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## Next Meeting

Wednesday April 2nd

Ivan Turmine will demonstrate  
Illustrator

### Newstream Articles

Deadline : 10 Days before Meeting

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## General Information

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## Ron's Ramblings

Hi All,

Due to Dennis's indisposition the OPEN part of the Newsletter is not included in this edition and will be sent on its own at a later time.

We apologise for this situation but it was unavoidable.

Please note the submission by Adri on Linux. I will always welcome input from Members so if you have anything you wish to contribute or any comments you wish to make about any topic it means that I do not have to search for items to include. It may point me in the direction of subjects you wish to see included.

Looking back over my files, it appears that I have been editor for at least ten years. If I am getting stale then it is more reason for members to contribute to the Newsletter.

I have downloaded Windows XP SP3 (RC2) if anyone else wishes to try it, I will have it on Tuesdays and at the LCG Meeting

Enough Ranting

**Ron Baker**

## WORD'S HIDDEN CALCULATOR by Rose Vines

You've probably heard the stats: 80% of Microsoft Word users make use of only 20% of its features. My guess is that only about 0.1% of Word users use the handy calculator built right into Word.

I'm not talking about the SUM() and AVERAGE() fields or any of the other useful but not particularly elegant mathematical tools.

I'm talking about a simple, straightforward calculator which lets you perform any basic arithmetical operation anywhere within Word.

You haven't heard about it? Don't worry, even Microsoft has no information about this feature, unless you dig way back into its archives where you'll find that the calculator - which formerly held a prominent position on the Tools Menu - was driven underground in Word 6.0 to make way for the far more cumbersome, albeit more powerful, formula field.

It's true Windows comes with a more advanced calculator built in, but if you spend your days working in Word, nothing beats having a calculator right there in front of your nose at all times.

**UNEARTHING THE CALCULATOR** Because Microsoft has buried the calculator so thoroughly, you'll need to resurrect it before putting it to use. That means sticking it on a toolbar. In Word 2007, you'll have to put it on the Quick Access toolbar:

1. Right-click the Quick Access toolbar and select Customize Quick Access Toolbar from the pop-up menu.
2. Make sure For All Documents is selected in the Customize Quick Access Toolbar drop-down box.
3. In the Choose Commands From drop-down box, select Commands Not In The Ribbon. (Side note: Perusing this list is highly educational for old-time Word users pining for lost commands.)

4. Locate Calculate in the list and double-click it to add it to the list of Quick Access commands, then click OK.

In Word XP/2003, do this:

1. Right-click any of your toolbars and choose Customize from the pop-up menu.
2. Click the Commands tab in the Customize dialog.
3. In the Categories list click Tools and in the Commands list scroll to Tools Calculate.
4. Click and drag the Tools Calculate command onto any of your toolbars.
5. To display a more compact icon, right-click the Tools Calculate button on the toolbar, select Change Button Image and pick the calculator icon. Right-click the Tools Calculate button once more and select Default Style. Then click Close.

**USING THE CALCULATOR** With the Calculator now ensconced on a toolbar, you're ready to give it a whirl.

1. Enter a simple formula in a Word document as text
2. select the entire text
3. click your new Calculator button.

Word will work out the result, display it on the status bar and copy the number into the clipboard for you to paste.

The formulas can be similar to those you learnt at school but the feature also works in blocks of text you don't normally think of as formulas

**WHAT THE CALCULATOR DOES** The calculator handles addition,

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subtraction, multiplication, division, percentages, exponentiation and roots. It takes six operators:

Addition: + Subtraction: - or place the number to be subtracted in parentheses, ( )

Multiplication: \*

Division: / Percentages: % Exponentiation and roots: ^ If you omit the operator, the calculator assumes you want to add the numbers. So you can write: 235 79 9412 17.95 432.82 then select the numbers and click the Calculator button. The result (10176.77) is displayed, briefly, in Word's status bar. The result is also stored on the clipboard, so you can press Ctrl+V to paste it into your Word document, or copy it to another program.

**5. THINGS THAT DON'T LOOK LIKE FORMULAS** Unlike formula fields, the calculator works anywhere, including in sentences containing intervening text. This turns the in-line calculator from a nerdy trick into something you really can use.

