

SENIOR SAVVY

Three 2.5 hour sessions

Familiarity with keyboard helpful

Introduction to Windows

- Starting and Logging On to Windows
- Understanding the Windows Screen
- Using the Mouse: Pointing, Clicking, and Double-clicking
- Using the Mouse: Dragging and Dropping
- Using the Mouse: Right-clicking
- Using the Keyboard
- Exiting Windows and Turning Off Your Computer

Working with a Window

- Starting a Program
- Understanding the Parts of a Window
- Minimizing, Maximizing, and Restoring a Window
- Closing a Window
- Moving a Window
- Sizing a Window
- Switching Between Windows

Working with Programs

- How to Use Menus
- How to Use Toolbars
- Filling Out a Dialog Box
- Entering Text in the WordPad Program
- Editing Text
- Saving and Opening a File
- Selecting, Replacing, and Deleting Text
- Using Undo
- Printing a File
- Cutting, Copying, and Pasting Text
- Changing the Font Type and Size
- Using Bold, Italics, and Underline
- Changing Paragraph Alignment
- Getting Help by Contents
- Getting Help with the Help Index and Search
- Saving and Opening Files in Different Locations

Exploring the Internet

- Introduction to the Internet
- Connecting to the Internet
- Displaying a Specific Web Page
- Browse the Web
- Search the Web
- Adding a Web Page to Favorites
- Changing your Home Page
- Displaying a History of Visited Web Pages
- Saving Pictures and Files to Disk
- Introduction to E-Mail
- Composing and Sending E-mail
- Adding a Name to the Address Book
- Receiving E-mail
- Replying to a Message
- Forwarding and Deleting a Message

Working with Digital Photos

- Getting them into the computer
- Basics of editing
- Resizing for email
- Sending them as an email attachment
- Printing
- Saving into picture folders