

March
5
1992

King Edward

**Vol. 184, No. 185
March 05, 1992**

Laramie, companion and Guide Dog to Betty Nobel died suddenly after a brief but serious illness on Saturday, February 29, 1992. If anyone would like to make a donation to Guide Dogs for the Blind Inc. in memory of Laramie, please send it to:

Guide Dogs for the Blind Inc.
350 Los Ranchitos Road
P.O. Box 1200
San Raphael, California
94915

Myrna Redman

JAPAN AMERICA CULTURE ASSOCIATION - 1992 Japan Working Holiday Programs

Opportunities exist for students, aged 19 to 25 years, to experience rural Japan and the Japanese culture while spending a few months working as a volunteer.

The program offers one group departure monthly throughout 1992 from Toronto and Vancouver. Application forms are available in the Counselling Resource Centre, but if you have questions please call 1-800-869-8785

between 9:30 am and 5:00 pm, Monday to Friday.

Lorraine Herlick

NEW YORK TIMES BOOK CLUB

Our next meeting will be Friday, March 13, 1992 from 12:00 to 1:30 pm in Room 4043. Put this date on your calendars if you would like to discuss the works of Graham Greene. Please notify Carol Mercier, Local 7019 for lunch reservations by March 11.



Joan Rike

ADMISSIONS UPDATE

The Admissions Department will be offering limited service, via the Assessment Department, on March 6, 1992. The Cashiers will be open as usual.

Pam Ottridge

VANCOUVER
COMMUNITY
COLLEGE



Vancouver Community College
King Edward Campus - Library
P.O. Box 24520 - Stn. C
1155 East Broadway
Vancouver, B.C. V5T 1N5

CONTINUING EDUCATION TRAVEL

There is one space still available for the British Virgin Islands Caribbean Sail-Training Tour/Canadian Yachting Association Certification. For more information please call Wayne Decle at Local 7065.

Wayne Decle

STUDENTS TO STAR AT NOTABLE EVENT

The VCC Educational Foundation invites you to attend the annual Notable Event. The formal evening includes a four course meal and entertainment in the glitzy ballroom of the Ramada Renaissance Hotel (formerly the New World Harbourside). But the music students of KEC will be the main attraction. The entire music department is involved in treating guests to a wide variety of music - classical trios and quartets, the Madrigal singers, Soundwave jazz choir and a big band tribute to Duke Ellington.

The Notable Event is a fundraiser that directs all proceeds to scholarships and bursaries and a friendraiser that shows the community in a tangible way the benefits of a VCC education.

Last year many individuals joined together to buy department or group tables. Whether you come on your own or with a group you are sure to have an enjoyable evening. We are halfway to sellout so reserve soon. Support our students. You'll feel good by doing good.

Tickets are \$100 per person or \$1,000 per table. Remember... income tax receipts will be issued for a portion of the ticket price! Call Michele Davidson at 871-7175.

Michele Davidson

EARLY RETIREMENT

Please note that early retirement applications will be accepted up to March 10, 1992.

Lawrence Fast

A REMINDER...

THE ANCIENT ART OF STORY TELLING

The story telling festival will be celebrated with tellers from Alaska, Washington state, Prince George and Vancouver, including local author Sarah Ellis - recent award winner of the Governor General's award for children's literature. The events will take place March 14 and 15 from 11:00 am to 3:00 pm at the Dr. Sun Yat Sen Garden and March 20 and 21 from 10:00 am to 4:30 pm at Barclay Manor, Gordon Neighbourhood House and St. John's United Church in the West End. Festival passes sell for \$36.00 but single tickets are also available. For more information, please call 228-1274.

INSTRUCTORS PLEASE NOTE...

The Learning Centre, your students' study space, will be open on a three-week trial basis, Tuesday and Wednesday evenings until 9:00 pm from March 17 to April 1st. Take advantage of the opportunity to orient your evening students to this multi-faceted facility. Tours, workshops and hands-on help are available.

Use it or lose it!!

Cheryl Howrigan

UPDATE FROM THE PRINCIPAL

Although in the past few months we have heard much discussion about possible changes in the College, our most important work, which is instruction, has continued much as usual to the benefit of thousands of students.

I will pass on some comments, however, about events related directly to instruction and to the future of the College.

Tri Party Discussion

There discussions concerning the financial status of the College and possible reorganization, have continued for some months. The pace has picked up recently - in the week of March 02 we were scheduled for 3 days of discussions. Currently, the Tri Party Committee is scheduled for a meeting with Minister Tom Perry on March 13.