Thus if you use the calculator on the following sentence:

At the dinner there were 13 doctors, 25 cosmologists, 53 seismologists and 219 assorted hangers on.

the total number at the dinner will be calculated.

Only digits are recognized, which is something to watch if you use words for small numbers and digits for larger ones. A sentence like "Regrets were received from four maids a milking and 12 drummers drumming." will add up to 12 - not 16.

You can also use the Calculator in tables to tot up numbers in columns, in rows or in the whole table. As in ordinary text, use parentheses around a number or a minus sign before it to denote a negative number in the table.

Take care: although it's possible to select numbers in non-adjacent cells in a table by holding down the Ctrl key while you select each cell, the calculator will not give you a correct total if you try to add these numbers. Your selection must contain contiguous cells, rows or columns.

**TRY IT OUT** Try out a few simple examples to get an idea of what you can do with the calculator:

Simple addition and subtraction: 12+9-17.5 Simple multiplication: 123\*52  
Simple division: 9.3/7 Calculating a percentage: 3422\*17%  
Exponentiation: 7^4 Calculating a cube root: 1728^(1/3)

Note that you don't need to use an equals sign; in fact, Word will give you an "Unexpected end of formula" error if you do.

**ORDERING** The calculator uses operator precedence and parentheses to determine the order of calculations in more complex expressions. For example:

12+9\*2^3 gives you the answer 84, while:

12+(9\*2)^3 produces the result 5844.

If you don't include parentheses in an expression, Word performs operations in this order:

1. percentage
2. power and root
3. multiplication and division
4. addition and subtraction.

**MIND YOUR PARENTHESIS!**

When using parentheses, you need to keep your wits about you. Take these

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four expressions:

17(8)

17(2^3)

17\*(8)

17\*(2^3)

The results are, respectively, 9, 25, (136) and 136. In the first example, the calculator subtracts 8 from 17; in the second, it adds 8 (2 raised to the 3rd power) to 17; in the third, it multiplies 17 and -8; and in the last it multiplies 17 by 8. The second expression, in particular, is worth noting: the calculator performs the expression within the parentheses and then discards the parentheses, resulting in a final expression of: 17 8 The two figures are then added to produce 25.

*From Office for Mere Mortals #9.02*



## Free Legal Advice.. This was certainly worth the read.

ATTORNEY'S ADVICE (NSW) - NO CHARGE (for a change) A corporate attorney sent the following out to the employees in his company:

1. Next time you order cheques, have only your initials (instead of your first name) and last name put on them. If someone takes your chequebook, they will not know if you sign your cheques with just your initials or your first name, but your bank will know how you sign your cheques.
2. Do not sign the back of your credit cards. Instead, put "PHOTO ID REQUIRED".
3. When you are writing cheques to pay on your credit card accounts, DO NOT put the complete account number on the "For" line. Instead, just put the last four numbers. The credit card company knows the rest of the number, and anyone who might be handling your cheque as it passes through all the cheque processing channels won't have access to it.
4. Put your work phone number on your cheques instead of your home phone. If you have a PO Box, use that instead of your home address. If you do not have a PO Box, use your work address. Never have your Centrelink Number printed on your cheques. You can add it if it is necessary, but if you have it printed, anyone can get it.
5. Place the contents of your wallet on a photocopy machine. Do

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both sides of each licence, credit card, etc. You will know what you had in your wallet and all of the account numbers and phone numbers to call and cancel. Keep the photocopy in a safe place. I also carry a photocopy of my passport when travelling either here or abroad. We've all heard horror stories about fraud that's committed on us in stealing a name, address, Social Security number, credit cards. Unfortunately I, an attorney, have first-hand knowledge because my wallet was stolen last month. Within a week, the thieves ordered an expensive monthly mobile phone package, applied for a VISA credit card, had a credit line approved to buy a Dell computer, received a PIN number from DMV to change my driving record information on-line, and more. But here's some critical information to limit the damage in case this happens to you or someone you know:

1. We have been told we should cancel our credit cards immediately, but the key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them
2. File a police report immediately in the jurisdiction where your credit cards, etc., were stolen. This proves to credit providers you were diligent, and this is a first step toward an investigation (if there ever is one).
3. But here's what is perhaps most important of all: (I never even thought to do this.) Call the three national credit reporting organisations immediately to place a fraud alert on your name and Social Security number. I had never heard of doing that until advised by a bank that called to tell me an application for credit was made over the Internet in my name. The alert means any company that checks your credit knows your information was stolen, and they

have to contact you by phone to authorise new credit. By the time I was advised to do this, almost two weeks after the theft, all the damage had been done. There are records of all the credit checks initiated by the thieves' purchases, none of which I knew about before placing the alert. Since then, no additional damage has been done, and the thieves threw my wallet away. This weekend someone handed it in. It seems to have stopped them dead in their tracks.

