

Teen-Senior Connect

Tutoring in computer technology – across the generations

www.tsconnect.org

General E-mail Address: info@tsconnect.org

Session Twenty-Nine

This Session's Emphasis: Review of skills

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 E-mail Basics/Excel/Microsoft Word Basics

- Most have already established accounts on Yahoo!
- We will review basic e-mail skills.
- We will go over sending attachments and organizing the address book.
- We will review Microsoft word and answer questions.
- We will review/teach Excel, a spreadsheet program, for those who wish to learn it.

III. Internet Navigation and Searching

- We will review Internet basics from previous sessions.
- We will also go over additional useful internet sites for the holiday season.

IV. Questions

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