

Teen-Senior Connect

Tutoring in computer technology – across the generations

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Session Ten

This Session's Emphasis: Microsoft PowerPoint, revisited.

Agenda

I. Distribute TS Connect Brochures

- We will distribute our brochures to those who did not receive them on the previous visit. We will emphasize the help desk e-mail.

II. Review Microsoft Word and E-Mail

- Most have already established accounts on Yahoo!
- We will review basic e-mail skills.
- We will emphasize organizing files and e-mails.

III. Revisit Microsoft PowerPoint

- We will review last month's lesson, the basics of PowerPoint.
- We will also begin animation and formatting slides in PowerPoint. We will take our first looks at PowerPoint, a very useful slide show program.
- We will continue PowerPoint throughout future tutoring sessions.

IV. We will the first of many computer terms on the "Computer Term" handout.

V. Questions

- We will answer any questions from previous sessions or today's session.