responsibilities

Position/responsibility	Name	Telephone	Email
Newsletter Co-Editor	Pam Caines		
Newsletter Co-Editor	Ed Stifford		
Newsletter Co-Editor	Jim Hall		
Visits Team Coordinator	see above		
SAS webpage owners	Carina Browne		
Other webpage owners	John Martin		
Social Committee Leader	Rosemary Noyes		
Photographers	Gwen Smith		
Theatre Visits	Jill Rhodes		

SOCIAL COMMITTEE EVENTS NEWS

MURDER MYSTERY EVENING

As we relaxed in the welcoming atmosphere of the WHITE LION pub during a thunderous and stormy night, our genial host went to the cellar to replace a barrel of lager - never to be seen again! The evening went from bad to worse when a regular customer took the very last sip of her gin and tonic. What to be done? A policeman happened to drop by and helped to sort it out but ... whodunnit? By the end of the evening all was revealed. Did anyone guess the murderer? I'm not saying anything as therein lies another mystery. During the evening all the 'customers' at the WHITE LION enjoyed a gorgeous summer meal and some even went home with prizes - how, we will never know! (Some pictures included on page 8)

GROUP LEADERS TEA

This year our 'thank you' tea for the Group Leaders, SASs and those who sit on the various committees will be held on Wednesday 30th October. We are sending the invitations via electronic mail, where we have an email address for you, so make sure to check your mail and also your junk mail just in case. They will be arriving through your electronic mailbox or letterbox during August so please make a note of the date in your diary and also the latest date for us to receive your reply. Please also specify any particular dietary requirements. After numbers have been submitted and paid for, we are unable to include late acceptances. We very much regret that due to lack of space we can only accommodate those who have been invited; we ask you to respect this and not attend if you haven't received an invitation.

For further Social Committee information please contact Rosemary Noyes or

Minutes of Hillingdon USA 18th AGM held on Monday 13th May 2019 at Winston Churchill Hall, Ruislip

There were 168 members present.

Apologies were received from Ann Lines, Andrea Gohel and Ron Mc Gough.

The minutes of the last AGM had been published in the Newsletter and they were agreed as correct by those present.

The Chairman, Judy Puddle gave her report for 2018/19

She said that this had been another successful period for the USA. The reporting year had been changed to run from March to April and this had given members three months free from subscriptions. The database had been streamlined and improved to make it more useful and this was largely due to the IT team who were thanked for their work.

There are now over 80 interest groups and several new ones have started thanks to the hard work of Rodney Fox, and he and the group leaders were thanked for their efforts to keep the groups running. Jim Hall and his Visits team have arranged a number of trips to places of interest during the year, and there have also been trips to the opera, the theatre and Sunday concerts arranged by Elizabeth Douglas, Jill Rhodes and Harvey Gough. All of these were thanked, as were Brian Gough and Alan Hooper for organising the London walk and the rambles.

All those who help arrange the monthly meetings doing tasks, finding speakers, being ushers, manning the car park, doing the raffle and sorting the IT were thanked. The efforts of the social committee under Rosemary Noyes arranging events such as a quiz evening, a summer BBQ, a visit to Saville Gardens followed by a Thames river trip and the group leaders' tea in the autumn were much appreciated.

Our Newsletter and Bulletin keep us informed thanks to the work of the editorial team under Jim Hall and Mary Morgan. Ann Lines and Pauline Warren on the membership team have worked hard this year dealing with major changes to the system, and despite a few problems, it has all worked well.

Thanks were given to the committee for their support and to the members without whom there would be no Hillingdon USA. In line with members' wishes for us to reduce plastic use, we have changed to paper caps and a recyclable cover for the Newsletter sent by post. Judy ended her report by saying that she has enjoyed her three years as Chairman and hoped her successor would have the same support from members.

The members present voted to adopt the Chairman's report.

The Financial Report had been published in the Newsletter and had now been audited. There was only one question which was asking where the money for groups was shown. The Treasurer answered that it is not on the audited accounts as there is little money held by groups and that is in a separate account.

The financial report was accepted by the members present.

Appointment of an Independent Auditor: Our present auditor was happy to continue and Michael Gohel was proposed by Rosemary Noyes and seconded by Pam Caines. These present voted in favour.

Election of Officers and Committee: Three people were standing down from the committee, Vicky Laver, Mike Jeffrey and Tim Leman. All those standing for the new committee had been duly proposed and seconded, and they were each in turn introduced to the members. As there was no-one standing against any of them voting was by a show of hands and it was agreed to vote for them. The members present voted to elect them all the positions for which they were standing.

The Chairman then presented Pam Smith with continuing Honorary Membership, and was then herself presented with Honorary Membership by the newly elected chairman Pat McAlpine.

WHAT ARE WE COVERING?

Did you miss the Slideshow at the Monthly Meeting?

Did you know that not only does the HUSA website have all the latest events and Groups news but we also provide a summary of the Monthly Meeting so if you cannot attend, you can still find out the latest HUSA news and [www.husa.org.uk](#).

If you are also interested in the slideshow that is provided as a backdrop to the meeting, missed the meeting and want to see all those HUSA photos or announcements then just like Catch up TV, you can still view the slideshow for a month after the meeting. Just go to the 'Notices' webpage and under Monthly Slide Show heading you will see a link which takes you to the slideshow via a YouTube page.

If any of you have Group information that keeps your members up to date and want to get this on the website then contact me via the website or by email to

Tony Kemp (HUSA Website Administrator)

DO YOU HAVE IT? EXPERIENCE?

Then,



Our USA Needs
YOU

First of all, I would like to thank those in the IT Team who have helped to bring the IT systems of our USA up to the standard expected by all.

In the past few years we have:

- Changed our website
- Introduced a new Membership system (MASH)
- Enhanced delivery of the newsletter and bulletins
- Improved Gift Aid management
- ~~Improved~~ our email renewal process
- Improved Membership Cards

These systems have been the basis for a number of other applications which help us to manage Groups and Assets.

Our list of improvements continues with:

- ~~improvements~~ of paper Renewal forms
- Online applications and payments for 'events'

Thanks to those Leaving the Team

I would like to thank Ralph Hughes and Brian Hillier for their help and support during much of this development.

Although our team remains strong, this leaves our team a little under strength as we like to provide support and contingency in all roles.

So, if you have experience of IT systems, including:

- any programming (but especially MS ACCESS),
- distribution systems including social media,
- and maybe other disciplines that we could consider,

we would be interested to hear from you. Our team currently comprises 4 ex-IT professionals who have a wide range of skills and there is plenty of opportunity to work with them and improve your own skills while supporting our USA.

If you think you can help, contact me (Jim Hall) or John Martin to discuss what you can offer.

Jim Hall
IT Team Leader

Some Administrative Reminders

Following various situations which have caused problems for those ~~concerned~~ events and functions, and the distribution of communications to you I should make you aware of these issues.

GENERAL

Please be considerate to all members who ~~concerned~~ functions, groups, etc. Everybody is a volunteer and they do like to take some time out from duties. Unless you have a prior arrangement, or it is an emergency, please restrict your calls to Monday to Friday, after 9.30 and before 7.00 in the evening.

VISITS APPLICATIONS

The points listed occur far too often. They generally result in significant extra work for the ~~concerned~~.

1. DO NOT try to turn the queue and contact the Visit Leader directly to make a booking. There is a process using booking forms which has been used for almost 20 years which is included in every newsletter, please follow it.
2. If you are asked to provide a link-up form, please provide one. Failure to do so results in those who are already busy ~~concerned~~ events having to phone applicants.
3. If you provide a link-up form, please stick to it. Failure to turn up at Ickenham, for example, has resulted in us holding everybody at Ickenham a number of times in the last year, which results in a late arrival at Uxbridge, delaying them as well.
4. To avoid the increasingly 'all too regular' failure of the Post Office to deliver documents, we are now posting the reply envelope to all applicants, sometimes with an Acceptance, sometimes informing a member that they are on the Waiting List. Please open the envelope when you receive it. A number of members have put it aside recently assuming they have been selected. If you turn up and we have sent a 'Waiting List' notification you will unfortunately be turned away. Please avoid everybody's embarrassment.
5. If you are posting your applications, do not allow your envelope to be too thick or it will be held back by the Post Office. Conversely if you use a larger envelope and apply the wrong postage, the Post Office will also hold it back. We will NOT collect these. Although there is an online facility to ask them to forward it, it costs £1.50 so we will not be taking that option either.
6. Each Application envelope you provide will be given to a different Visit Leader. Please make sure that all documents for each visit are self-contained with a correctly completed application and cheque(s) included – as described on page 15.
7. We occasionally have single cheques covering all applications for a member, one envelope for a number of events, no envelope, no stamp. We seem to find a new category of problem every few months.
8. Remember that it is our policy that if you drop out from a visit once you have been accepted, we will still bank your cheque unless we can find a replacement.

Remember, if we experience ANY significant problems with your applications, we will put them aside and process them after all the correct ones, potentially meaning you will not be selected. While we are running more visits each quarter, we are rarely over-subscribed on them all; and remember, we select at random. If you find you are not being selected it could be how you complete your applications. Please take more care.

MEMBERSHIP RENEWAL

The recent renewal period reflects the timing we will use in future so is a good representation of what will happen. The Membership Renewal documents were delivered to you in early January (as a ~~concerned~~ email), or as an open form as part of the February Newsletter. This exercise was completed before the end of January. The documentation stated that our new (academic) year would begin on 1st April. Anybody who did not manage to renew before that time would not have been included in the Membership System in time for the first publication of the new year so you would not have received a newsletter.

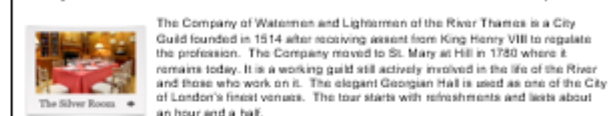
This year a number of members who had not renewed in time did not receive their newsletter. There is a process in place which allows us to send newsletters to all 'current' members (almost 1000) efficiently. It is onerous having to identify why somebody has not received a newsletter and arrange to send them one at a time. Please renew in good time.

Visits from August 2019 – January 2020

See page 16 for application forms for visits & page 15 for instructions on how to apply

Previously announced in the May Newsletter:		
Wednesday 7th August	Worshipful Masters	Places may be available
Wednesday 21st August	Programme Paper Mill, Hertford	Fully booked
Tuesday 3rd September	Jane Austen's House	Fully booked

Monday 18th November 2019	Watermen's Hall, London
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The Company of Watermen and Lightermen of the River Thames is a City Guild founded in 1514 after receiving assent from King Henry VIII to regulate the profession. The Company moved to St. Mary at Hill in 1750 where it remains today. It is a working guild still actively involved in the life of the River and those who work on it. The elegant Georgian Hall is used as one of the City of London's finest venues. The tour starts with refreshments and lasts about an hour and a half.

Make Your Own Way: Meet outside Monument Station (Circle and District Line) at 10.00am for a short walk to the place.

