

Teen–Senior Connect

Tutoring in computer technology – across the generations

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Session Four

This Session's Emphasis: Microsoft Excel

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 Excel

- Our emphasis this session will be on Microsoft Excel, to those interested.
- We will explain the basics of Microsoft Excel; what a cell is, how to make spreadsheets, formatting in Excel, and calculating in Excel.
- For those not interested in making spreadsheets, we will review Microsoft Word.

IV. Internet Exploration and Questions

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