Program Profile and Budget 1992-1993

John Vandenkaker has been coordinating the preparation of the Program Profile for both City Centre and King Edward Campus. At present the Ministry has asked us to prepare the Profile at the 100% level of what we submitted last fall.

John will also be working with Brant Wasney, David Kolot and the Division Chairs to prepare a budget for both campuses by March 30. Please remember this is a first version of the budget and many changes may occur.

ESL Purchases

I understand from Alison Norman that purchases of ESL seats by EIC are at an all-time high. In March, 1992 we have 684 seats purchased and every room is full. We have verbal

reassurance that EIC will continue to purchase at a reasonable level in the new fiscal year.

Organizational Changes

You will have noted that we have posted two temporary positions of Vice Principal, Instruction, one to be located at each campus. This was done after consultation with the College President and with the VCC-FA. This will help in the administration of our instructional programs while further reorganization is discussed.

TESOL Conference

I was pleased to attend the opening of the TESOL Conference and particularly happy to see the wide participation of our own faculty and staff. Thanks and congratulations to all the ESL Division for making VCC so well-known and well respected in the field.

Lawrence Fast

REMINDER!!

HRD is now taking registrations for the following HRD course:

SUCCESS SKILLS IN THE
WORKPLACE

Thursday, March 12, 1992

BASIC LIFE SUPPORT C.P.R. - FULL

INCOME TAX PREPARATION

Minh Trinh is once again offering his services to students and staff at KEC to assist in the preparation of income tax. Minh is now offering a computerized service. Rates begin as low as \$10.00 for students and Minh donates all fees to KEC bursary funds. You may contact Minh at 879-0829 or at his residence 3510 Sophia Street, Vancouver.

Minh Trinh

UPCOMING LEARNING CENTRE WORKSHOPS

The Mole Returns	March 06
Problem-solving Strategies for Chem & Physics	March 06
Balancing Equations	March 20
Watch for "Writing for Science"	
-- coming soon	

Check the Learning Centre bulletin boards for other details and for time and location.

Cheryl Howrigan

NEW VIDEOS AT KEC LIBRARY

Alive In The Nuclear Age
Calculus (6 videos)
The Chilly Climate (sexual harassment and discrimination against women at Canadian colleges and universities)
Cowboys Don't Cry (M. Halvorson)
DNA: Laboratory Of Life
The Job (W.P. Kinsella)
Lost In The Barrens (F. Mowat)
No Time To Stop (stories of Canadian immigrant women)
We Can Say No!; Fighting Back (negative effects Of Free Trade Deal)
What Is Music (PBS Production Of Scientific And Creative Basis Of Music)

FINANCIAL AID UPDATE...

ABESAP applications are now available for next term. Please advise your students to apply early to receive assistance. Also our office is available to give mini-talks to classes between 9:00 AM and 4:00 PM. If you would like to schedule for your class please call the Financial Aid office at local 7048 or 7046.

Financial Aid

MENTAL FITNESS CORNER

Puzzle:

CHEWED contains two complete pronouns - HE and WE. Find a six-letter word that contains five complete pronouns.

TRIVIA:

In which Sherlock Holmes short story or novel did Arthur Conan Doyle first introduce the phrase: "Elementary, my dear Watson"?

ANSWERS TO LAST WEEK'S SUBMISSIONS:

PUZZLE:

Four is spelled with four letters of the alphabet and forty is in alphabetical order.

TRIVIA

Job

Wayne Ko
Mathematics Department

AUDITIONS!

CAROUSEL THEATRE SCHOOL announces auditions for the exciting Spring semester of The Professional Training Program! Students will receive instruction in skills necessary to become professional actors. The teachers are Vancouver's finest working professional actors and directors. Call Carousel Theatre School Now at 669-3410!

ABSENCES FROM THE CAMPUS

Barbara Ash, Coordinator of English and Social Science in BTSD will be on holiday from March 12 to 27 (inclusive). Please contact Barb Little or Peter Lear regarding BTSD matters.

Barbara Ash

Aphrodite Harris, KEC Library will be on PD and vacation from March 2 to 27 (inclusive). Please contact Brenda Appleton, local 7319 for urgent matters.

Cecily May, International Education Coordinator will be on holiday March 11 to 24 (inclusive). Please contact either Jindra Repa or Tom Toulson in her absence.