Leader: Andrea Gohil

Cost: £15.00 **25 places**

Thursday 28th November 2019	Winchester Christmas Market
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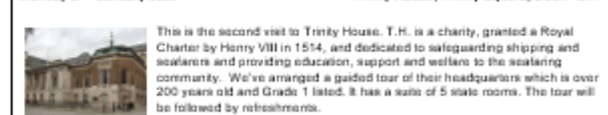
Enjoy the Christmas Market (claimed to be one of the best in Europe) which is set in the Cathedral Grounds. A chance to buy those last-minute Christmas presents as well as exploring the city itself. Plenty of places to have lunch both by the Cathedral and in the town.

By Coach: Pick up 9.00am in Ickenham, 9.15am in Uxbridge. Return approx. 18.00.

Leader: Pam Webb

Cost: £15.00 **50 places**

Monday 27th January 2020	Trinity House, Trinity Square, EC3N 4DH
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This is the second visit to Trinity House. T.H. is a charity, granted a Royal Charter by Henry VIII in 1514, and dedicated to safeguarding shipping and seafarers and providing education, support and welfare to the seafaring community. We've arranged a guided tour of their headquarters which is over 200 years old and Grade 1 listed. It has a suite of 5 state rooms. The tour will be followed by refreshments.

Make your own way: Meet outside at 2.45pm, nearest station: Tower Hill. Return approx. 19.00.

Leader: Rosemary Noyes

Cost: £10.00 **25 places**

WHAT ARE WE COVERING?

Visits from August 2019 – January 2020 continued

See page 16 for application forms for visits & page 15 for instructions on how to apply

Date to be advised, see below *

Marlborough House, 1711 Mall, London, SW1Y 3HX



Marlborough House is almost 300 years old, was designed by Sir Christopher Wren and has the status of a Royal Palace. Today it is home to the Commonwealth Secretariat. We have booked a tour (approx. 90 minutes) and will be guided through all the fine rooms, given a history of the building and its occupants and an insight into the work of the Commonwealth Secretariat.

Make Your Own Way:

Meet outside at 10.45am (Nearest Station Green Park)

Leader: Janet Perry

Cost: £5.00

30 places

*Marlborough House Visit (above)

We have not been able to provide full details for this visit. Janet has been trying hard to close it out but has recently been held up because of essential work at the House and they have not yet confirmed dates that we have provided. It was originally scheduled for October but may now be December.

If we are able to agree dates we will let you know them, and how to apply, at the monthly meeting and in the Bulletin.

Pictures from Recent Events



London Walk - Rock and Roll



London Mosque Visit

Page 7 of 16

Pictures from Recent Events contd.

Murder Mystery (see report page 2)



Garden Group visit to Boeshurst Place



Interest Group News

Rodney Fox has stepped down from his role as coordinator of our Interest Groups. During his time in this role Rodney has worked diligently to find out where new groups would be popular and then been instrumental in setting these up. He has also introduced and organised 'Table of the Month' at the Monthly Meetings. Thanks to Rodney for all his input during the last few years. Freda Longhurst has taken over the role and her details can be found on Page 2.

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PR and Communications Coordinator Rodney Fox gave a presentation about our USA and the USA movement to the June 2019 meeting of the Older People's Assembly in the ~~London~~ Council Chambers.

This is part of a campaign to increase the visibility of our USA in the local community in the next couple of months.

He also established contact with Age UK representatives, who indicated an interest in a further presentation to their staff.

If any member would like an electronic copy of the presentation, please contact Rodney on

There were about 70 people in the audience, including our Chairman Pat McAlpine and several other USA members.

Rodney is likely to be called upon to present to another Council forum in the next couple of months.

He also established contact with Age UK representatives, who indicated an interest in a further presentation to their staff.

If any member would like an electronic copy of the presentation, please contact Rodney on

ADDITIONAL MEMBERS INVOLVED IN THE RUNNING OF GROUPS

Canteen	Maurice Ferguson	1	Garden Appreciation 2	Anna Jones	
Kids Abroad	Bobbie Parnish	1	Bridge	Gwen Western	
Chorus	Genese Crovan	1	Local History	Hilary Slack	
Theatre Visits	Carol Guthrie	1		Janet Perry	
	John Madi	1		Marjorie Fox	
	Margaret Gold	1	Travel Experience	Ann Lines	
	Susan Jones		Digital Photography	John Allen	

Interest Group News

USA SINGERS



We had a successful concert on 20th June on a very hot night. Many thanks to those of you who supported us. Our Musical Director is leaving the area after a long association with us. His expertise and sense of ~~humour~~ will be greatly missed. However, we have a new MD in Jean George and there will be a new playlist. To accommodate these ~~changes~~ we are also changing our meeting day and time - Thursdays 2 - 4 in late time at Ickenham United Reformed Church. We shall be including some Christmas music again as our next concert will be on Saturday December 7th. We are always happy to greet new members, no experience necessary. Please contact Marlene for more details.

Page 9 of 16

WHAT ARE WE COVERING?

CANAL ART AND CULTURE GROUP

On 24th May 2019 we ~~organised~~ a day out to include a walk along the Grand Union Canal and a small section of the Thames, ending with a visit to the London Water and Steam Museum at Chiswick.

We met up at Boston Manor and followed part of the 'Capital Ring' walking alongside the River Trent for a short time before meeting the Grand Union Canal. We eventually arrived at ~~Chiswick~~ Toll House and Gauging Lock. The name is derived from the time when tolls were paid based on the weight and type of cargo. The toll clerk would measure how high a loaded boat was 'sitting' out of the water using a gauging rod to measure the 'dry inches' on the side of the boat.

From ~~Chiswick~~ Lock we then followed the Thames Path to the museum, stopping off at the Thames Lock on the way. We were fortunate to see the Thames at low tide with its mudflats. It made us ~~realise~~ that moving boats between the canal and the Thames, even today, has to be planned otherwise boats could be stuck on the mudflats waiting for the next high tide.

~~Unfortunately~~ we were unable to get to ~~Chiswick~~ Docks or ~~Chiswick~~ Dock station, but this could be another visit later in the year. The railway spur to the docks was from ~~Chiswick~~ station via Brunel's Three Bridges along Windmill Lane.

We continue to have a good following of members with two of this year's new intake joining us for the painting session. We are always looking for new members to join us for either the painting from 2.00 to 3.00 or the presentations on canal culture from 3.00 to 4.00. We meet on the second Friday of the month at the United Reformed Church, Isleham.

If you are interested in joining our group please contact John on john@canalartandculture.co.uk



The walking group enjoying the mudflats along the Thames



Thames Lock which joins the Grand Union Canal to the Thames - but not at low tide! A view of the junction of Grand Union Canal with the Thames (in the distance). The other side of the Thames is New Gardens.

USA TENPIN BOWLING GROUP INTERLEAGUE CHALLENGE MATCH.

The Airport Bowling Alley in ~~Isleham~~ is where the USA Tenpin Bowling meets but it's also the home to a number of other bowling leagues, one of which is the Ladies Coffee League who bowl in the series next to us. A chance conversation resulted in the proposal of an end of season interleague challenge match. So on the 12th June both groups split into teams of 2's and over 3 games we played each other to see who could be 'Best Team' and take the Trophy. After bowling we shared stories over nibbles. Whilst we didn't win the overall ~~challenge~~, I was proud to see the USA Best Team Trophy go to Jenny Nichols and Ken Wigglesworth for winning their match and getting the highest ~~score~~. Well done to all the USA bowlers for some great scores. We are planning a return match next year.

Tenpin Bowling Group Leader Tony Kemp



RAMBLES

On 22 May an apocalyptic number of diehards set off on a ramble from Chalfont & Latimer to Chesham. The weather was ideal for rambling and we had good views over the Chesham valley.



The Swan at Lay Hill provided much needed sustenance at lunchtime to fortify us as we rambled on towards Chesham. However, unusually, we did get some rain on the walk! The last half hour saw a steady drizzle and finally our feet got drenched by the long grass and then our trousers got wet, matching through the oil seed rape plants overhanging the footpath. The Good News - London Underground came up bumps with the train waiting for us to board before setting off to bring us to our homes.

Details of the next Ramble are put onto the ~~USA~~ website - go to the 'Groups' page and click on 'Rambling'. The information on the next Ramble is also available at the Winston Churchill Hall Monthly Meeting.

Fortcoming Events

LONDON WALKS

The next London walk will be held on Monday, 20th September and is entitled 'Old Westminster', meeting at Westminster underground station (Jubilee line) at 10.45am. The cost is £5 per member, and cheques made out to ~~Chiswick~~ USA, are given to Brian ~~Camp~~ at the next monthly USA meeting or sent to 28 St Martin's Approach, ~~Isleham~~ HA4 7DD. The guided walks are open to all USA members and to reserve a place, please contact Brian on brian@canalartandculture.co.uk

SUNDAY CONCERTS

Autumn 2019/Spring 2020
All take place at the Royal Festival Hall - 3pm - Resident Orchestra - ~~Chiswick~~ Orchestra.
Coach Departure 12.30 pm Coach and Horsea Pub
Isleham 12.45 pm York Road Underbridge.

Sunday 13 October 2019 E34
Schumann Overture: Manfred/ Mendelssohn: Violin Concerto / Beethoven: Symphony No. 7.
Sunday 03 November 2019 E34
~~Chiswick~~ (Rhevorat) Rachmaninov: Piano Concerto No. 1 / Tchaikovsky: Swan Lake, excerpts
Sunday 15 December 2019 N.S. E38
Grand Christmas Classics
Adam: O Holy Night/ Dvorak: In the Bleak Mid-winter / Rutter: The Twelve Days of Christmas
Schubert: Ave Maria/ Bach: Christmas Oratorio (Opening Chorus) Plus Carols for all
Sunday 09 February 2020 E34
Russian Classics
Borodin Overture: Prince Igor (Rachmaninov: Piano Concerto No. 2 / Prokofiev: Symphony No. 5
TO APPLY: Complete the application form on page 10 and follow the instructions.

