

Who Am I?




Why Am I Here?


Jack Bowes

JackBowes1@cs.com

Facility

- Equipment, Instructor, Self
 - Patience
- Software
 - System Software 
 - Windows XP
 - Application Software
 - Office XP
 - Word XP (2003)
 - Excel XP (2003)
- Restrooms Near the Elevator

Who Are You?

- Your Name and Background
- Do You Have a Computer?
- Connected to Internet? 
- Use Email?
- What Windows Version Do you have?
- Do You Have Office?
 - What Version?
- There Maybe Slight Differences in the Menus

Purchasing a Computer

- Vista
- Office 2010
- HP

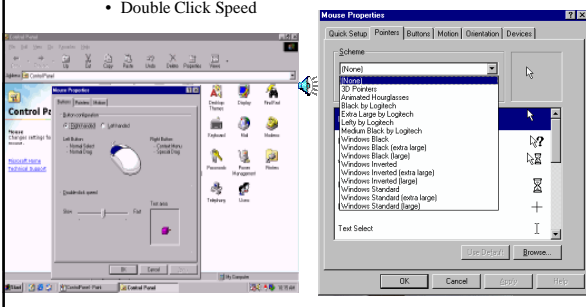


Mouse


- For a Right-handed User,
 - Left Button Usually Is the Primary Mouse Button
 - Right Mouse Button Is the Secondary Mouse Button.
- Left-handed People, However, Can Reverse the Function of These Buttons.

Adjusting Mouse

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




Left Mouse Button 1

- Point
 - Move the mouse across a flat surface until the pointer on the desktop rests on Item of choice.
- Click 
 - Press and release primary mouse button, which usually is the left mouse button.
- Double Click
 - Quickly press and release the left mouse button twice without moving the mouse

Left Mouse Button 2

- Drag
 - Point to an Item, hold down the left mouse button
- Drop
 - Move the Item to the Desired Location on the Screen, and Then Release the Left Mouse Button.

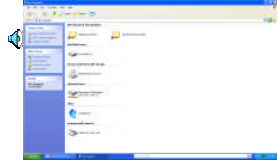
Right Button

- Press and release the secondary mouse button, which usually is the right mouse button.
- Popup Menus 
 - Display a shortcut menu.

My Computer

- Devices Connected to Your Computer

- A:
- C:
- D:
- E:



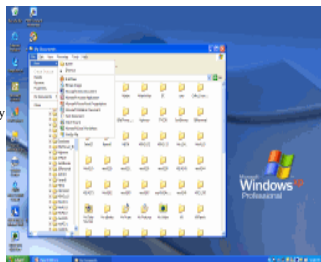
Window

- Title Bar(blue)
- Minimize
- Maximize
- Close



Windows Explorer

- Create Directory - Folder Class1
- Folders
 - My Documents
 - Program Files
- Creating Folders
- Renaming Files or Folders
- Copying Files or Folders
 - Copy a Picture to Their Directory
 - Copy a Picture to Their Floppy Disk
- Moving Files or Folders



Insert CD

- Place CD in Drive
- Autorun File Starts a Picture Show
- Stop Show by Hitting ESC Key or Clicking on Red X on Bar Menu
 - Files



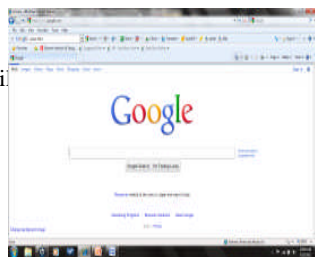
Internet Explorer

- Double Click Icon for Internet Explorer
- This Will Get Us to the Internet



Google.Com

- Search Engine
- Email
 - I will Assign Gmail Account
- Free Applications



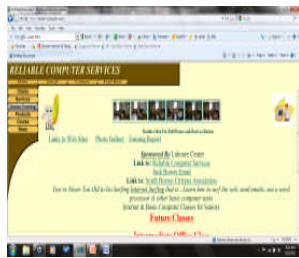
Search Engine

- PDF Files
- Portable Document Format - Wikipedia, the free encyclopedia



Internet Explorer Reliable-computer.com

- Click Senior Training Button on Left
 - Double Click on Training Report at Top
 - Double Click on One of PDF Files