Now, here are some numbers which you might need to contact if your wallet etc has been stolen:

1. Visa Card Australia 1800 621 199
2. Visa Card International 1800 450 346
3. Lost Travellers' Cheques 1800 127 477
4. MasterCard Australia (02) 9466 3700
5. MasterCard International 1800 120 113
6. Bankcard Australia (02) 9281 6633
7. Medicare 132 011
8. Centrelink Fraud 137 230
9. Seniors Card 1300 364 758
10. Passport 131 232 ANZ FREECALL 1800 033 844 BankWest 131 718 Citibank 132 484 Tamworth Coles/Myer Source 2340 1300 306 397 Commonwealth 132 221 CUSCAL- MyCard 1300 135 538 GE Capital 1300 369 904 Members Equity 1300 654 998 National 132 265 St George 1800 028 208 SydneyVirgin 2000 1800 080 000

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Westpac 1800 230 144 Woolworths Ezy Banking 137 288 We pass along jokes on the Internet; we pass along just about everything, but if you are willing to pass this information along, it could really help someone



## **Newbie Club Tutorials**

### **Tutorial ... "So What's Your Favorite?"**

----- "How To Bookmark a Site Without Visiting It"

Maybe you're surfing a Website and are a bit pushed for time, or you don't want to be distracted from the info on the Site you're already on. Then you come across a link, or even a bunch of links, to other related sites.

In Internet Explorer, you can bookmark a Site, without actually going to it. To do this: (Doesn't work on an email link)

RIGHT click on the link you wish to bookmark.

A selection box opens up.

Left Click 'Add to Favorites'.

Select the folder you wish to save your bookmark in.

Click OK to save it.

Done:-)

----- "How To Rename a Favorite"

OK, how many times have you looked in your Favorites folder and wondered what on earth some of them linked to? That's because you didn't give them an easily recognizable name at the time.

Here's how to replace a Favorite's name; Open Internet Explorer.

Open the Favorites menu in top toolbar, Click Organize Favorites.

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Select the favorite you wish to rename.

Click Rename.

Type in the new name.

Press Enter.

Then click Close.

----- "How To Organize Your Favorites"

If you bookmark a lot of sites, you eventually end up with a loooooong list of favorites which are unrelated.

Time to organize them into folders like 'Cookery', 'Motoring' etc.

Open the Favorites menu in top toolbar Select Organize Favorites.

Click on 'Create Folder' Type in a name Click 'Close' Select a favorite from your list.

Click 'Move to Folder' Click Close.

Then repeat the process until your 4638 Favorites are organized into an easily managed bunch of folders.

You can even create sub folders within a folder, like 'Chicken' inside your 'Recipes' folder.

Select a Folder.

Click 'Create New Folder' Close.

**Tutorial ... "Internet Explorer Kwik Tips"**

----- "How To Change Your Default Start Page"

Are you bored with the appearance of your Explorer page?

You can have a different page if you wish - maybe even show your favorite Website each time you launch your browser - like The Newbie Club:-)

Or worse still, has someone (even Microsoft do it) highjacked your Browser by installing their Web page into your browser?

Click 'Tools' in top toolbar (in older browsers click 'View')

Click 'Internet Options'.

Click 'General' Under Address, type in the URL you wish to have as your new default start page.

OR If you're already on a Website you wish to use as your default, click on 'Use Current' button.

OR To show a completely blank page each time you open Explorer, click on 'Use Blank'.

Click 'Close'.

----- "Are You Using Explorer In 'No Graphics Mode'?"

Some people do this so that graphics don't show in a Web page they're visiting. This helps to load the page faster, especially if you have slow Internet connection, but you sometimes miss out on the purpose of the Website - especially if it is using graphics as navigation links etc.