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USA Internet Group Diary 3 rd Quarter 2019									
More details on all our internet groups is available on the HUSA website http://www.husa.org.uk or info@husa.org.uk									
Subject	Contact/Landline/Tel	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Time/Day/Venue	C	N	F
ART									
Art Appreciation	John Smith	No Meeting	26	24	28	1-2.30 pm Thursday St Giles Church Hall, Isleham	8	N	
Art - Mixed Media	Stephen Hayes	2, 16	2, 16	7, 21	4, 18	10-12 noon Monday Isleham Arts Centre, Isleham	8	U	
Canal Art & Culture	John Raine	8	12	11	8	2-4 pm Friday United Reformed Church, Isleham	8	N	
Painting for Pleasure	Pauline Stamp	No Meeting	5, 19	3, 17, 21	14, 28	10-12 noon Thursday Isleham Church, Isleham	8	N	
CB&T									
Isleham Café	Janet Kibbe	Usually meets 14 Wednesday of the month				11-1pm Wednesday Isleham Arts Centre, Isleham	8	U	
Isleham Group 2	Maureen McCann	Meets 2 nd Tuesday of every month				2.30pm Tuesday Isleham Library	8	N	
HISTORY									
Family History	Jan MAHA	No Meeting	10	8	12	2-4pm Tuesday Isleham Church, Isleham	8	N	
History	Pam Smith	No Meeting	5	3	7	2-4pm Thursday Isleham Church, Isleham	8	N	
Local History	Sylvia Cook	No Meeting	10	8	12	2-4pm Tuesday Isleham Church, Isleham	8	N	
Military History	Dick van Swan	No Meeting	22	26	25	10-12 noon Monday Isleham Church, Isleham	8	N	
Social History	Janet Perry	9, 23	13, 27	11, 25	9, 23	2-4pm Friday Isleham Church, Isleham	8	N	
LANGUAGES 1									
Chinese Beginners	Ken Vade	9, 15, 22, 28	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	10-12 noon Thursday Isleham Church, Isleham	1	N	
French Conversation	Louise Laughon	Likely will keep her group informed of the dates				2.30-4.30pm Monday Harefield	10	F	
French Improvers	Alan Haines	9, 23	13, 27	11, 25	9, 23	2-4pm Friday Isleham Church, Isleham	10	N	
French Intermediate 1	Susan Ryfield	3, 10, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 26	2, 9, 16, 23	10-11.30 am Friday Isleham	2	U	
French Intermediate 2	Louise Fogg	Meets 1 st and 2 nd Tuesdays of each month				10-11.30 am Tuesday Isleham	2	N	
German Beginners	Ken Vade	No Meeting	11, 25	9, 23	13, 27	2-4pm Wednesday Isleham	1	N	
German Conversation	Gina Smith	Meets 1 st and 2 nd Tuesdays of each month				2-4pm Tuesday Isleham	2	F	
German Intermediate	Carole Kelly	13, 27	10, 24	8, 22	10, 24	10-11.30 am Tuesday Isleham	2	U	
Mind Your Language	Rodney Ray	Meets 2 nd Thursday of each month				2-4pm Thursday United Reformed Church, Isleham	1	N	
Italian	Jim Barlow	Meets fortnightly on various days. Please contact group leader for details				2.30-4pm Sunday	1	N	
LANGUAGES 2									
Italian Improvers	Vanessa Parry	Meets 1 st and 2 nd Mondays of each month				3pm Monday Isleham	10	N	
Italian Improvers 1	Tim Smith	Meets 2 nd and 4 th Wednesday of each month				2-4pm Wednesday Isleham	10	N	
Italian Improvers 2	Chris Smith	Meets every Wednesday				2-4pm Wednesday Isleham	10	N	
Italian Improvers 3	William Carr	1, 15	5, 19	3, 17	7, 21	2-4pm Thursday United Reformed Church, Isleham	1	F	
Spanish Improvers	Roberta Smith	Every Tuesday				2.30-4.30pm Tuesday Isleham	10	U	

WORD 3

PAGE STRUCTURING

- FEATURES WHICH YOU MAY NOT NORMALLY USE:

- SHOW SYMBOLS



- MARGINS

- COLUMNS

- BREAKS

- RULER

- HEADERS AND FOOTERS

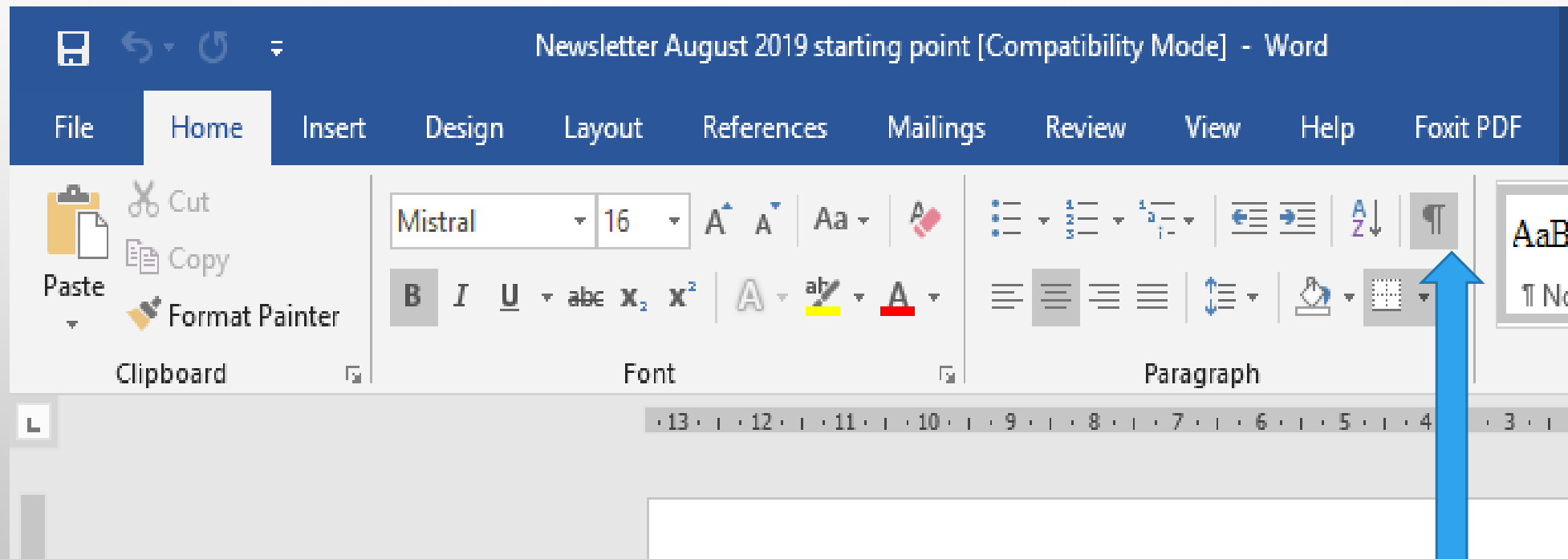
WHAT ARE SYMBOLS?

ICONS SHOWING CONTROL POINTS

- THEY ARE HIDDEN AS THEY ARE USUALLY TURNED OFF
- TOGGLE SWITCH TO ACTIVATE
- THEY INCLUDE:
 - RETURNS (END OF LINE)
 - JUSTIFICATION
 - LEFT, RIGHT AND CENTRE
- TABS
 - MANAGING INDENTS
- BREAKS
 - MANAGING SECTIONS (E.G. COLUMNS)
- PAGE CONTROL

