

Laboure Center 2/28/04

Class 1 (8 Attended) Paul Baire Assisted Me

- 7 People Showed Up
- 10 People Signed Up
- Problem With Wallpaper
- Typical Mouse Problem
- How To Hold Mouse
- Left Click
- How Do You Play Solitaire
- How Do You Get To Solitaire
- Different Version Of Mouse
 - Adjustment
- Paul Bare Was Helping Me
- Beverly Has A Mac

Class 2 (8 Attended Paul Baire Assisted Me)

- Got Desk Top Password And Set
- Wallpaper Changed To Setup
- Used Internet Explorer
- Tried Typing Some Web Addresses Problems
 - Typos On Long Addresses
 - I Had A Typo On Short One We
 - Did Not Get Correct Site
 - Home Page Default Problems

Class 3 (5 Attended) I Was Alone

- Danielle Helped To Setup
- Home Page Set To Pblibrary.Org/Mousing
- Wallpaper Set To Setup
- Smaller Class Paul Did Not Show Up
- Setup A Number Of Web Pages In A Word Document This
 - Seemed To Work Pretty Well
- On Display Properties Changed
- Scheme To Large Windows
- Used Windows Explorer To
 - Open The Word File
 - Make Directoy
 - Copy File
 - Delete File
- Explain Office Suite Of Products
- Open Word
- Went Over Common Menus
- Print A Document
- Talked About Getting Access To Computer At Library
 - Or Buying One
- Said Next Class Would Have Everyone Get An Email Address

Class 4 (5 People Attended) I Was Alone E

- Review Mouse & Windows Environment

Review Internet Explorer
 Using Search Engine

Review Word
 Contrast Menus & Tool
 Bars
 Typing A Small Letter
 Header & Footer
 Page Setup
 Page Break
 Printing

Review Windows Explorer
 Copy A Picture To Their Directory And Their Floppy Disk

Sent Up Email Accounts For Everyone In Yahoo

Send Email Card

Send Everyone An Email With An Attachment

Give Them A Homework Assignment To Send Me An Email

Take Class Pictures

Download To Pc

Suggest A Follow-Up Class For Advanced Class
 With Homework
 Students Would Have
 Computers

Review Mouse Palm Beach Site

Adjust Double Click
 Still A Problem
 Might Consider Another Type Of Device

Make Shortcut For Word

Windows Explorer
 Make Directory Class 4
 Copy And Move Files

Use Word Type Name

Introduce Students To Yahoo.Com For Free Email
 Gave Them Form To Fill Out
 Talk To Susan L About Having A Package For Seniors

Class 5 (3 People Attended) Dave Armistead Helped Me
 Major Problem With Parking Snowed And Week End Of Parade
 Normal Review Including Windows Explorer
 Had Them Create A Directory And Copy A Picture From A Floppy Disk To This
 Directory
 Talked About Webforseniors.Org Which I Attached Page On My Web Site
 Www.Reliable-Computer.Com
 Showed Them The Photo Gallery Of Pictures From Class
 Reviewed Three Search Engines, Ask.Com, Google.Com And Yahoo.Com
 Had Them Lookup Irish Harps On All Three
 Showed Them How To Display Images
 Went To Yahoo.Com And Had Them Setup Free Email Accounts

I Had Them Send Me An Email To My Account
Showed Them The Greeting Card Sites, Bluemountain.Com,
Americangreeting.Com And Perfectgreetings.Com
I Had Them Send Me A Card From Perfectgreetings.Com
Got Into Word Had Them Create A Document With A Header
Typed Their Name On It
Inserted A Picture On It From A File And Inserted A Picture From Clip Arts
Had Them Print Their Documents In Color

Class 6 (4 People Attended) Dave Armistead Helped Me
I Created A Picture Show CD Of Class Pictures Which Was Self Running
My Wife Created A Certificate Of Attendance
Printed Class Picture And Attendance Sheet With Their Email Addresss
I Received Their Emails And Cards
I Sent Them an Email And A Greeting Card From Perfect Greeting
Everyone But One Received The Email
Nobody Received The Greeting. There May Be A Problem Receiving Greeting
Cards On Yahoo.Com
One Student Not At the Last Class Came Dave Helped Her Get An Email
Account
Reviewed Solitaire, Mouse Adjustment, Display Properties
Reviewed Windows Explorer Create Directory Class 6, Copy Picture From
Floppy To Directory, Moved File From Class 5 Directory To Class6 Directory
Had Them Put in Self Running CD with Class Pictures
Stopped CD an Looked At in Windows Explorer and Explained and Looked
Autorun File
Had Them Read My Email and Download The Attached Picture To Their Class6
Directory
Went To Moonandbackgrapics.Com Site Which Has Inspirational Graphics,
Pictures and Music
Had Them Send Me Another Card From Perfectgreetings.Com