To view a single picture while working in a no-graphics mode.

without having to turn on all graphics do this:

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RIGHT click on the placeholder icon (that's the blue, red, and green shapes that show where a picture is normally shown).

Click 'Show Picture'

----- "How To Avoid Getting Lost While Browsing"

This is handy because sometimes when you click a link to another site you end up getting lost, and lose the original Website.

RIGHT click on the link.

Click 'Open in New Window' .

Or, Simply hold 'Shift' on your keyboard while clicking the link.

This will open a separate browser window with the original page directly beneath it.

When you're finished, just close the new window, and you end up back on the original page.

### **Tutorial ... "Even More Explorer Kwik Tips"**

Explorer automatically saves a list of all the URL's (Web Pages) you have been to recently.

Explorer will automatically save your history information for 20 days. If you wish to change this ...

Click on 'Tools' Click on 'General' Click up or down in the 'Days To Keep Pages In History' box.

You can also clear all the URLs in your History Folder using the 'Clear History' button.

Now no-one can find out which cookery Websites you've been visiting. Except a real techie of course, but I don't think you'll have many of them using your PC:-)

----- "How To Disconnect Your Dial Up Connection"

When you open Internet Explorer, your dial-up screen will appear, asking you to sign on.

However, when you close Internet Explorer, you may still be connected to your dial-up connection. And if you pay per minute, this can be costly.

If you are still connected after closing Internet Explorer, you can quickly terminate your connection.

RIGHT click on the dialer icon in the system tray of your taskbar. (Bottom right corner)

Click Disconnect.

This will terminate your dial-up connection.

Yes, I know this may seem obvious to you if you've been using the Internet for a while. But it can be costly finding this out when you're new.

----- "How To Change Your Default Mail and News Readers"

Do have 'Outlook' installed, or another email client, but find that 'Outlook Express' loads whenever you wish to read email?

Or vice-versa?

Click on 'Tools' Click 'Internet Options' Click on 'Programs' tab.

Click the down arrows under Mail and News, and change your default readers.

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Click OK to save your settings.

----- "Need More Help?"

It may seem obvious, but use the Help facility! It's quite amazing how much help there is the Explorer help file.

Just click on 'Help' in top toolbar and dig around. If you have an hour or so to spare, open the 'Contents' folder and browse around.

### **Tutorial ... "Browser Tips and Tricks"**

Little buttons are found on every window in the right side of the Title Bar. The minimize button is commonly referred to as the "minus sign" but that's a kind of symbolic reduction of the item's significance. The Close button is called the "X" button by some, and could be correlated with the X-File if you want to be imaginative. The buttons reside in order: Minimize, Maximize, and Close.

----- "Minimize Button"

Clicking the minimize button will fold up the window into a neat little package that resides in the taskbar in button format. Try it. Click the minimize button on this e-book right now, and watch it transform itself via the magic of animation.

----- "The Maximize Button"

This cutie is next to the minimize button, and its sole purpose is expand the window to full screen. No matter how small or to what size you've adjusted a window, clicking this button will dramatically increase your view.

After expansion, the button looks like a double set of maximize buttons, one layered on top of the other. Click again, and the window returns to its previously unmaximized state.

Tip: Double click the Title Bar to maximize or return a window to its previous size.

----- "The Close Button"

This will terminate your program or application. If you haven't saved work, you'll be prompted with a message, so don't worry about losing your valuables. If you see two sets of "X" buttons, such as are common to word processing programs, the lower set will close the document without exiting the word processing program.

----- "The Resize Handle is Special"

What? What's a resize handle? It's that little area in the lower right corner of a window that lets you, well, resize the window! Vertical and horizontal dimensions can be changed simultaneously using this handle. Pass your mouse cursor over the resize handle, and it turns into a double-headed arrow.

Left click and drag the window to the size you desire.

----- "Check Your Status With The Status Bar"

This is an overlooked part of a window that displays statistical and other information. Things like the time, the size of a selected file, and any other detail oriented info the designers want to include can be found here.

Turn the Status Bar on if you want to see it. The bar makes up the bottom portion of an active window.

Windows comes out of the box with the status bar turned off.

