






















# Home Pc Support – Training Sessions

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# Turn on and Shut down computer

1

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**Key Words** Shut down - Restart – Standby

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# Programs

2

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**Key Words** All Programs – Solitaire – Pinball - Open and Close – Maximize and Minimize

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# Word

3

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**Key Words** Font – Text size – Save – Alignments – BIU – Word Art – Tables Pictures – Email - Cut & Paste

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# Excel

4

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**Key Words** Cells - auto sum - columns rows

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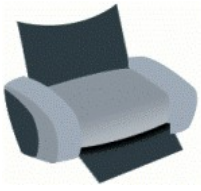
# Desktop Publishing

5

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**Key Words** Card making – cover printing – wizard help

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# Printing

6

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**Key Words** Draft – Head Cleaning - Align

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# My Documents

7

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**Key Words** Photos – Music – View – Address Bar – File Types – Create Folders

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# Internet

8

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**Key Words** www – Search – games – radio – tv – clean history – updates – webcam – messengers

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# Maps

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**Key Words** Ariel view – directions – Google – Microsoft – street map – save pictures

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# Emailing

10

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**Key Words** Outlook Express – Web mail – bcc – address book – spam – links – forward – Attachments

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# My Computer

11

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**Key Words** Drives – USB storage – clean up – defrag – DVD / CD drivers

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# Camera / Scanning

# 12

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**Key Words** Camera wizard – Scanner Wizard – Open with – File Names – OCR Text to Word

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# Photo Editing

13

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**Key Words** Picassa – Crop – File Types – Brightness – Effects – Red eye

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# CD – DVD writing

14

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**Key Words** Data – Photo slides – MP3 – Audio – CD / DVD Coping

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# Photo Slide Show

15

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**Key Words** Movie maker – Nero – Picassa – vcd - svcd – Narration - Insert music – File Types

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# Music MP3

16

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**Key Words** Ripping – Converting – Transferring – Bit rate – File Types

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# Mobile Phones

17

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**Key Words** Blue Tooth – Transfer Photos – Files Types – MP3

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# Video Capture

18

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**Key Words** Movie maker – File Types – Files Size – Compression - Firewire

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**Key Words** Buy – Sell – Copy Text – Add More Pictures – Feed Back – Fee's - Paypal

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# My Space

20

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**Key Words** Mp3 – video – html – video - add friends - Bullets-

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# Web Design

21

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**Key Words**

Html – host – domain – template – cost – Submit a site

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