

**Introduction to Computers and the Internet**  
**Week 4**  
**October 12, 2010**

**I. Review mouse**

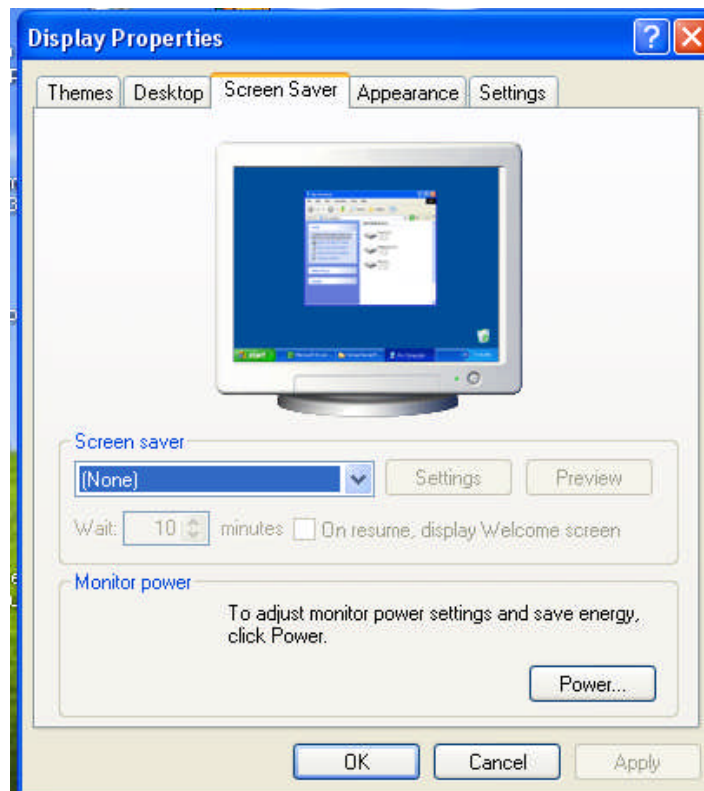
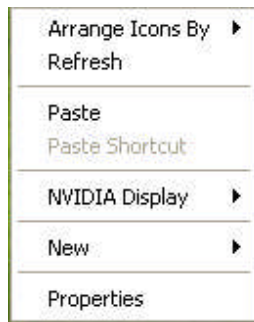
- Holding
- Left click
- Right Click
- Double click or Enter Key

**II. Review Windows Explorer**

- Right click on Start Button to get popup menu
- Select Explorer
- Click on File on Bar Menu
- Then New
- Double click New Folder (Class 4)

**III. Screen Saver**

1. Right click on Desktop to get popup menu
2. Double click on Properties to get Display Properties Form
3. Click on Screen Saver Tab



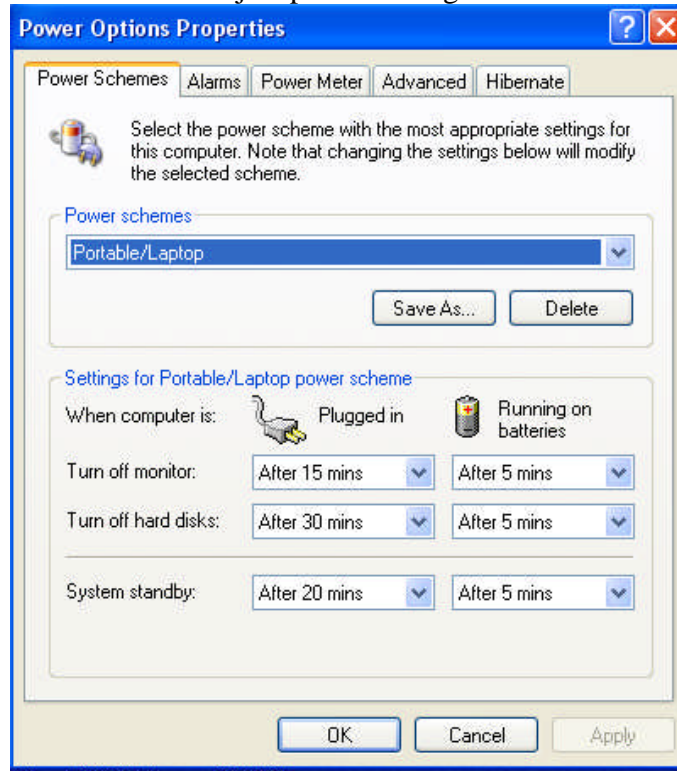
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### IV. Power Saver