Cecily May

READY OR NOT - Vancouver's Project On Aging

On Saturday, April 11, 1992 20 workshops will take place in neighbourhoods throughout Vancouver. Neighbours of all ages are invited to hear about Ready Or Not! and to exchange ideas and opinions about the future.

There will be a workshop on Saturday, April 11, 1992 from 10:00 AM to 2:00 PM at the

Biltmore Hotel, 395 Kingsway. Lunch will be provided free of charge.

For more information, call Chris Warren, Mario Lee or Marcel Miro in the Social Planning Department, at 873-7487 or Heather Pattullo at 736-9844.

Carol Mercier

PLEASE NOTE...

Instructors - please inform your students of the following workshop:

Confidence Building Workshop
with
Judy Echols
Friday, March 13, 1992
10:30 AM to 12:00 NOON
Room 3201

All interested students welcome.

Grace Shaw

IMMIGRANT AND VISIBLE MINORITY WOMEN OF B.C.

There will be a public forum to commemorate International Women's Day on Sunday, March 8, 1992 at 2:00 PM. The cost is \$7.00 and will be held at The Vancouver Museum at 1100 Chestnut Street in Vancouver. Tickets are available from Maureen Nurse at local 7274.

There will be a brunch to commemorate International Women's Day on Sunday, March 8, 1992 at 11:30 AM. The cost for this event is \$10.00 and is sponsored by the 1992 IWD Committee and The Vancouver Museum. Tickets are available from Maureen Nurse, local 7274.

Maureen Nurse

**BURNABY NORTH
MULTICULTURAL CLUB
PRESENTS**

THE NIGHT OF NATIONS
















A multicultural performing arts festival
celebrating Burnaby's 100th
Anniversary.

Place: Burnaby North Secondary,
North Gym
751 Hammar skjold Drive

Date: March 12, 1992

Show Times: 6 p.m. and 9:15 p.m.

Admission \$10 children (12 and under)
\$15 adults or \$25/couple
(includes international foods)

 FITNESS CLASSES MARCH 1992 						
*MONDAYS - STRENGTH AND STRETCH **TUESDAYS, WEDNESDAYS or THURSDAYS - ENERGIZER				4:45-5:45 All Welcome!!!		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
						
8	9	10	11	12	13	14
						
15	16	17	18	19	20	21
						
22	23	24	25	26	27	28
						
29	30	31				
						

ICSC Computing Corner

Newsletter of the Instructional Computing Support Centre

March 1992

Monthly Newsletter New Format

Welcome to the new Computing Corner, the first newsletter of the Instructional Computing Support Centre at King Edward Campus. This newsletter will be an expanded version of the old Computing Corner, containing similar information with some new features.

Goal:

The goal of the newsletter is to assist all computer users, novice and experienced, in using the computer most effectively.



Clearing Computer Obstacles

which have helped you and which can be shared with others. Remember that any question is a good question and if one has occurred to you it has also occurred to others and they will be grateful to you for asking it.

How to Reach Us

In the past, most questions have been asked during casual encounters in the hallways or in the Instructional Computing Support Centre. Hopefully these will continue. Other means of contacting us are through Richard in the ICSC Local 7218; leave a note

in Anne McElroy's mailbox; e-mail anne_mcelroy@sfu.ca or call Local 7382

Pooling Resources

We are a community of computer users with varying levels of knowledge and expertise. For every user who has a computer related question, there is another who can supply the answer. It is hoped that the newsletter will provide a forum for sharing information. Let us hear from you if you have problems which need solving or if you have discovered solutions

Nameplate and Title

The Desktop Publishing class in Business and Computer Studies Department, has undertaken to design a new nameplate for the newsletter. The old title has been used in this issue, but if you would like to see a new title, send in your suggestions. They will be most welcome.

In This Issue:

WordPerfect Page 2
Moving text in from one location in a document to another or from one document to another using WordPerfect.

MS Word Page 3
Setting up a schedule using MS Word

What's New in the ICSC Page 3
New equipment and software.

ComputerEYE is Page 4
Suggestions for easing eye strain while using the computer.

Magazines Page 4
A new computer magazine written in plain English. Also where to find some articles of interest.

SFU X-Change Page 4
Latest developments in the communication system designed specially for instructors and students.

Virus Scan

Bring a disk to the ICSC and make a copy of the Virus Scan and Virus Clean program. Use to check your hard disk.



For details, call Richard, Local 7218

WordPerfect-Moving Text

Wordprocessors make it easy to move text from one location in a document to another or to move text from one document completely and insert it in another.

