

Teen-Senior Connect

Tutoring in computer technology – across the generations

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Session Two

Agenda

I. Distribute TS Connect Brochures

- We will distribute our brochures to those who did not receive them on the previous visit.
- Once again, we will discuss the availability of the help desk email. This address can be accessed 24/7 if any computer questions come up between sessions.

II. Review E-mail Basics

- We will set up free e-mail accounts on yahoo.com for those who do not already have them.
- We will also go over basic e-mail skills, such as sending e-mails, checking e-mails, answering any questions, etc.
- For those who are more advanced, we will go over sending attachments and organizing the address book.

III. Microsoft Word

- We will explain the basics of Microsoft Word; explain the main toolbar (file, edit, etc.).
- We will go over organizing folders; opening folders, renaming folders, etc.
- We will pass out a handout on formatting a letter in Microsoft Word.

IV. Internet Exploration and Questions

- We will be answering questions about Google, online gaming, email, etc.
- If desired, we will be subscribing to free online newspaper sites such as the New York Times, L.A. Times, Herald Tribune, Washington Post, and the Union Tribune.
- We will also be introducing free online greeting card sites.