Click on Power Button to adjust power settings

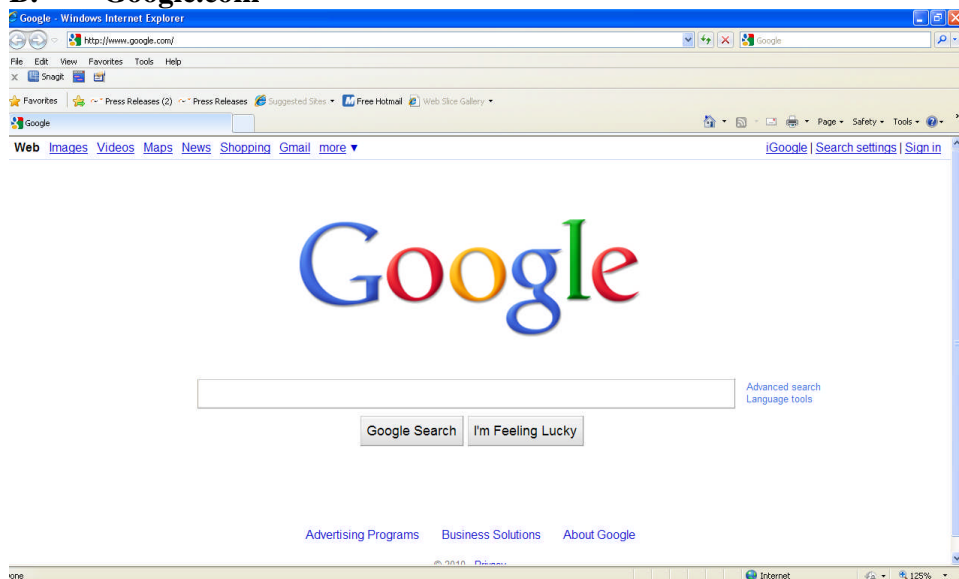


### V. Review Internet Explorer

A. Click small e on Quick Launch Bar  
Search Engine



### B. Google.com



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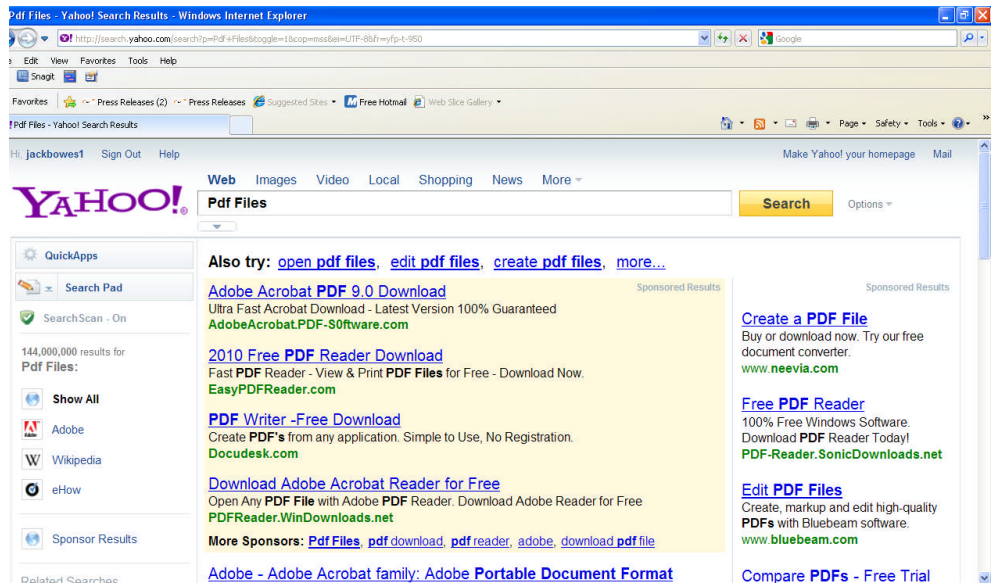
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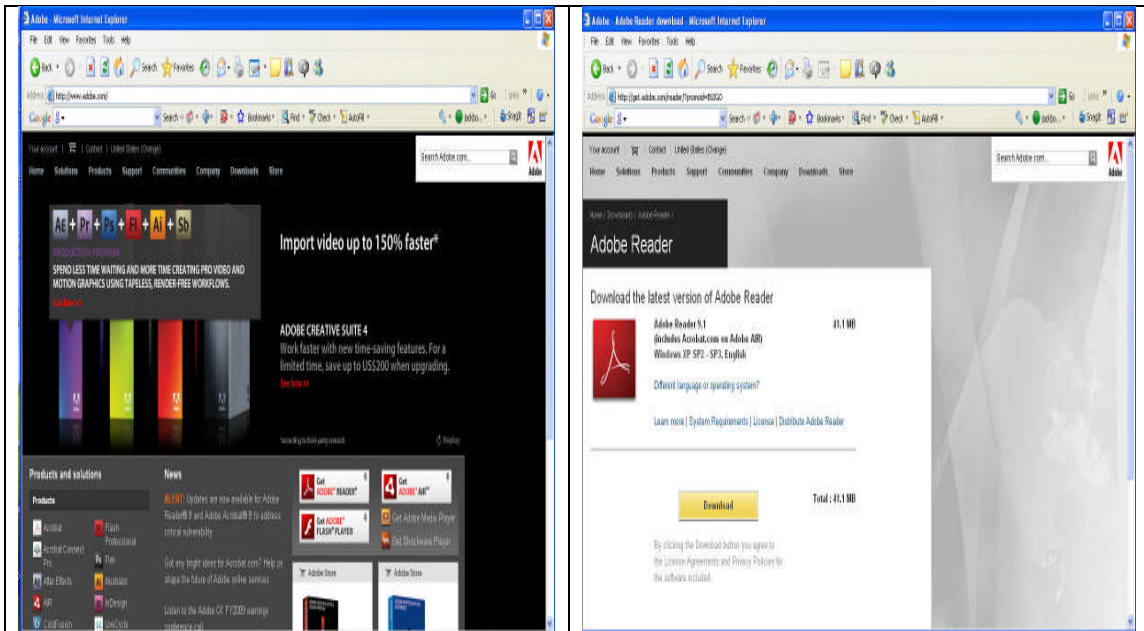
Jackson, NH

Lodging - Jackson NH Chamber of Commerce  
Jingle Bell Chocolate Tour. Jackson NH Area Chamber of  
Commerce. ... This award winning Jackson, New Hampshire  
country inn located in the heart of the White  
...[www.jacksonnh.com/lodging-in-jackson-nh](http://www.jacksonnh.com/lodging-in-jackson-nh) -

### C. Yahoo.com PDF Files



Adobe.com



### VI. Reliable-Computer.com

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**Senior Training**

Our Web Site  
Sponsored by  
South Boston Citizens  
Association  
Put on Our Favorites

**Links to Web Sites**

**Photo Gallery**

**Training Report**

Class 1 Slides  
Slides on Site in PDF



**VII. Mail**

**Send and Receive E-Mail**

**Sign-on**

Yahoo ID  
Password  
Left Click On Sign In Button

**E-MAIL**

Setting Up an E-mail Account  
Checking Your E-Mail  
Responding to E-Mail  
Creating & Sending E-Mail

**STANDARD EMAIL FILES:**

All companies provide you with basic files and then allow you to create your own for saving emails for future reference – Remember file emails so you can keep your inbox empty for new mail...

- 1) Inbox save attachment to Class 4 Folder
- 2) Junk/Bulk
- 3) Drafts
- 4) Sent
- 5) Deleted/Trash

**NEW**

**USE BCC WHEN SENDING EMAILS (VS. TO) IN THE COMPOSE/WRITE SCREEN**

Protect your friends & families email addresses

**SUBJECT LINE:**

Be courteous-indicate what the email is about – hello, joke, info, directions

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## CONTACT

1. Using a Address Book
2. Adding to Address Book

