

Teen-Senior Connect

Tutoring in computer technology – across the generations

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Session Twenty

This Session's Emphasis: Organization. Creating new folders, deleting old folders, renaming folders, moving documents into folders, etc.

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, E-Mail, Google Searching

- For those who have yet to establish e-mail accounts, we will establish Gmail Accounts.
- We will review basic e-mail skills.
- We will review organizing files and attaching files.
- We will review Google Searching and general techniques to navigate the Internet.

III. Organizing folders, creating new folders, saving

- We will discuss the reasons behind organizing files.
- We will practice creating new folders and moving files into these folders.
- We will practice finding "lost" documents on the computer.

IV. Questions

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