

# Teen-Senior Connect

*Tutoring in computer technology – across the generations*

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## Session Twenty-six

This Session's Emphasis: Organize your documents (review)

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### 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. Introduction to organizing your documents and folders

- We will teach you how to upload files onto your computer.
- We will teach you how to rename files and folders.
- We will teach you how to organize your files into folders.

#### IV. Questions

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