Seems someone thought you'd be overwhelmed with information, and decided to make Windows as plain as possible. There are a lot of nice features that are turned off by default. The Status Bar is one of them.

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Check any window's View menu to see if an option for using the Status Bar exists. Also, try right clicking the status bar itself to see if any user configurable options exist.

Still confused? Don't worry it's not as difficult as it looks.

Just take your time and go through these actions one step at a time. Pretty soon it will become second nature to you.

[Don't know how true this is, but it is a good story](#)

Top this for a speeding ticket...

Two Hunter traffic patrol officers from Newcastle LAC were involved in an unusual incident while checking for speeding motorists on the F3 Freeway. One of the officers used a hand-held radar device to check the speed of a vehicle approaching over the crest of a hill, and was surprised when the speed was recorded at over 800Kph. Their radar suddenly stopped working and the officers were not able to reset it.

Just then a deafening roar over the treetops revealed that the radar had in fact latched on to a Williamtown FA-18 fighter jet which was engaged in a low-flying exercise over Wyong, approaching from the ocean. Back at police headquarters the Local Area Commander fired off a stiff complaint to the RAAF Liaison officer at Williamtown.

Back came the reply in true laconic RAAF style: "Thank you for your message, which allows us to complete the file on this incident. You may be interested to know that the tactical computer in the Hornet had detected the presence of, and subsequently locked onto, your hostile radar equipment and automatically sent a jamming signal back to it. Furthermore, an air- to-ground missile aboard the fully-armed aircraft had also automatically locked onto your equipment. Fortunately the pilot flying the Hornet recognised the situation for what it was, quickly responded to the missile systems alert status, and was able to override the automated defence system before the missile was launched and your hostile radar installation was destroyed.

Thank you for your enquiry.



## Plugging into video

Sharon Zardetto and Andy Baird

**N**othing is simple, it seems — at least not when it comes to hooking up computers. Something as basic as connecting a monitor can leave you swimming in alphabet soup as you try to sort out all the connector and adapter types. Here's our handy guide to the various kinds of video hookups.

### ADC (Apple Display Connector)

A variant of the DVI video connector, Apple's ADC connector was a good idea that didn't catch on. It took DVI's digital and analog video and added USB and power connections, putting it all into a single 35-pin plug. "The only cable your monitor will ever need" was the idea, and it was a good one.

Unfortunately, the rest of the industry didn't see it that way, and Apple abandoned ADC in 2004 in favor of the industry-standard DVI. There are adaptors that let older ADC-equipped Macs and monitors work with newer DVI equipment.

### DVI (digital visual interface)

A way of sending digital video from a computer to a monitor or projector. DVI uses a 29-pin connector; 5 of the pins can carry analog VGA video signals so that you can also connect an older analog computer monitor, using a special plug adapter.



ADC (Apple Display Connector)



DVI (digital visual interface)

### HDMI (high-definition multimedia interface)

A way of sending high-definition digital video and audio from one



HDMI (high-definition multimedia interface)

device, such as a computer or Blu-ray DVD player, to another, such as a large-screen HDTV. HDMI uses a 19-pin connector.

### RCA connector

A round connector commonly used for audio and analog video signals. It's been a good many years since Apple put RCA jacks on a Mac, but most audio and video equipment—TVs, DVD players, stereos—have them. They're usually in sets of two for audio (white connector for left channel, red connector for right), and three for composite video (with the third, yellow, connector for the video).



RCA connector

For component video, the color coding is red, green, and blue to match the signals they carry. (RCA: The Radio Corporation of America introduced this design in the early 1940s so you could connect your phonograph to your amplifier. Well, not you, of course...)

### S-Video

A way of sending analog NTSC video from one device, such as a VCR or DVD player, to another. In the S-Video scheme, color and brightness signals are carried on two separate lines, which helps to improve the image quality compared to composite video (though not as much as component video). S-Video uses a four-pin mini-DIN connector.



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## VGA (video graphics array)

An early-'80s standard for analog video; it has a resolution of 640x480 pixels and uses a 15-pin D-subminiature connector.



