

Teen-Senior Connect

Tutoring in computer technology – across the generations

General E-mail Address: info@tsconnect.org www.tsconnect.org P.O. Box 3713, Rancho Santa Fe, California 92067

Session Three

This Session's Emphasis: Microsoft Word

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

- 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.

III. Microsoft Word

- Our emphasis this session will be on 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.

IV. Internet Exploration and Questions

- We will answer any questions regarding Google and internet navigation, shopping, games, internet cards, etc.