Moving Text

To move text from its current location to a new location in the document, follow these steps:

1. Place the cursor at the start of the text to be moved.
2. Press **CTRL-F4** and choose 1-Sentence, 2-Paragraph or 3-Page.
3. A second menu will appear at the bottom of the screen. Choose Move. The text will disappear into temporary memory until you carry out the next step.
4. Move the cursor to the location to which you wish to move the text and press **ENTER**. The text will now appear in the new location.

Moving Blocks of Text.

To move text which does not meet the criteria of Sentence, Paragraph or Page, you may block off the text and then move it. The steps are:

1. Place the cursor at the beginning of the text to be moved. Press **ALT-F4** to begin blocking and use the cursor keys to block the text to be moved.
2. Press **CTRL F4** and then choose 1-Block
3. Choose 1-Move from the next menu which appears.
4. Move the text to the new location and press **ENTER**.

Moving between Documents:

When moving text from one document to another, it is convenient to open both documents, then split the screen in two so that both documents may be viewed simultaneously.

Instructions:

1. Open the first document in the usual manner.
2. Press the Switch Key, Shift-F3, and open the second document using F5 List Files
3. Press **Ctrl-F3** and choose 1-Window.
Number of lines: Type 12.
The screen will now be split in the middle and both documents will be on view.
4. Follow the steps outlined above for moving text, using the F3 key to toggle between the two documents.

Note: the text which is moved is held in memory and may be retrieved with **Ctrl-F4** Retrieve until replaced.

Moving Text from One Document to Another

Once the second document is open, text may be moved from one document to the other.

First document appears in the top part of the screen

^^^^^^^^^^^^^^^^
Second document will appear here.

Ctrl-F3 to view both documents

Shift-F3 to toggle between documents.

CCI Manuals:

Easy to follow training manuals for WordProcessors, Spreadsheets and Databases may be found in the Instructional Computing Support Centre.

Examples:

WordPerfect 5.1-Levels I & II
WordPerfect 5.1-Desktop Publishing
MS Word Levels I & II

Some copies may be obtained from the library.

Setting up a Schedule in Word

The following is an expanded version of information which appeared in January's Computing Corner.

It is a good idea to set up the schedule to your satisfaction and then save a blank version. This will now act as a template into which you may enter data each term.

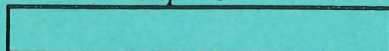
The steps involved in setting up a schedule using MS WORD are:

1. Drawing a BOX
2. Setting Tabs

Instructions:

1. Format Border Box

Step 1



2. Set **VERTICAL ALIGNED TABS** at one inch intervals. (See instructions at end of article.)

3. Pressing the TAB key will now draw vertical lines at 1" intervals. The BOX will be divided into a number of mini boxes or cells.

Step 11



4. You will now have set up one line of your schedule. Pressing the ENTER key will produce a replica of this line. Repeat as often as you need.

5. To prepare for data entry, (class times, office hours etc.) set **LEFT ALIGNED** tabs at 1.2", 2.2", 3.2" etc

6. Press the TAB key to enter each cell.

Step 111



7. Now **SAVE** your blank schedule under an easily remembered name for use in the next term.

8. Enter data. To enter a second line of data in one cell, press Shift-Enter. When all data is complete, save this version under another name.

0 1 0 4 3		
2 1 3 8		

What's New in the ICSC?

Macintosh Computer

Macintosh users will be pleased to know that a Mac ClassicII has been installed in the ICSC. Most recent versions of WordPerfect and MS Word have been installed on both Macintosh computers and both will be connected to the Mac laser printer.

MultiMedia

A Laser-Video-Disc player and television monitor have

This is the first step in the exploration of the instructional and learning potential of multimedia tools. Demonstrations can be arranged by contacting Richard at Local 7218.

MS Dos Computers

Three Ms DOS 386 computers have been delivered to the

ICSC and are awaiting installation. This will be welcome news to the users of all Windows software, and should greatly speed up proceedings. The news will be especially welcome to the many instructors who own 386 computers at home.

The 3 XT-Computers will be installed in the Student Lab. These will be a useful addition to the existing facilities.

Reducing Eye Irritation

Computer-EYE-tis is defined as: fatigue, dry, tired eyes and blurred vision resulting from extended reading on a video display terminal.

This term (coined by the American Optical Corporation, Southbridge, MA.) describes symptoms which have been experienced by many of us after prolonged gazing at the Video Display Terminal (VDT) or monitor of our computers..