The term is often used as shorthand for 640x480 video of any kind. A proliferation of variants came later, including QVGA (320x240), SVGA (800x600), XVGA (1024x768), and extending all the way up to WQUXGA (3840x2400). There are dozens more, but rather than continue listing names, we've provided a weblink to a handy chart: <[en.wikipedia.org/wiki/Image:Video\\_Standards.svg](http://en.wikipedia.org/wiki/Image:Video_Standards.svg)> ©Sharon Zardetto and Andy Baird. Reprinted with permission.

Take Control: The Mac OS X Lexicon is an ebook available at <[www.takecontrolbooks.com/mac-lexicon.html](http://www.takecontrolbooks.com/mac-lexicon.html)>. Usergroup member discount, 10% on all Take Control titles: coupon code CPN31208MUG.



## Linux Users

Adri sent me this email and suggested that I put it in the Newstream as a means of bringing Linux to the attention of our Members.

For those few who might not know what Linux is, it is an Open Source Operating System as an alternative to Windows. (Editor)

Hi Ron,

This may be of interest to the Launceston Computer Group Inc. I got myself on the mailing list and learn while I read their messages.

Cheers

Adri

----- Forwarded Message -----

**From:** Donna Benjamin <[donna@cc.com.au](mailto:donna@cc.com.au)>

**To:** Linux Australia <[linux-aus@lists.linux.org.au](mailto:linux-aus@lists.linux.org.au)>

**Cc:** [lugcomms@lists.linux.org.au](mailto:lugcomms@lists.linux.org.au)

**Subject:** Re: [Linux-aus] Council of Australian Linux User Groups

**Date:** Sat, 29 Mar 2008 15:33:13 +1100

On Sun, 2008-03-16 at 22:08 +1100, Paul Wayper wrote:

> | First Task is to convene the COALUG IRC meeting, and invite relevant  
> | people to subscribe to [lugcomms@lists.linux.org.au](mailto:lugcomms@lists.linux.org.au)

>> Done.

Cool thanks Paul - and now so have a few others...

Now we're trying to spread the word and get more lugs on board. Many of the relevant people don't read the linux-aus mailing list though so we need some help to let them know this is happening. Do you know someone who

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organises a local Linux user group? Do they book the meeting room? Update or host the website? Post notices of meetings to lists / media / pin boards?

Here's a couple of lists of usergroups:

<http://www.linux.org.au/usergroups>

[http://www.dmoz.org/Computers/Software/Operating\\_Systems/Linux/User\\_Groups/Oceania/Australia/](http://www.dmoz.org/Computers/Software/Operating_Systems/Linux/User_Groups/Oceania/Australia/)

[http://www.dmoz.org/Computers/Software/Operating\\_Systems/Linux/User\\_Groups/Oceania/New\\_Zealand/](http://www.dmoz.org/Computers/Software/Operating_Systems/Linux/User_Groups/Oceania/New_Zealand/)

Please help point them in this direction.

Summary:

Read the first post in this thread <http://lists.linux.org.au/archives/linux-aus/2008-March/016729.html>

Join the Linux User Group organiser Communications [LUGCOMMS]  
<http://lists.linux.org.au/listinfo/linux-aus>

cheers

Donna

## "THE AUSTRALIAN APPROACH"

A young Aussie lad moved to London and went to Harrods looking for a job. The manager asked "Do you have any sales experience?" The young man answered "Yeah, I was a salesman back home in Dubbo." The manager liked the Aussie so he gave him the job. His first day on the job was challenging and busy, but he got through it. After the store was locked up, the manager came down and asked, "OK, so how many sales did you make today?" The Aussie said "One!" The manager groaned and continued, "Just one? Our sales people average 20 or 30 sales a day. How much was the sale for?" ? 124,237.64. pounds" The manager choked and exclaimed 124,237.64 POUNDS!! What the hell did you sell him?" "Well, first I sold him a small fish hook, then a medium fish hook and then I sold him a new fishing rod. Then I asked him where he was going fishing and he said down at the coast, so I told him he would need a boat, so we went down to the boat department and I sold him that twin-engined Power Cat. Then he said he didn't think his Honda Civic would pull it, so I took him down to car sales and I sold him the 4 x 4 Suzuki". The manager, incredulous, said "You mean to tell me....a guy came in here to buy a fish hook and you sold him a boat and a 4x4?" "No no no.....he came in here to buy a box of tampons for his lady friend and I said....."

'Well, since your weekend's bugged, you might as well go fishing."