

Senior Savvy

Course Duration: 7.5 hours over 3 days

Prerequisites: None

Introduction to Windows XP

Starting and Logging On to Windows
Understanding the Windows XP Screen
Using the Mouse: Pointing, Clicking, and Double-clicking
Using the Mouse: Dragging and Dropping
Using the Mouse: Right-clicking
Using the Keyboard
Exiting Windows and Turning Off Your Computer

Working with a Window

Starting a Program
Understanding the Parts of a Window
Minimizing, Maximizing, and Restoring a Window
Closing a Window
Moving a Window
Sizing a Window
Switching Between Windows

Working with Programs

How to Use Menus
How to Use Toolbars
Filling Out a Dialog Box
Entering Text in the WordPad Program
Editing Text
Saving and Opening a File
Selecting, Replacing, and Deleting Text
Using Undo
Printing a File
Cutting, Copying, and Pasting Text
Changing the Font Type and Size
Using Bold, Italics, and Underline
Changing Paragraph Alignment
Getting Help by Contents
Getting Help with the Help Index and Search
Saving and Opening Files in Different Locations

Exploring the Internet

Introduction to the Internet
Connecting to the Internet
Displaying a Specific Web Page
Browse the Web
Search the Web
Adding a Web Page to Favorites
Changing your Home Page
Displaying a History of Visited Web Pages
Saving Pictures and Files to Disk
Introduction to E-Mail
Composing and Sending E-mail
Adding a Name to the Address Book
Receiving E-mail
Replying to a Message
Forwarding and Deleting a Message

Working with Digital Photos

Getting them into the computer
Basics of editing
Resizing for email
Sending them as an email attachment
Printing
Saving into picture folders