

Senior Citizen Computer Class Recommendations

1. Introduction of class and instructor, 15 minutes.
 - a. Explain and show computer interface, 30 minutes
 - i. Icons, their meaning and use
 - ii. Single, Double, & Right click uses of each
 - iii. Proper shutdown with variations
 - b. Questions and answers, 15 minutes
2. Introduction of Internet Explorer and file management, 45 minutes
 - a. Internet Explorer
 - i. Search engines & techniques
 - ii. Favorites, adding & deleting
 - iii. History and how to clear
 - b. File Management
 - i. Organization techniques
 - ii. Importance of meaningful names for files & folders
 - c. Questions and answers, 15 minutes.
3. Setting up e-mail and explaining the importance of secure passwords, 20 minutes
 - a. Discuss Phishing, viruses, and dangers of unknown e-mails, 15 minutes
 - b. Discuss downloading files from e-mail, 10 minutes
 - c. Questions and answers, 15 minutes
4. Getting pictures from your camera to the computer, 30 minutes
 - a. Attaching pictures and other files to your e-mail, 15 minutes
 - b. Questions and answers, 15 minutes

5. Go over Microsoft Office Suite, 45 minutes
 - a. Word
 - b. Excel
 - c. PowerPoint
 - d. Questions and answers, 15 minutes
 - e. Tell class to write down any questions for the wrap up week
6. Question and Answer session and class wrap up, 60 minutes.
 - a. Answer questions
 - b. Expand on any area needed