



## AGENDA

Seniors Online Presentation	Rose, Daina
Lunch	
History & Issues	All

## SENIORS ONLINE TABLE OF CONTENTS

Seniors Online Internet.....	1
Rose .....	2
Daina .....	3
The Internet .....	4
What You Can Do on the Internet.....	6
Computer Keyboard .....	8
The Mouse .....	11
Internet Browser.....	13
Activities & Exercises .....	19
Web Address .....	20
How to Enter a Web Address.....	21
Printing at the Denver Public Library.....	22
More Activities & Exercises .....	23

## **HISTORY & ISSUES**

### **Word? Windows? What?**

Windows is a term used by Microsoft for their operating systems. There are many versions of Windows now.

- Windows 2000
- Windows XP
- Windows Vista
- Windows 7

Word is a term used by Microsoft for their word processing application program. There are many versions of Word now too.

Daina uses 2003, Rose provides Open Source, Open Office Word on the Tech for All Computers. What happens if I receive a Word file in a newer version and you can't open it?

- Re-send the file after "SAVE AS" to the older version,
- MS Office Compatibility Pack for Word, Excel & Powerpoint Formats (pre-requisite update requirements apply)

What's the difference between operating systems, programs, browsers?  
What? Do I care?

What's a window? Which window am I in? Why do I need to know?  
Setting your home site in your browser / browser window.

# FMTYEWTK !!

Abbreviations are used frequently to almost exclusively by TEXTERS.....

FIF  
STBY  
FINE  
HAND  
FMLTWIA  
FOAG  
FOAD  
GNBLFY  
OMG, DIACF PLZ, K? THX  
FDGB

When you don't know what they're communicating, try [www.netlingo.com](http://www.netlingo.com) .

## **More Issues & What about Service?**

- Where's my cursor? What's my cursor?
- How do I change font size? Is it your PC or are you "visiting?"
- Hardware settings and soft settings.
- Email print size...I enlarged it and printed and it's small again?
- Email in HTML or RTF or plain.
- What are all these incoming email options?
- How do I get "junk" off my desktop? What "junk" can I get rid of on my NEW PC?
- How do I receive attachments? Send attachments?
- Control bars and side bars!
- ISP service offerings always changing. Will you pay for bandwidth or total data transferred? Eg. Longmont  
<http://www.ci.longmont.co.us/wireless/>
- What about social sites? Twitter, Facebook, etc.
- Technology innards: what to consider when you had something and now you have something NEW!
- **Your issues!**

## **What is Outlook Express? - Free email client**

Outlook Express is an email client. In non-technical terms, it is a program that lets you send and receive emails from your computer. It is one of the most popular email clients in the world simply because it comes free with Internet Explorer (and the Windows operating system). Now Internet Explorer comes bundled with Windows which is the most popular operating system and it soon became the browser of choice on most desktops since it had some great features when compared to its nearest competition, Netscape Navigator (at that time). So as Internet Explorer became popular the usage of Outlook Express as the default email client increased to make it the leading email program on the Internet.

## **Where do I get Outlook Express? - It's a free download**

If you don't have Outlook Express, you can simply download the latest version of Internet Explorer. Outlook Express email client will be installed on your system once you install the browser.

Outlook Express Homepage - <http://www.microsoft.com/windows/oe/>

## **Information on Outlook Express**

<http://www.microsoft.com/windows/ie/ie6/using/oe/default.mspix>

## **How to setup Outlook Express**

<http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.mspix>

## **OTHER INTERESTING WEB SITES**

aarp.org  
 adobe.com ..... Adobe Reader free download  
[butterscotch.com/tutorials.html](http://butterscotch.com/tutorials.html) ..... Many audio/visual technology tutorials  
 customguide.com/quick\_references.htm

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3rdThird Presentation with TOC ..... This document  
 AVG Free Download Manager ..... Anti-Virus  
 Basic Computer ICON Guide ..... Common icons  
 Brief History ..... PDF file  
 Computer Monthly Maintenance .. Internet Explorer 6..... Check-list  
 Computer Monthly Maintenance .. Internet Explorer 7..... Check-list  
 Congratulations on your TechforAll Computer ..... English version  
     Felicitaciones..... Spanish version  
 Create Strong Passwords ..... How to guide  
 Digital Photo Albums (Online)..... Using social networking sites  
 Elements of the Computer System and Basics..... Introductory guide  
 Eusing Free Registry Cleaner SETUP ..... Registry Cleaner  
 Excel for Databases..... presentation  
 Grateful thanks..... Receipt for donation  
 ICONS..... More examples in a PDF file  
 Malwarebytes Anti-Malware SETUP ..... Anti-Malware  
 Microsoft Word: Eight Handy Tools ..... Introduction  
 Mouse Cursor Shapes ..... What they mean.  
 Open Office (Windows 32byte) Installer ..... “Windows” applications  
 PowerPoint 2007 Introduction..... In PowerPoint file.  
 Power of Ten..... megas, gigas, terras etc. PDF file  
 PowerPoint 2007 Introduction..... In PowerPoint file.  
**Quick References from customguide.com**  
 Excel-quick-reference-2007 ..... “  
 Outlook-quick-reference-2003 ..... “  
 Powerpoint-quick-reference-2007 ..... “  
 Windows-quick-reference-xp ..... “  
 Word-quick-reference-2007 ..... “  
 Seniors Online July 2010 ..... PDF file  
 Shortcut Keys..... Keyboard key strokes instead  
 Social Networks ..... Introduction  
 TechforAll brochure..... Handout  
 TechforAll logo ..... File with logo  
 Things You'll See on the Internet..... Glossary of Terms & appearance of items  
 Thumb Drive Content..... Screen Capture of these files on drive  
 Windows Vista ..... Guide

\*= Also see the “Screen Capture” image on the next page!