U3A NEWSLETTER

SHOWING FORMATTING SYMBOLS



Where to find the symbol

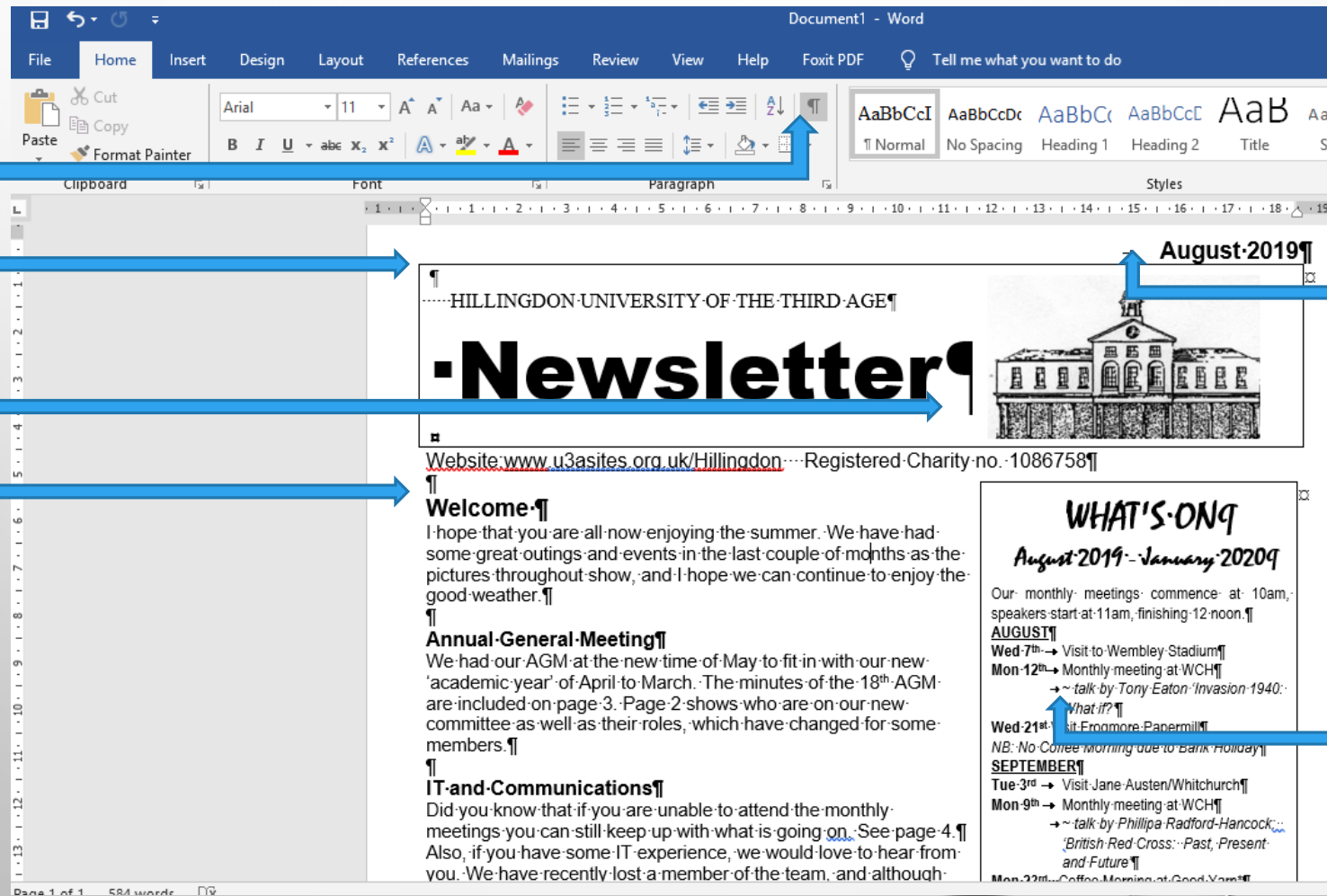
SHOWING FORMATTING SYMBOLS

SOME EXAMPLES

Show Symbols

Normal Return

More returns
different shapes
and sizes



Tab Marker

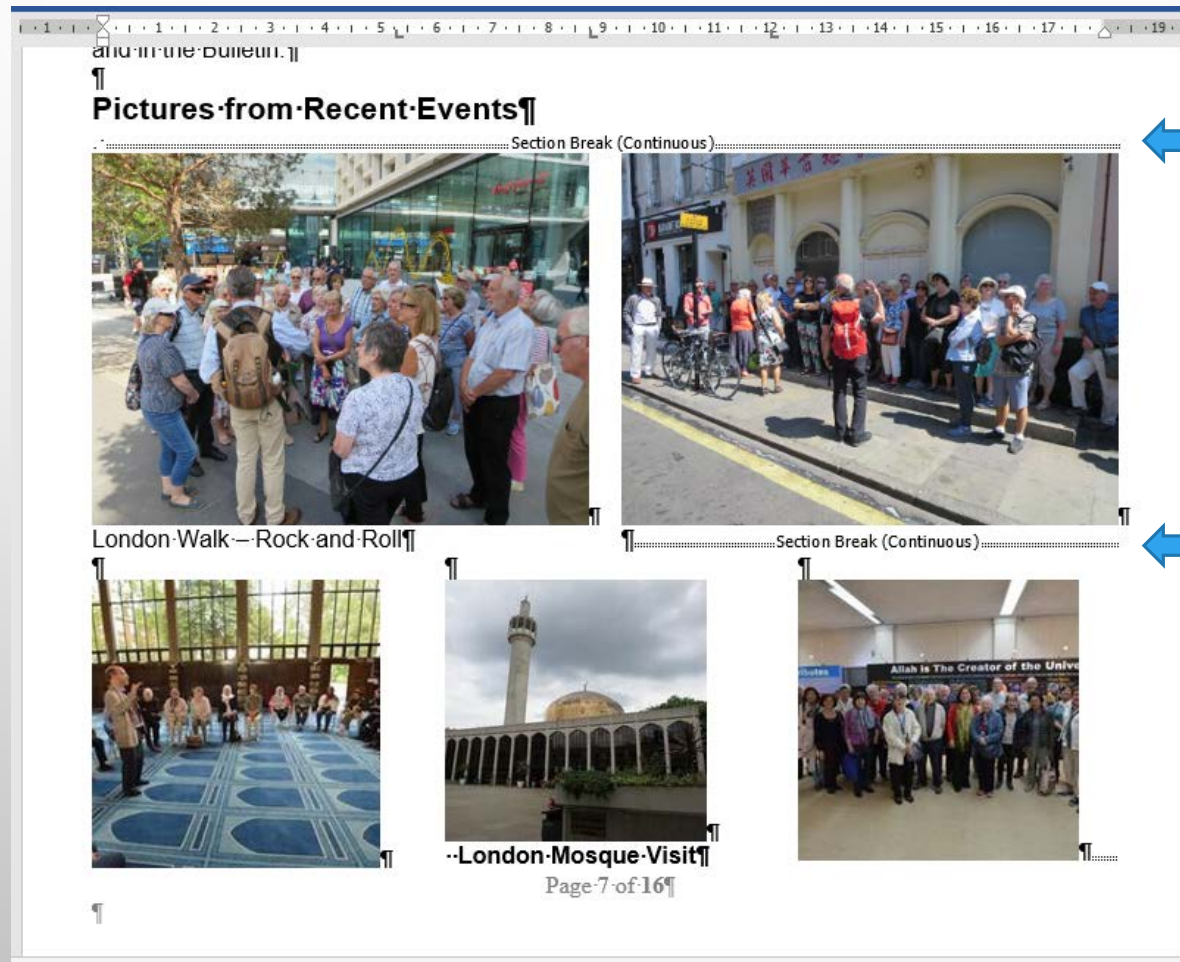
More Tab
Markers

MORE EXAMPLES OF SYMBOLS

DIVIDING SECTIONS

Columns (covered later)
Two columns above

Three columns below



Section Breaks
Needed both ends.
These are Continuous

MORE EXAMPLES OF SYMBOLS #2

Left justified Return

+++++++¶
Garden Group visit to Penshurst Place¶



+++++++¶



Interest Group News¶

¶
Rodney Fox has stepped down from his role as coordinator of our Interest Groups. During his time in this role Rodney has worked diligently to find out where new groups would be popular and then been instrumental in setting these up. He has also introduced and organised 'Table of the Month' at the Monthly Meetings. Thanks to Rodney for all his input during the last few years.¶
Freda Longhurst has taken over the role and her details can be found on Page 2.¶

¶.....Section Break (Next Page).....¶

Centre Justified Return

Continuous
Section Break

Headers and Footers
(Page Numbering)

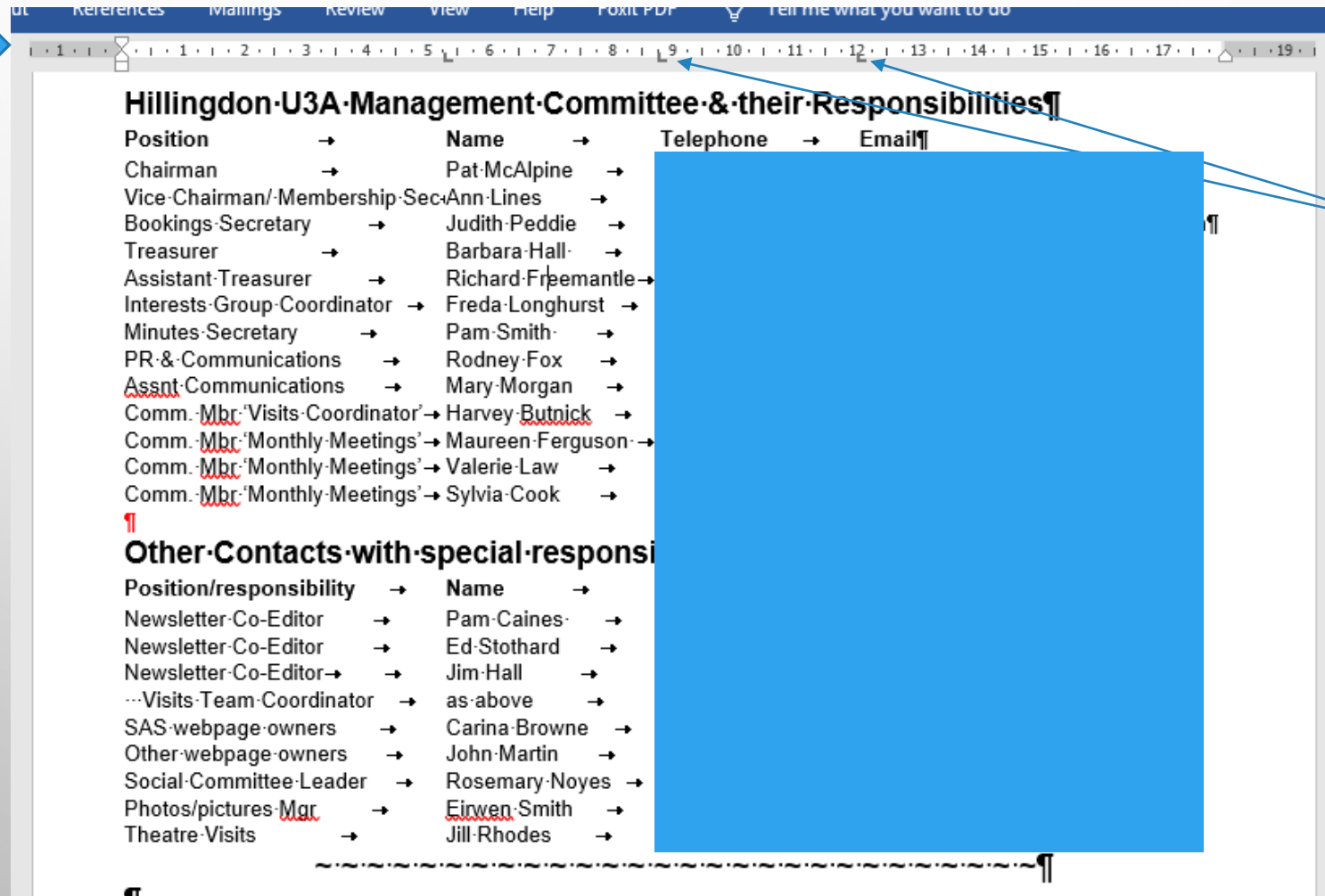
MORE EXAMPLES OF SYMBOLS #3

INTRODUCING RULER AND TAB MARKERS

Ruler

With lots of Tabs

{
{
{



References Mailings Review View Help Print PDF Tell me what you want to do

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Hillingdon-U3A-Management-Committee-&-their-Responsibilities

Position	Name	Telephone	Email
Chairman	Pat-McAlpine		
Vice-Chairman/Membership-Sec	Ann-Lines		
Bookings-Secretary	Judith-Peddie		
Treasurer	Barbara-Hall		
Assistant-Treasurer	Richard-Freemantle		
Interests-Group-Coordinator	Freda-Longhurst		
Minutes-Secretary	Pam-Smith		
PR-&-Communications	Rodney-Fox		
Assnt-Communications	Mary-Morgan		
Comm-Mbr-Visits-Coordinator	Harvey-Butnick		
Comm-Mbr-Monthly-Meetings	Maureen-Ferguson		
Comm-Mbr-Monthly-Meetings	Valerie-Law		
Comm-Mbr-Monthly-Meetings	Sylvia-Cook		

Other-Contacts-with-special-responsi

Position/responsibility	Name
Newsletter-Co-Editor	Pam-Caines
Newsletter-Co-Editor	Ed-Stothard
Newsletter-Co-Editor	Jim-Hall
Visits-Team-Coordinator	as-above
SAS-webpage-owners	Carina-Browne
Other-webpage-owners	John-Martin
Social-Committee-Leader	Rosemary-Noyes
Photos/pictures-Mgr	Eirwen-Smith
Theatre-Visits	Jill-Rhodes

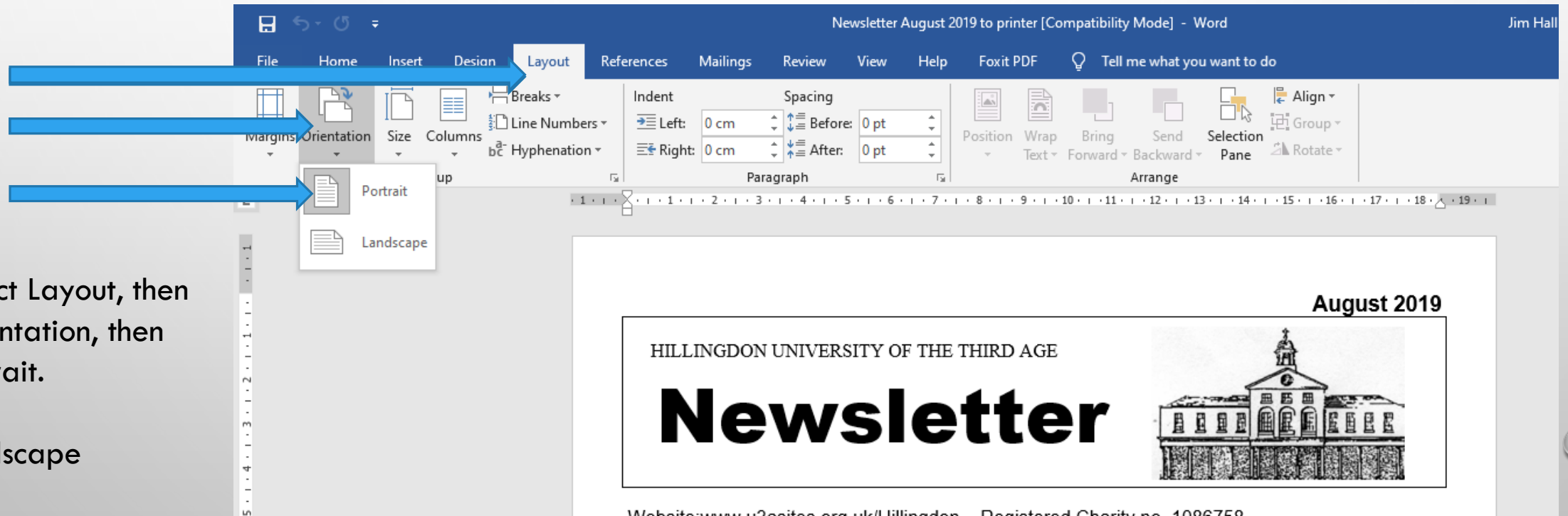
Setting Tab Markers

LAYOUT MENU

ORIENTATION, MARGINS AND COLUMNS

- 'LAYOUT' ON MAIN MENU
 - ORIENTATION – WHICH WAY YOU WANT YOUR PAGE
 - PORTRAIT AND LANDSCAPE
 - MARGINS
 - WHITE SPACE ROUND THE PAGE
 - COLUMNS, USED FOR MANY REASONS, E.G.
 - TO “CONTAIN” PICTURE LAYOUT
 - FOR EASIER READING ?

