

Teen-Senior Connect

Tutoring in computer technology – across the generations

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Session Seven

This Session's Emphasis: Organizing your files

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 emphasize organizing files and e-mails.
- We will review establishing an address book in Microsoft Excel.

III. Introduce Microsoft Outlook

- We will take our first looks at Outlook, a very useful organizer program in the Microsoft suite.
- We will go over the task, notebook and calendar functions of Outlook.

IV. Questions

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