

Beginning Internet & Computer Basics for Adults

Montgomery County Public Libraries - Damascus Branch

Wednesday 7-8pm Thursday 11am-12pm

Description: Volunteers provide basic help in this free session on getting started using the library computers. Registration required.

The XP desktop, MS Internet Explorer, Firefox

- XP desktop, icons, Start (Google: XP help)
- MS Internet Explorer 8 or Firefox
 - History - Back, Forward
 - Address field (URL-Unified Resource Locator)
 - Internet search field
 - Scrollbars, keyboard equivalents

Mousing Around

- Mouse: hover, click, drag, copy, paste
- Forms: text box, select, radio buttons, check boxes
- Google: mouserobics

Computer Terms

- Computers, peripherals
- Google: BBC absolute beginners guide

Internet Search

- Search using google, yahoo, bing, ask
- Google: google search help

Email

- Webmail: yahoo, google, live, aol,
- Webmail interface to Verizon or Comcast email
- URL: email.about.com

Folders and Files

- Folders - hold files and other folders
- Files - web pages, documents, created by applications
- Navigate: Up (to parent), Back (viewing history)
- Google: view folders and files

Digital Pictures

- Process pictures for online sharing
- Attach pictures to email
- Irfanview - free, light footprint, works from USB device
- Google: irfanview

Introduction to Word

- Default set by normal.dot
- File > Page setup - margins
- Format > Styles > Styles and Formatting
- File > New > Templates gets you started
- Special Word Sessions: see info desk

Sign Up in Advance

Please call 240-773-9444 or register in person at the Information Desk. Sessions are limited to three participants at a time

Wednesday Instructor: Dennis Manor

Thursday Instructor: Ron Garlow

USB Flash Drive - carry your files with you.

- Save files for exercises
- Needed for folder and file section
- Great for photos (get prints)
- Take portable apps and your account sign in information with you

I can use the mouse, but can't type!

The mouse is used to navigate through an online document, but you need to type to enter information in forms, and creation of many documents. Lots of free online help is available.

- Google: free typing tutorials

Cheat sheets:

One or two-page summaries - help you remember features, terms, keyboard shortcuts

- Available for many topics.
- Google: free cheat sheets windows
- URL: cheat-sheets.org

Get Internet Access:

- Verizon or Comcast Broadband \$20 up
- Free Dial-up through Sailor (Ask the information desk).
- NetZero free dialup - 10 hrs/month

Graduate School

Once you get through the beginning topics: Congratulations: You are no longer a beginner! But - you still have more to learn.

- Microsoft has many tutorials
- Google: hp learning center
- Google: free computer tutorials

URL: rongarlow.com/tutor

Ron's Tutorial Collection.

- Clickable links to many topics
- Available from the internet
- Periodically updated