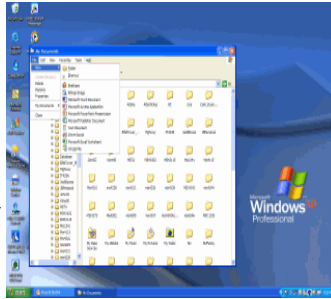
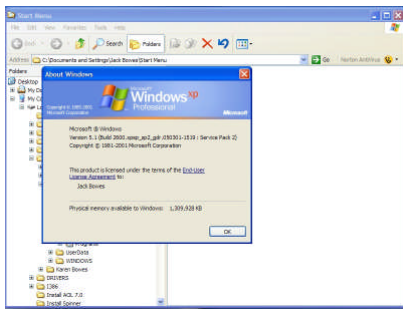


Review Windows Explorer

- 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

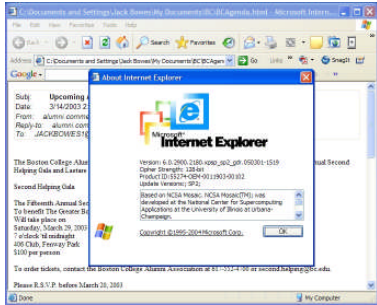


www.reliable-computer.com

- 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



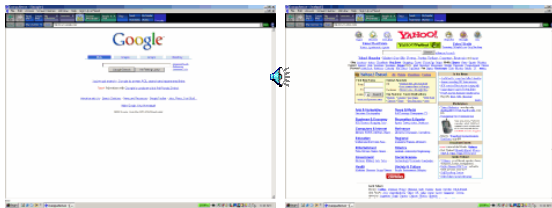
About Internet Explorer



Review Internet Explorer With Search Engines

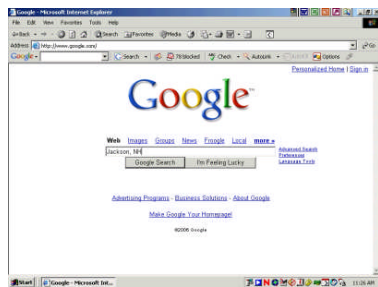
Google.com

Yahoo.com



Google Search

- Jackson, NH.



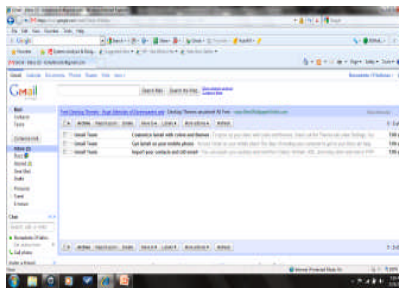
Send & Receive Yahoo Mail

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



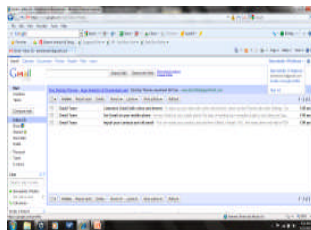
G Mail

- Mail



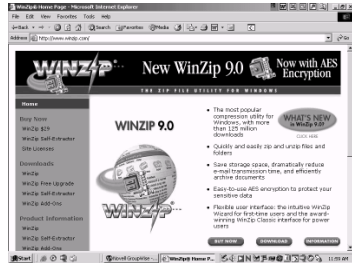
Email – Sign Out

- Drop Down List at Name



WinZip

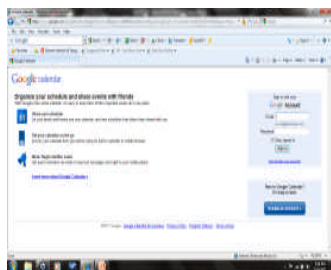
- <http://www.winzip.com/>



Google Free Apps

Calendar

- Organize your schedule and share events with friends



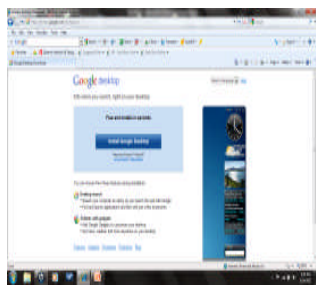
Docs

- Create and share your online documents, presentations and spreadsheets



Desktop

- Search and personalize your computer



Earth

- Explore the world from your computer
- Explore the world in 3D from anywhere.
- Desktop
- Full-featured access to Google Earth
- Earth in Google Maps
- 3D maps in your browser
- Mobile
- Google Earth in the palm of your hand



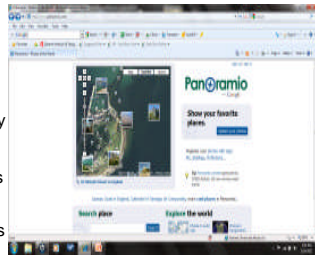
Google Mail

- Fast, searchable email with less spam
- Lots of space Over 7565.083038 megabytes (and counting) of free storage.
- Keep unwanted messages out of your inbox.
- Mobile access Get Gmail on your mobile phone. Learn more



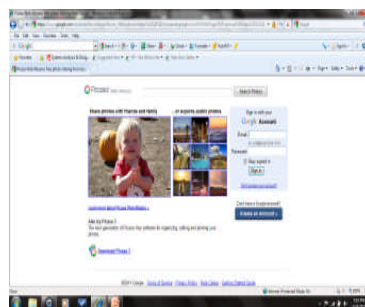
Panoramio

- New! Explore and share photos of the world
- Store up to 2 Gb of photos for free
- Keep photos quality in original size at your personal area
- Create your own map of the World
- Locate your photos where they were taken
- Show photos and travel routes to your friends
- Easily track your trips and organize your photos with tags



Picasa

- Find, edit and share your photos
- Share photos with friends and family ...or explore public photos



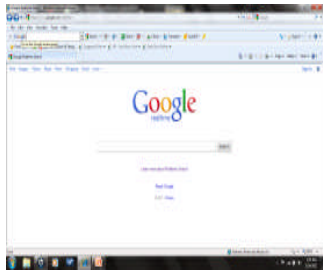
Picnik

- New! Fast, easy and fun photo-editing
- Photo editing made fun
- Picnik makes your photos fabulous with easy to use yet powerful editing tools. Tweak to your heart's content, then get creative with oodles of effects, fonts, shapes, and frames.
- It's fast, easy, and fun.