USING ORIENTATION PORTRAIT OR LANDSCAPE



Select Layout, then
Orientation, then
Portrait.
OR
Landscape

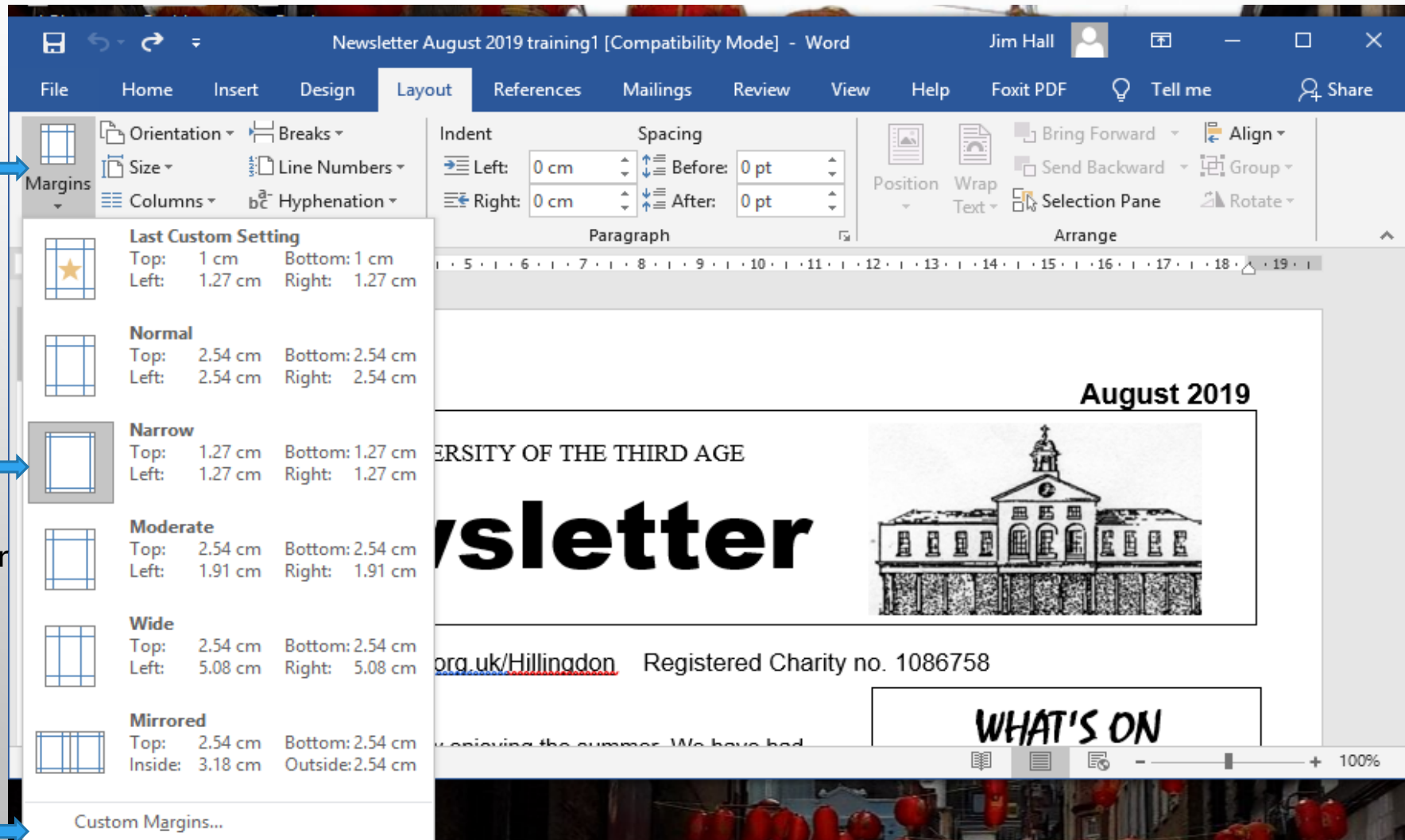
MARGIN SIZE

Select layout
and Margins

Use normal
for letter

But narrow
for newsletter

Could
customise

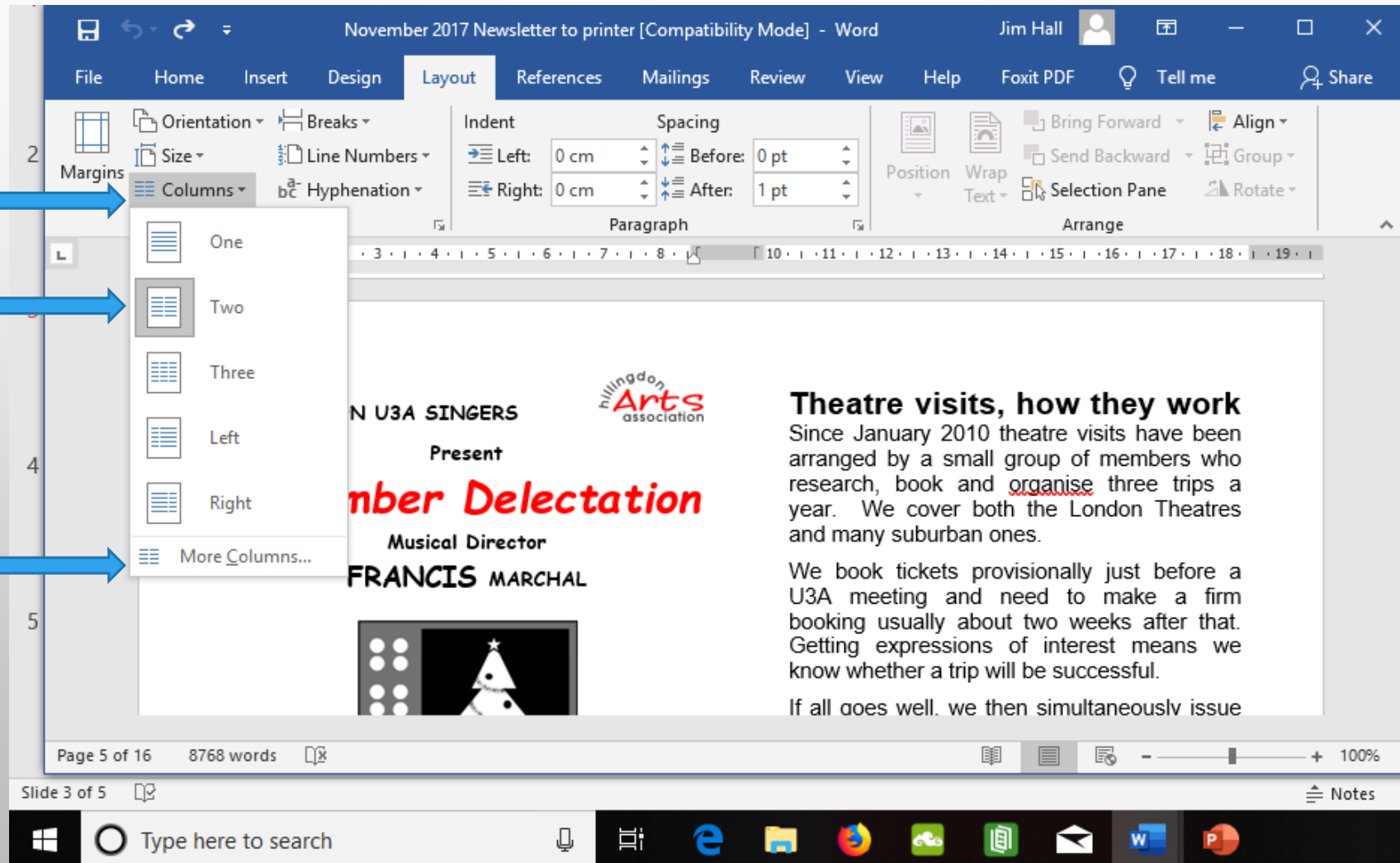


COLUMNS

Select layout
then Columns

This section
has two even
columns.

But you can
vary many
characteristics
(See next slide)



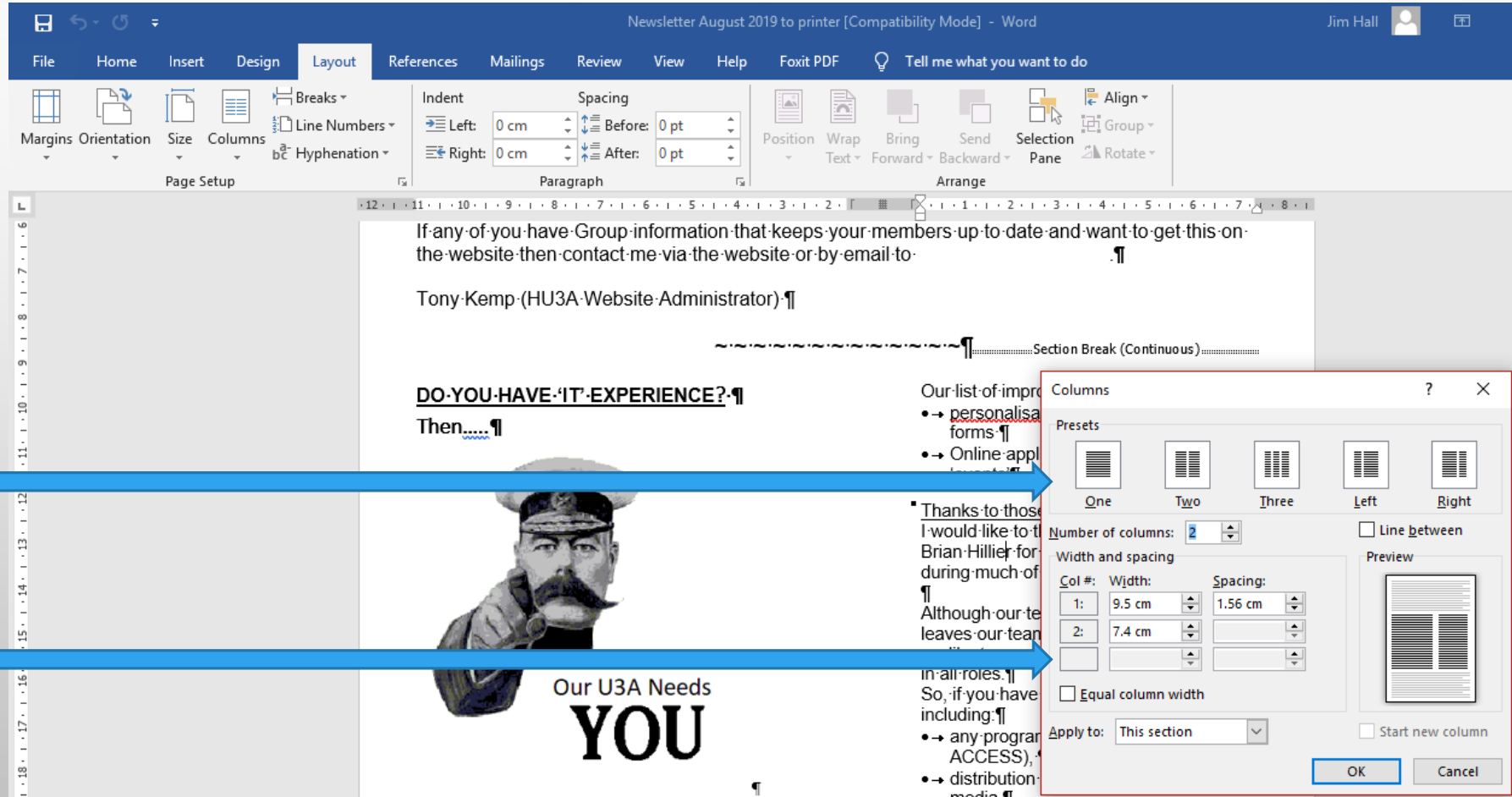
CHANGE COLUMN WIDTHS

THEY DON'T HAVE TO BE EQUAL

Select
'More Columns'
(Previous Slide)

New control
box, opposite

Change
column
widths,
spacing, etc.



