

# ILLAWARRA COMPUTER ENTHUSIASTS

## Membership Application Form

Given Name: ..... Surname: .....

Postal Address: .....

Suburb: ..... State: .....

Post Code: ..... Contact Number: .....

E-mail: .....

Web page: .....

Please list computer abilities, and whether you would be willing to help the Committee in the running of the club (Tick any box that is applicable)

### How did you find out about the Illawarra Computer Enthusiasts?

From a friend  Computer Fair  Flyer  ICE Newsletter

Other  .....

### Which are your interests?

<input type="checkbox"/>	Word Processors
<input type="checkbox"/>	Databases
<input type="checkbox"/>	Spreadsheets
<input type="checkbox"/>	Desktop Publishing
<input type="checkbox"/>	Graphics
<input type="checkbox"/>	Web page Design
<input type="checkbox"/>	Music
<input type="checkbox"/>	Games

### In what capacity can you help?

<input type="checkbox"/>	Fund Raising
<input type="checkbox"/>	Public Relations at the Market
<input type="checkbox"/>	Catering
<input type="checkbox"/>	Setting up meeting room
<input type="checkbox"/>	Typing
<input type="checkbox"/>	Writing articles for the Newsletter
<input type="checkbox"/>	Doing software reviews
<input type="checkbox"/>	Give tutorials/presentations
<input type="checkbox"/>	Photocopying

### What skills you have that you may wish to utilise to help the club?

<input type="checkbox"/>	Managing
<input type="checkbox"/>	Accountancy
<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	Teaching/Training
<input type="checkbox"/>	Graphic Design
<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Journalism

**Annual Fees:** (Fees are charged on a pro-rata basis when joining. Fees are due 1 July, payable in advance)

<input type="checkbox"/>	Single \$40
<input type="checkbox"/>	Family \$50
<input type="checkbox"/>	Concession \$30
<input type="checkbox"/>	Corporate \$80

I understand that the membership fee entitles me to all the benefits of the Club including attendance at the monthly meetings, 'Help Desk' service and 'ICICLES', the club's newsletter, published 11 times a year. I undertake to be bound by the Club constitution whilst I am a member of the Club.

Signature: ..... Date: .....

Please send this form with your cheque or money order to:

The Honorary Secretary, Illawarra Computer Enthusiasts, 9 Ursula Road, Bulli 2516

Make your cheque payable to "Illawarra PC Users Group".

Date Paid:	Receipt#:	Acceptance Date:	Member ID:
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# ILLAWARRA COMPUTER ENTHUSIASTS

## Survey to Help with Proposed Computer Education Courses and Presentations

Your name: .....

Your Membership No. ....

1. How do you classify yourself?  
 Beginner .....   
 Intermediate .....   
 Advanced .....
2. What work do you do on your PC?  
 Write and print documents .....   
 Keep accounts .....   
 Entertainment .....
3. Are you satisfied with your keyboard and mouse skills                    yes     no
4. Do you use keyboard short cuts such as CTRL and A?                    yes     no
5. Have you a list of keyboard short cuts you can refer to?                    yes     no
6. Do you wish to know more about how your PC works?                    yes     no
7. Are you satisfied with the way you file your data?                    yes     no
8. Do you wish to know more about File Management?                    yes     no
9. Which operating system do you use?  
 Windows 95 .....   
 Windows 98 .....   
 XP .....   
 Other .....
10. Have you an anti-virus installed?
11. Which one? .....
12. Do you keep it updated?    yes     no
13. Is your PC protected in any other way?  
 For instance, do you use Ad Aware,                      
 Zone Alarm                      
 or any other? .....
14. Are you familiar with your basic windows features –  
 i.e. the menu bar, the tool bar, the status bar, the scroll bar?                    yes     no
15. Do you know how to  
 cut and paste                    yes     no   
 change fonts                    yes     no   
 tabulate                    yes     no   
 use the insert mode                    yes     no   
 use headers and footers                    yes     no   
 drag and drop                    yes     no   
 insert a table                    yes     no
16. Do you wish to know more about word processing?                    yes     no

17. Are you conversant with sending and receiving e-mails?                    yes     no
18. Can you work off-line?                    yes     no
19. Do you know how to insert or attachment files?                    yes     no
20. Do you keep your address book up to date?                    yes     no
21. **RESERVED**
22. Do you wish to learn more about accessing the Internet?                    yes     no
23. Do you read the Club's Web Page?                    yes     no
24. Do you want to create your own Web Page?                    yes     no
25. The Club can offer a number of tutorials. Please indicate if you are interested in any of these Courses?  
 Computer Basics .....   
 Know your Computer .....   
 Database (Access) .....   
 Desktop Publishing .....   
 Digital Media .....   
 E-Mail and the Internet .....   
 PowerPoint (Presentation) .....   
 Picasa (Photo Editing) .....   
 Spreadsheet (Excel) .....   
 Word Processing Stage I .....   
 Word Processing Stage II .....

26. We need tutors – are you willing  
 a. To be trained as an assistant to a tutor?                    yes     no   
 b. To graduate to being a tutor?                    yes     no

27. Are you prepared to do a presentation on a topic of your choice?                    yes     no

What are they? (Please list below)

.....  
 .....  
 .....

28. Are there any other topics you are interested in learning? .....
- .....  
 .....

Thank you for taking the time with this Survey.