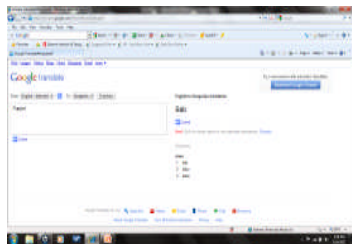
Realtime

- New! Get live updates from popular social sites, news sources, and blogs
- Realtime Search lets you see up-to-the-second social updates, news articles and blog posts about hot topics around the world



Translate

- View web pages in other languages



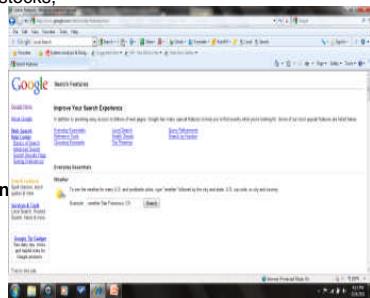
Voice

- One number for all your phones, online voicemail and cheap calling
- Google Voice enhances the existing capabilities of your phone, regardless of which phone or carrier you have - for free. It also gives you: One Number
- Use a single number that rings you anywhere. Online voicemail
- Get transcribed messages delivered to your inbox. Cheap calls
- Free calls & text messages to the U.S. & Canada.
- Super low rates everywhere else.



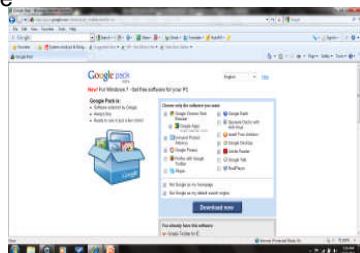
Web Search Features

- Find movies, music, stocks, books and more
- Weather
- Time
- Sports Scores
- Sunrise & Sunset
- Calculator
- Public Data
- People Profiles
- Dictionary Definition
- Local Search
- Movie Showtimes




Pack

- A free collection of essential software

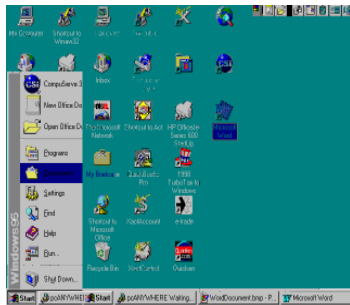


Office 2003 Suite

- **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

Starting Word 2003

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

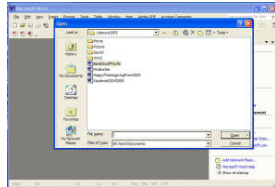


Review Word

- **Contrast Menus & Tool**
- **Bars**
- **Opening File**

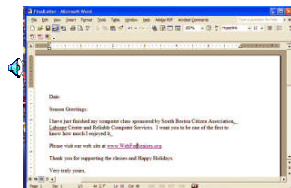
Open Existing

- File
 - Open
 - FinalLetter



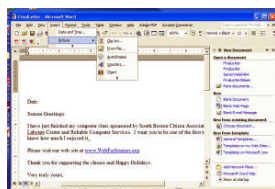
Edit Your Document

- Cursor and Mouse Position
- Insert Text
- Cursor Point
 - Control Insert or Overtyp
 - By toggling Insert Key
 - Status shown on Status Button
 - OVR
 - Mouse showing or not
- Hard Return
 - End of paragraph
- Soft Return
 - Word Wrap



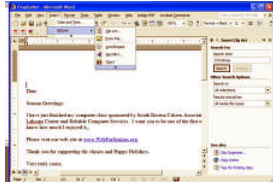
Insert Picture

- Edit
 - Insert Picture
 - Clip Art



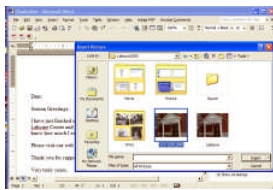
Insert Picture

- Edit
 - Insert Picture
 - From File



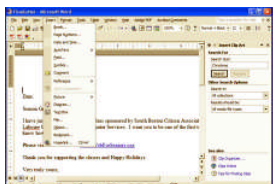
Insert Picture

- Photo or Graphic
 - JPEG or GIF
 - Drop Down List
 - My Documents
 - Class5



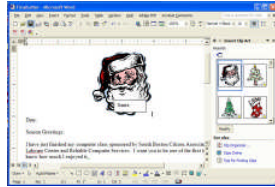
Insert Menu

- Text Box



Text Box

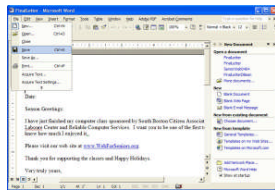
- Text Box
- Can Move Over Picture



Save

File Menu

- Saves
- Floppy Disk Icon
- Ctl + S



Save As

File Menu

- Saves As
- Ctl + A
- Folder Arrow
 - Up one level
- Look in favorite
- Create new folder
 - My Documents
 - Separate Directory or Folder