UNEQUAL COLUMNS

Selected 2 columns

Enables adjustment of widths and spacing

Equal Column Width cancelled

Columns

Presets

One Two Three Left Right

Number of columns: 2

Line between

Width and spacing

Col #:	Width:	Spacing:
1:	9.5 cm	1.56 cm
2:	7.4 cm	

Equal column width

Preview

Apply to: This section

Start new column

OK Cancel

Dynamic representation of selection is shown here



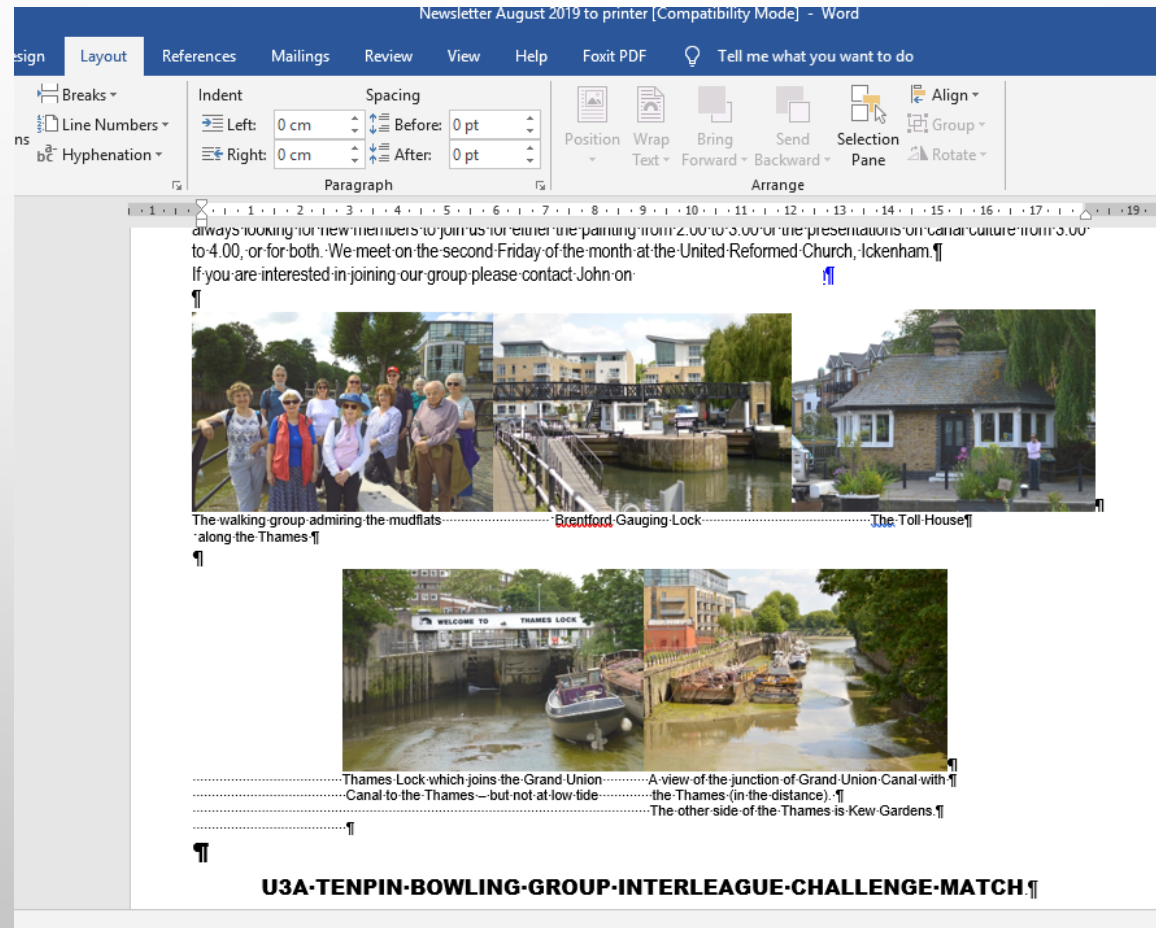
BREAKS

A NUMBER OF TYPES

- BREAKS ARE NECESSARY WHEN CHANGING FORMAT TO INCORPORATE:
 - FORCING PAGE CHANGE
 - USING COLUMNS
 - EASIER INCLUSION OF TABLES
- 

WITHOUT BREAKS COULD FINISH UP WITH THIS

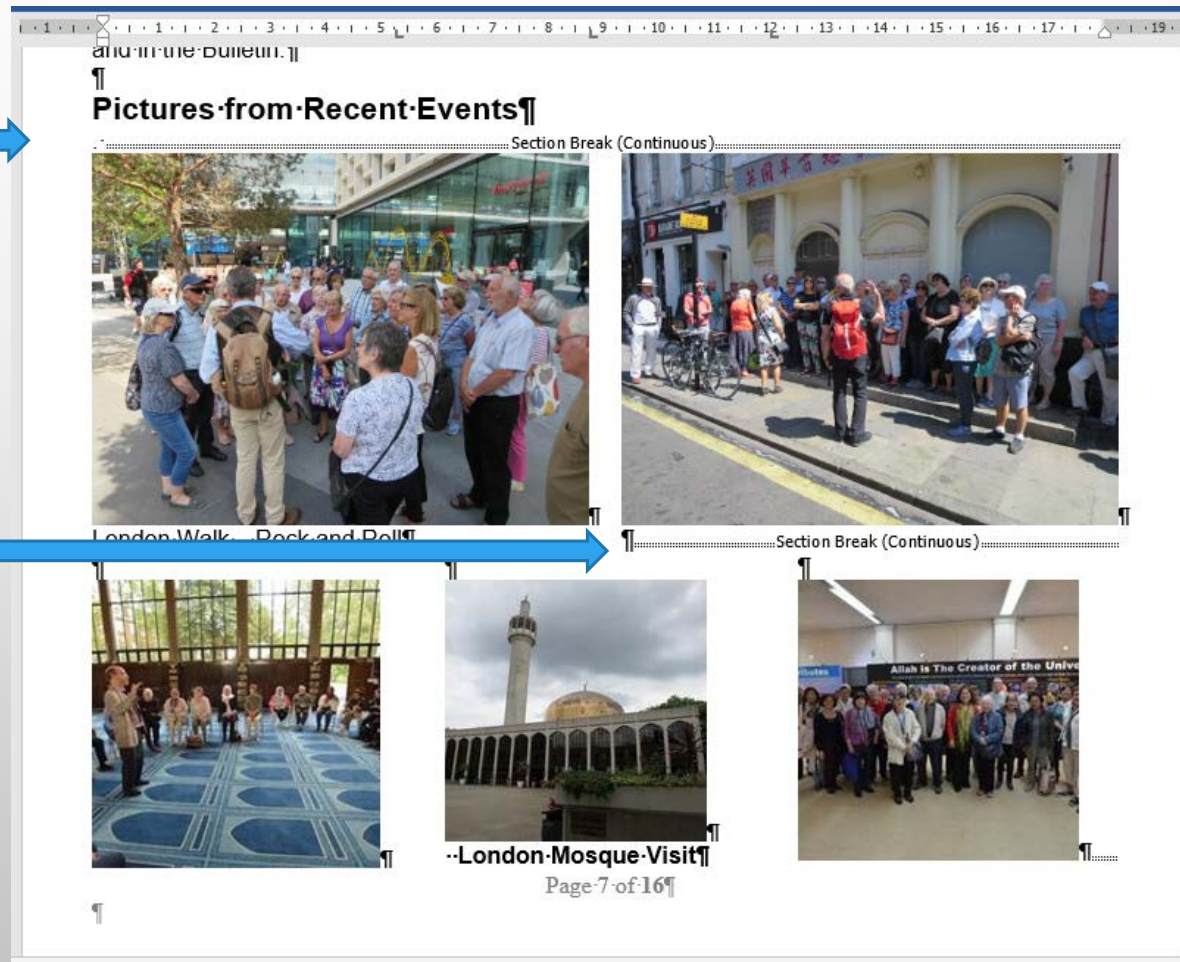
Pictures
squashed
together



WITH BREAKS EASIER TO ARRANGE AND TIDIER

Section Breaks
Needed both ends.
These are Continuous

Further Section Break
opposite identifying
'Next Page'

