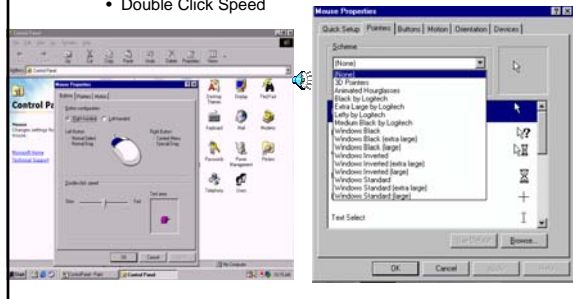


Office Class 2

Adjusting Mouse

- Mouse
 - Button Tab
 - Double Click Speed
- Pointer Tab
 - Size of the Pointer

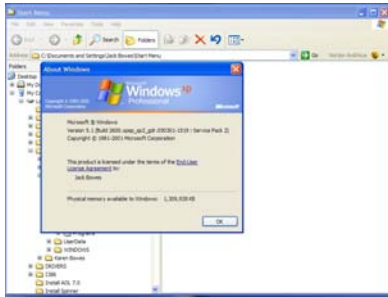


Review Windows Explorer

- Right Click on Start Button
- Create Directory - Folder Class2
- Folders
 - My Documents
 - Program Files
- Creating Folders
- Renaming Files or Folders
- Copying Files or Folders
 - Copy a Picture From CD to Their Directory
 - Copy a Picture to Their Floppy Disk
- Moving Files or Folders



About Windows Explorer

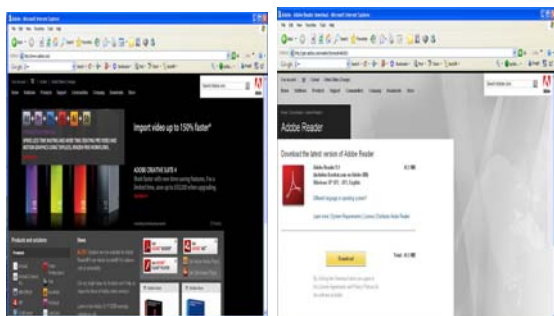


www.reliable-computer.com

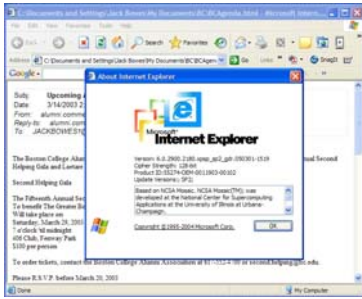
- Senior Training
 - Links to Web Sites
 - Photo Gallery
 - Training Report
- On Our Favorites
- Our Web Site
- Sponsored by
 - South Boston Citizens Association
- Slides on Site in PDF Format



Adobe.Com



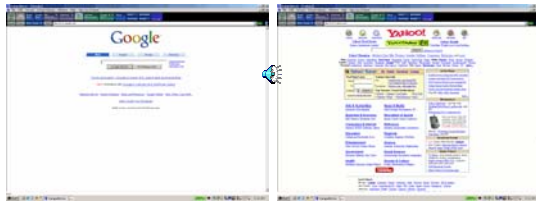
About Internet Explorer



Review Internet Explorer With Search Engines

Google.com

Yahoo.com



Google Search

- Jackson, NH.



Google Search Results

- Jackson New Hampshire Mt Washington Valley Chamber of Commerce ...



Yahoo Web Page

- Yahoo.COM
- Mail Icon in Third From Right on Top Right Titled
- Double Click on Icon



Yahoo Mail

- Under New to Yahoo
- Double Click [Yahoo Mail](#)
- Under Get a Free Yahoo Mail Account



Send & Receive Yahoo Mail

- Sign-on
 - Yahoo ID
 - Password
 - Left Click On Sign In Button



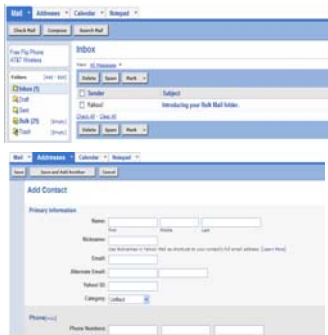
Yahoo Mail

- Mail
- Address
- Calendar



Email – Yahoo.com

- Attaching a File to a Message
- Opening a File Attachment
- Using a Address Book
 - Adding to Address Book




Yahoo Mail



Review Word

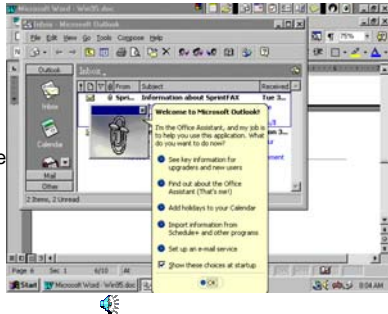
- Contrast Menus & Tool
- Bars
- Opening File

Office 2000 Suite 4

- **Sharing Data**
 - Data can be shared across applications by cutting and pasting to clipboard. Also each will have ability to read each others files
- **Clip Board** 
 - Copying or Cutting Data
 - Dragging & Dropping Text
 - The Office Clipboard

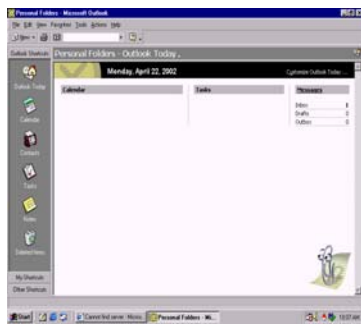
Office Assistant Outlook 1

- File
- Edit
- View
- Tools
- Compose
- Help

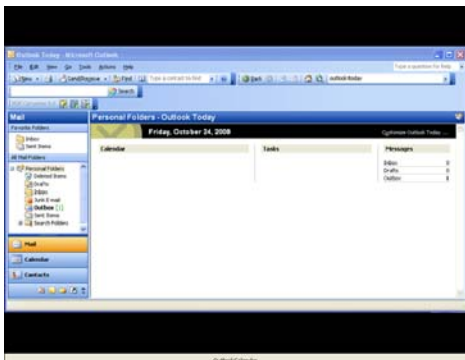


Outlook

- Your Personal Assistant
 - Maintain Address Book
 - Schedule Appointments
 - Create a Task List
 - Write Notes to Your Self
 - Send & Receive Email



Outlook Calendar



Spell Checking

- Spell Checking as You Type
- Spell Checking After You Type

Starting Word 2000

- Getting Started
- Documents
- Start Menu
- Programs
- Short Cut



About Word