The February edition of UBC's Campus Computing newsletter contains an article retrieved from the database of the CCENEWS, the Electronic Forum for Campus Computing newsletter Editors, outlining possible causes of these symptoms and steps which can be taken to alleviate them.

Eyeglasses whether reading glasses or bifocals are designed to bring printed papers into focus when they are sixteen inches away from your eyes. Since a VDT rests twenty to twenty-six inches away from your eyes, it is not always in focus. It is also usually located at a higher angle than normal reading material and so the eyes must strain to read it.

Corrective Measures

If you suffer from computerEYEtis, you should inform your eye doctor that you use a computer. Let the doctor know how far the computer screen is from your eyes, how high the screen is in relation to your eyes and if there is a glare from the screen.

Ask your doctor about eyeglasses designed for the computer user. Special "computer glasses" provide lenses that allow the user to comfortably view the VDT.

Eye Exercises

There are eye exercises which can be performed while working on the computer. Close your eyes periodically to give them a break. Frequently look away and focus on distant objects.

Keep your computer screen clean and free from debris.

Read the article in full in February's edition of Campus Computing to be found in the Instructional Computing Support Centre.

Computer Magazines

PC Novice:

subtitled Personal Computers in Plain English: is written for those who lack a detailed knowledge of computers or computer jargon. It assumes that computers are foreign territory for most of us and so presents useful information in plain English.

Some examples of contents are :

- How to organize your hard disk
- Defining telecommunications
- Placing Graphics in your Documents

You are welcome to browse through PCNovice in the Instructional Computing Support Centre.

The Computer Paper:

is distributed free on campus. One copy of each edition is kept in the ICSC. This month's edition contains the listings for all the Bulletin board Services in the Lower mainland and beyond.

Notebook Computers

15 systems for under \$2000.00 are reviewed in PC Magazine, January 28, 1992. (Library)

SFU X-Change

SFU X-Change accounts have finally arrived and everyone who applied for one should soon have an ID.

The new Unix system requires some time to get used to, but it is not as impossible as it seems at the moment. The present difficulties have been caused by some person or persons unknown deliberately damaging the system. The Computing Centre at SFU is working hard to eradicate the bugs and hopefully all will be well soon.

Once the system is established, a group address similar to the old KECUSERS group will be set up.

POSITIONS OPENING

City Centre

Temporary Full-Time Cafeteria Cashier (Food Services). Closing date: March 11, 1992.

P/T Technical Assistant - Generalist (Printing Production). Closing date: March 10, 1992.

Electronics Instructor (Electronics Dept.). Closing date: March 10, 1992.

Vice-Principal, Instruction (City Centre). Closing date: March 6, 1992.

King Edward Campus

Secretary 1 (Registrar's Office). Closing date: March 13, 1992.

Vice-Principal, Instruction (King Edward Campus). Closing date: March 6, 1992.

Langara Campus

Audiovisual Technician II. Closing date: March 6, 1992.

Continuing Education

Clerk III (Langara Campus). Closing date: March 4, 1992.

Miscellaneous

Kwantlen College invites applications for the position of Director of

Business and Career Specialties. Closing date: March 13, 1992.

Camosun College invites applications for the position of Manager, Consortium for Administrative Systems Development. Closing date: March 6, 1992.

Mount Pleasant Healthy Communities Committee invites applications for the position of Community Worker (1 Year Position). Closing date: March 9, 1992.

Please see the Faculty Notice Board in the 4th Floor Administration for more information.

CLASSIFIED

BUY AND SELL

1983 CHEV 4 Door Sedan; V8 Engine; good running condition; \$1,000 or best offer; call Cecilia at local 7416.

WANTED 1 apartment sized piano; approx. \$500; call Gordon at Local 7282 or 922-9442.

Chest of 5 drawers. Brown wood veneer. 32" W, 16"D, 45"H, Excellent condition \$50. Call Chris at local 7361 or 438-3473.

WATERBED FOR SALE: 1 Queen Size

Waterbed, new heater and new mattress, solid wood construction with Headboard-Bookcase \$250. Call Joe at 590-0698.

FOR RENT - for April/May. Newly renovated 1200 sq. ft. apt, 3 bdrs and art/workspace, spectacular 300° view, deck, walk to KEC, quiet and safe. \$1000 and utilities. Ideal for family and working from the home. Call 872-5660.

LOST & FOUND

Lost between week of 10 February and 14 February, one unit on a field trip to Chinatown. If found please contact Grant Richards, Basic Education at Local 7380.