Display Properties

- Screen
 - Background
 - Screen Saver
 - Appearance
 - Settings
 - Cannot Do Pr Locked



Office 2000 Suite 1

- **Office Assistant**
 - Built-in help assistance
 - Tries to anticipate the kind of help you need and suggests help topics based on the work your doing.
- **Outlook**
 - A central location from which you can create, view, and organize all your information
- **Power Point**
 - Produce presentation material by creating slide shows

Office 2000 Suite 2

- **Access**
 - Database Program allows you to create a database; add, change and delete data in the database; sort the data in the database; retrieve data in the database; create forms and reports using the data in the database. Typical business application creating form letters and envelopes, printing addresses on mailing labels and envelopes.



Office 2000 Suite 3

- **Word**
 - Lets you write words so you can create letters, reports, proposals, brochures and newsletters etc.
- **Excel**
 - Create budgets, track inventories, calculate future profits(or losses), and create bar, line and pie charts so you can see what your numbers are trying to tell you



Office 2000 Suite 4

- **Common Main Bar Menu**

- File
- Edit
- Insert
- Format
- Tools
- Table
- Windows
- Help



Office 2000 Suite 4

- **Sharing Data**

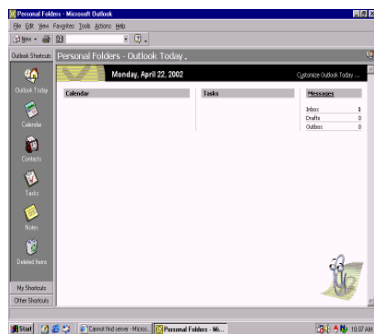
- Data can be shared across applications by cutting and pasting to clipboard. Also each will have ability to read each others files



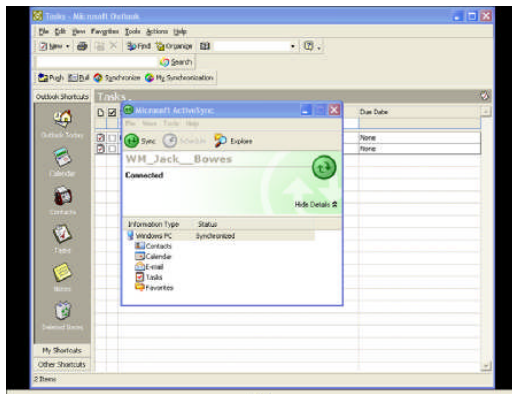
Outlook

- **Your Personal Assistant**

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

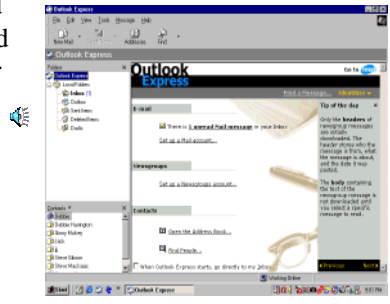


Outlook



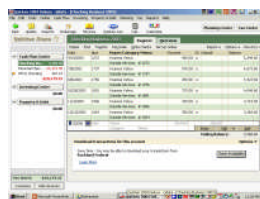
Outlook Express

- A Simplified Version Used Primarily for Email



Quicken

- Financial Planning Software for Managing Finances
- Looks Like Check Register



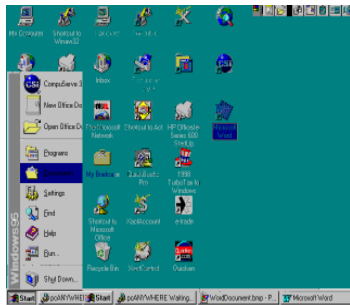
Money

- Financial Planning Software for Managing Finances
- Microsoft Financial Software



Starting Word 2000

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



View Menu

- Tool Bar
 - Check
 - Standard
 - Formatting