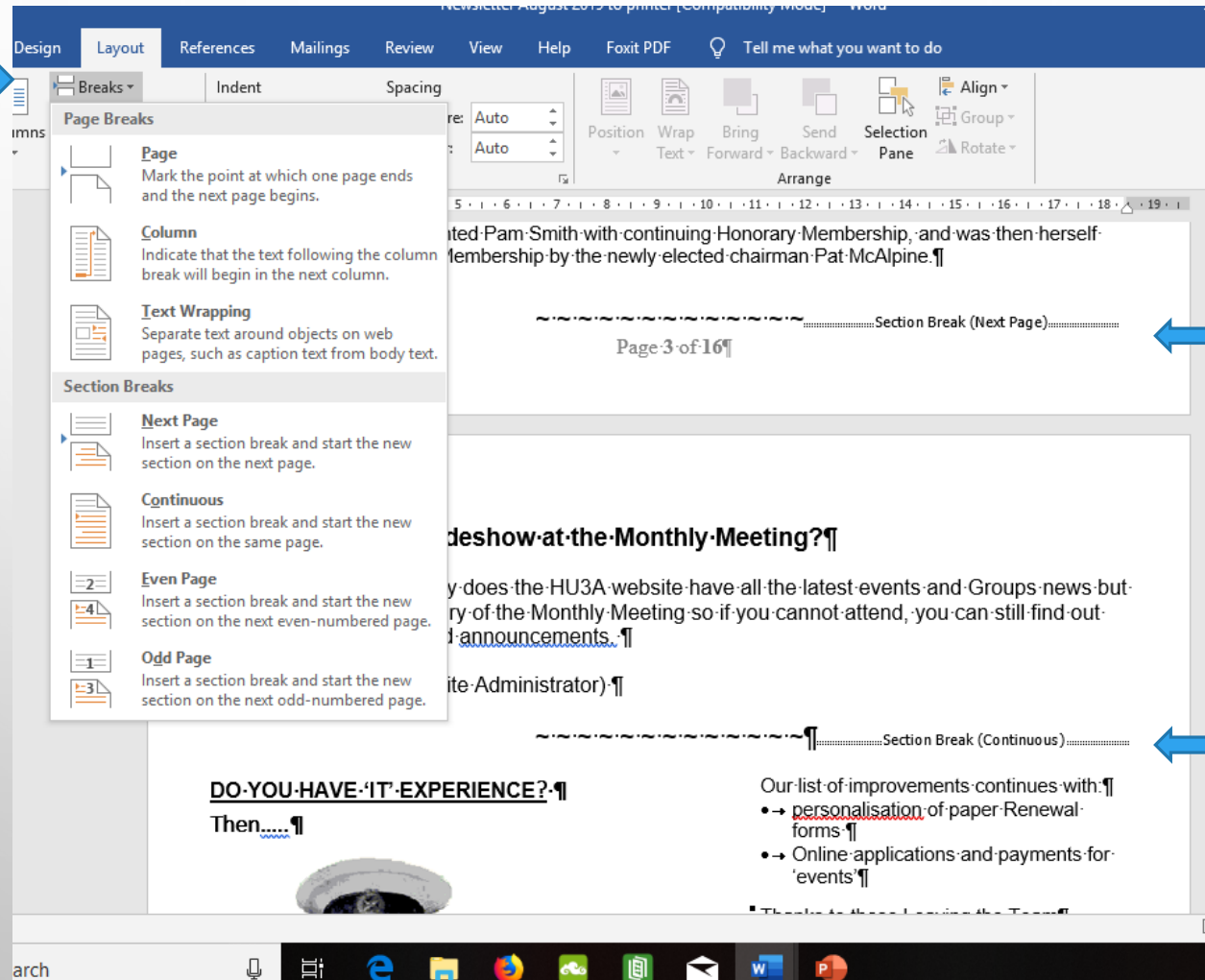


Columns (covered
earlier)
Two columns above
-
Three columns below

BREAKS

Select Layout
then Breaks

I only use Section
Break (Next Page)
And
Section Break
(Continuous)



Section Break
(Next Page)

Section Break
(Continuous)

Divides 1 column
above from 2
columns below

RULER

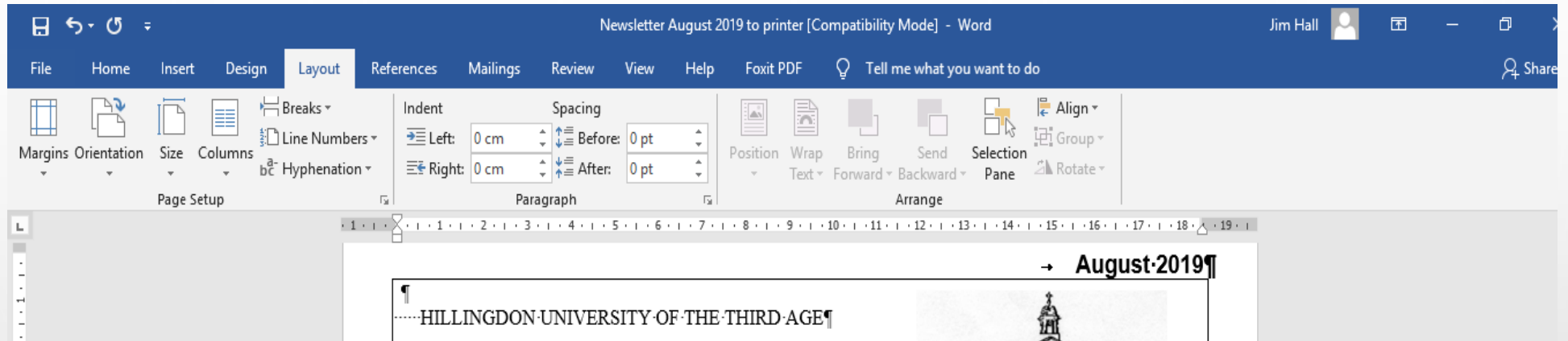
- TWO TYPES, HORIZONTAL AND VERTICAL
- HORIZONTAL IS ACROSS TOP OF PAGE,
 - - UNDER MAIN MENU
- VERTICAL IS ON SIDE OF SCREEN

RULER

- CAN SWITCH OFF – BUT NOT ADVISABLE,
 - EVEN IN GENERAL USE
- HORIZONTAL SHOWS:
 - TABS
 - MARGINS
 - COLUMNS
 - INDENTS (WHEN USING BULLETS – LIKE THESE POINTS!)
- VERTICAL SHOWS POSITION ‘DOWN THE PAGE’

EXAMPLE RULERS #1

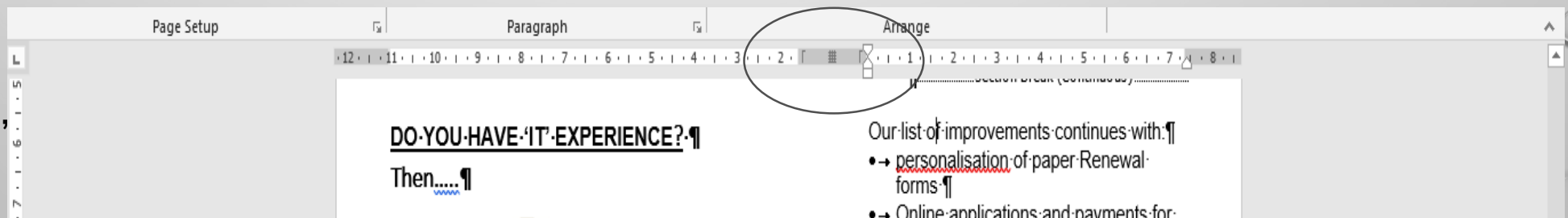
Standard (Simple)
Only Margin
markers L and R



With Tabs
'L' shaped
markers

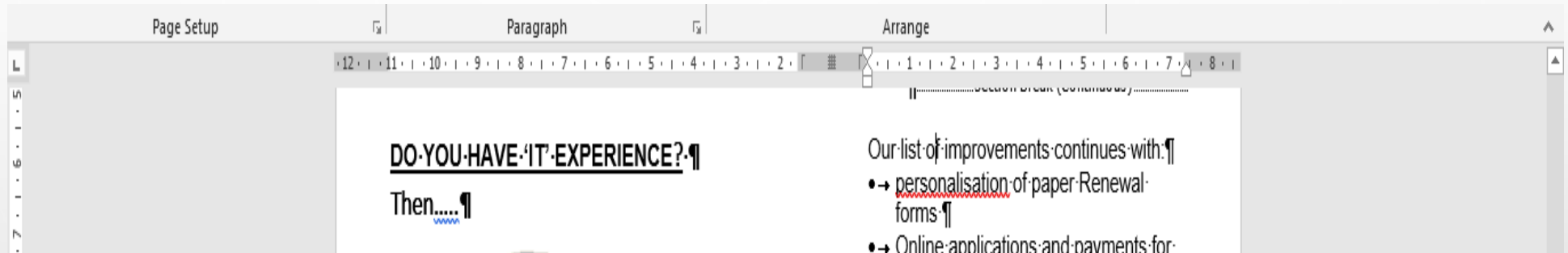


Two Columns with
'intercolumn space'
showing



EXAMPLE RULERS #2

Two
Unequal
Columns



Three
Columns



Interest Group
Diary !!
NOT TODAY

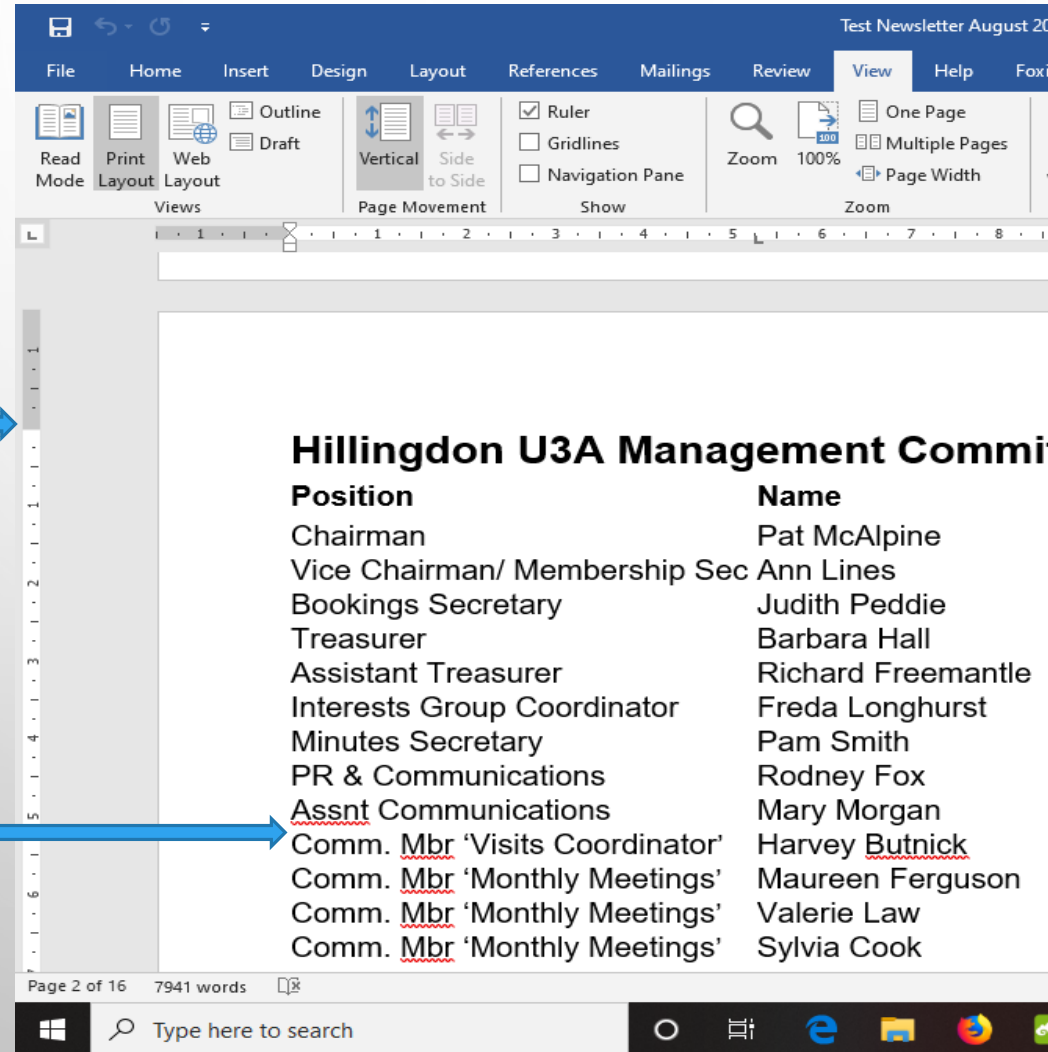
A screenshot of a document layout showing a table. The table has a header row and several data rows. The header row includes columns for Subject, Contact/Leader/Tel, Aug-2019, Sep-2019, Oct-2019, Nov-2019, Time/Day/Venue, Level, and Status. The data rows include information about interest groups like ART, Art Appreciation, and Art-Mixed-Media.

