



October 2009 - Term 4

Welcome back

Hope you all had a fabulous and relaxing break!

In this newsletter, there is some important information regarding the new computers being delivered to Victorian Kindergartens.

If at any time you have queries regarding your new computer, please phone the Vicnet Helpdesk on 8664 7001 or alternatively email at kindergarten@vicnet.net.au.

We would love to hear from you

Remember that we are here to answer your questions: please feel free to write to us at any time.

Send your questions to:

kindergarten@vicnet.net.au

We will **attempt** to answer your questions

**Vicnet Help Desk
IT for Kindergartens**

The Vicnet Help Desk is just a phone call away..... to HELP you with your computer problems at Kinder.



Call on 8664 7001 or 1800 629 835 (toll free)



Email: kindergarten@vicnet.net.au



Hours available: 9.00am to 5.00pm

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Please update your details

Has anything changed at your Kindergarten? New staff, new contact details, or anything else we should know about? Then please keep us up to date! Let us know your new details by emailing kindergarten@vicnet.net.au or calling us on 8664 7001.

Also, please remember to inform any new staff about the IT for Kindergartens project, and make sure they're aware of how to contact the Vicnet helpdesk for any computer or internet issues.

New Computers for Victorian Kindergartens

As you may have heard, you will be receiving a new computer from Vicnet. The roll out of computers will commence in October 2009 and will continue to be deployed until July 2010.

Some key things to note about the new computers are outlined in the following documents:

1. The FAQ's (Frequently Asked Questions) are located on the IT for Kindergartens website (www.kindergarten.vic.gov.au)
2. The New Computer User Guide located at (www.kindergarten.vic.gov.au) can assist in the following areas:
 - File transfer via USB Flash Drive
 - Printer Setup
 - Email account setup
 - Ergonomic workstations guide.

If you require further information regarding your new computer, the installation process or training, please

contact the Vicnet Helpdesk on Freecall: 1800 629 835 or (03)8664 7001

Microsoft Office 2007

As packaged with your new computer, Microsoft Office 2007 Small Business comprises the following programs:

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft Publisher 2007

You will notice that your new computer will also include the Microsoft Office 2007 installation CD. This CD has a **unique product key**, which is specific to each individual kindergarten. **Please store this CD in a safe place.**

It is the kindergartens responsibility to keep this installation disc.

If the computer has to be repaired by Vicnet in the future, this unique product key will need to accompany the CD to ensure the software can be restored.

Some useful websites

Consumer Affairs Victoria – shopping online

Access to information, forms and related brochures regarding the use of computers, mobile phones and the Internet.

<http://www.consumer.vic.gov.au/CA256EB5000644CE/page/Computers+Phones+%26+Internet?OpenDocument&1=70-Computers+Phones+%26+Internet~&2=~&3=~.html>

Drawing/Alphabet/Writing skills

You will find free colouring pages, colour posters, flash cards, mini books and activity worksheets to present the alphabet, reinforce letter recognition and writing skills

1. Alphabet Printable Activities

http://www.first-school.ws/theme/alphabetp_1.htm

2. ABC for Kids – games and activities

http://www.abc.net.au/children/games_and_activities.html

Photos

Flickr

Flickr (operated by Yahoo) is an image and video hosting website, web services suite, and online community platform. In addition to being a popular website for users to share personal photographs, the service is widely used by bloggers as a photo repository. As of October 2009, it claims to host more than 4 billion images. Be aware that by using this resource you agree not to reproduce, duplicate, copy, sell, trade, resell or exploit for any commercial purposes, any portion of the Service (Flickr).

www.flickr.com

Microsoft Office Online

Access to templates and clip art for you to use in Microsoft Word, Excel and PowerPoint.

<http://www.consumer.vic.gov.au/CA256EB5000644CE/page/Computers+Phones+%26+Internet?OpenDocument&1=70-Computers+Phones+%26+Internet~&2=~&3=~.html>

IT Terms Explained!

In each newsletter, we'll explain a few IT terms you may or may not know the meaning of.

Clipboard - A section of a computer's memory where you can temporarily copy chunks of text, data, graphics, or pictures. Once in the clipboard, the item can be pasted into another part of a document, or transferred to any other application. The clipboard normally holds one object at a time.

Domain - The part of the Internet address that specifies your computer's location in the world. The address is written as a series of names separated by full stops. The most common top level domains:

- .edu.au** educational institutions registered at federal or state level
- .net** commercial entities and businesses
- .com** commercial (US) **.com.au** commercial (AUS)
- .gov.au** federal, state and local government bodies
- .org.au** charities and non-profit organisations

Download/upload - To download is to transfer a file from another computer to the user's computer. To upload is to send a file to another computer.