Subject	Contact/Leader/Tel	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Time/Day/Venue	Level	Status
ART						SAS-Maureen-Ferguson		
Art Appreciation	Pam-Smith	No Meeting	26	24	28	1.45-3.45 pm Thursday St Giles Church Hall, Ickenham	9	No
Art-Mixed-Media	Stephen Hawes	5-19	2-16	7-21	4-18	10-12 noon Monday Southlands Centre, West Drayton	9	Wa

ALSO VERTICAL RULERS

Shows Top (and bottom) margin size

Shows 'Vertical' Position of Text or Pictures on the page



HEADERS AND FOOTERS

- HEADERS SHOW THE DOCUMENT TITLE THROUGHOUT
 - I DON'T USE THEM
- FOOTERS FOR DOCUMENT 'ISSUE NUMBERS, DATES AND NUMBERING'
 - I USE THEM FOR PAGE NUMBERING
 - AS PAGE NUMBERS THEY CAN ALSO BE USED TO RELATE TO 'TABLE OF CONTENTS'
 - NOT USED HERE

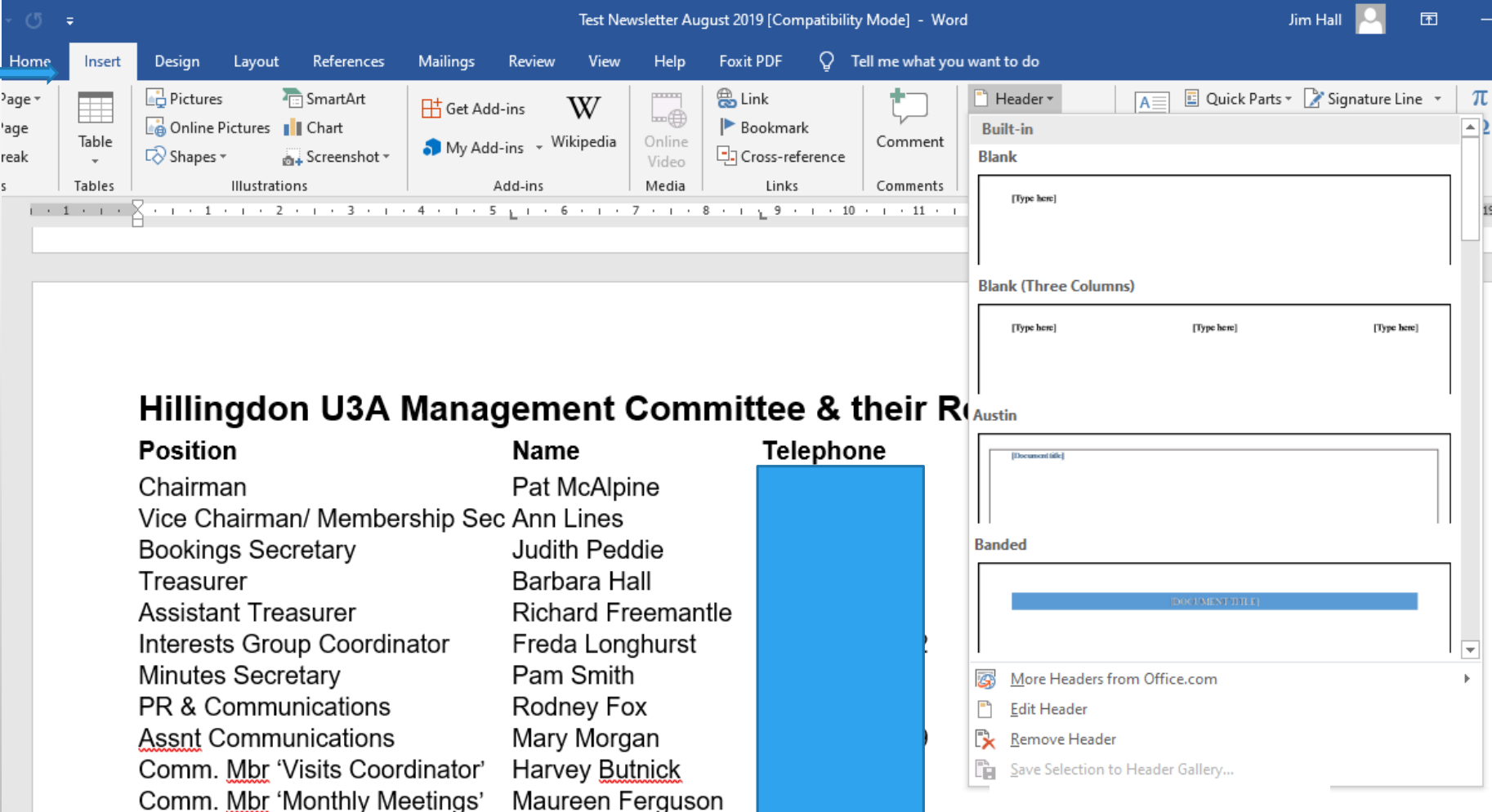
GETTING TO HEADER OR FOOTER MENUS

Select Insert

Then Header
(from the new
menu displayed)

Could access
Footer from the
same menu

A number of
Header (or Footer)
types
Select one and get
a new menu (see
next)



The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Header' dropdown menu is open, displaying various header styles: 'Blank', 'Blank (Three Columns)', 'Austin', and 'Banded'. The 'Austin' header style is currently selected, showing a header box with the placeholder '[Document title]'. Below the header styles, there are options to 'More Headers from Office.com', 'Edit Header', 'Remove Header', and 'Save Selection to Header Gallery...'. In the background, a table titled 'Hillingdon U3A Management Committee & their Roles' is visible, with columns for Position, Name, and Telephone. The 'Telephone' column is highlighted in blue.

Position	Name	Telephone
Chairman	Pat McAlpine	
Vice Chairman/ Membership Sec	Ann Lines	
Bookings Secretary	Judith Peddie	
Treasurer	Barbara Hall	
Assistant Treasurer	Richard Freemantle	
Interests Group Coordinator	Freda Longhurst	
Minutes Secretary	Pam Smith	
PR & Communications	Rodney Fox	
Assnt Communications	Mary Morgan	
Comm. Mbr 'Visits Coordinator'	Harvey Butnick	
Comm. Mbr 'Monthly Meetings'	Maureen Ferguson	

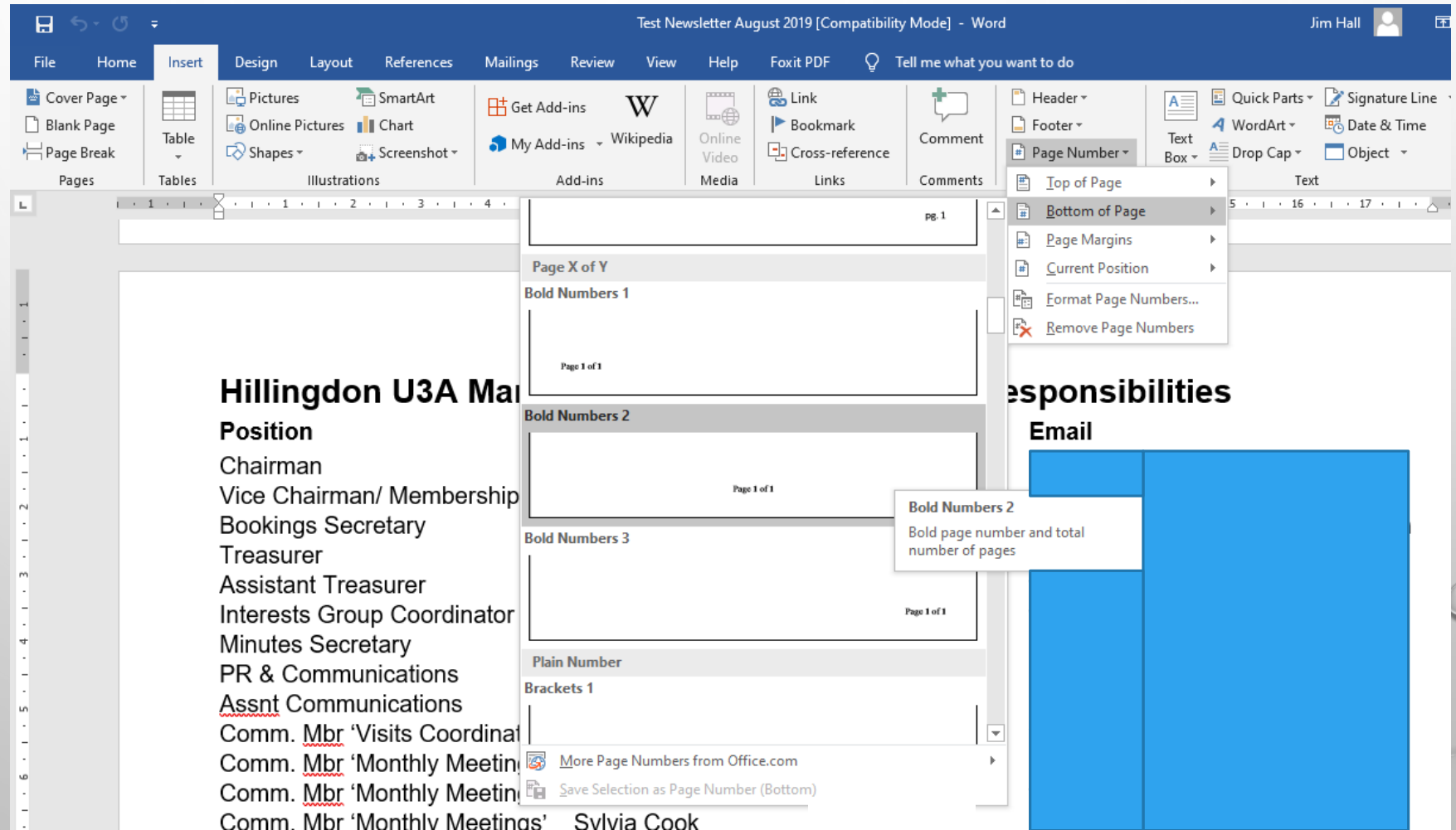
PAGE NUMBERING AS IN NEWSLETTER

Insert, then
Page Number,
Bottom of Page

‘Bold Number 2’

Warning:

You need to open one of these to get the ‘CLOSE HEADER AND FOOTER’ option which then appears on the right end of the menu



WHAT DID I COVER IN WORD 3

PAGE STRUCTURING

- SHOW SYMBOLS
- MARGINS
- BREAKS
- COLUMNS
- RULERS
- HEADERS AND FOOTERS

WHAT WILL I COVER NEXT MAYBE IN WORD 4

- **PARAGRAPH MANIPULATION**

- PARAGRAPH SPACING
- LINE SPACING
- TABS
- STYLES

- **DATA MANAGEMENT**

- TABLES
- BORDERS
- IMPORTING PICTURES
- IMPORTING OTHER