



Computer Boot Camp 'Camp Reboot'

Unlike kids today, we weren't born knowing this stuff! This is the stuff you would have learned in school, if there had been computers when you went to school. You may have picked up a lot on your own, but you can bet there are some missing pieces. Reboot, cut, copy, paste, browse the web, saving files and finding them again! Backing up. Avoiding viruses. Editing documents and lots more.

Camp Reboot takes place over 2 days, 9-3:30 each day. It is hands on. You bring your laptop. The cost is \$99 for one person or \$129 for a couple with one computer.

Schedule: 9am – 3:30pm

9 -10:30 Session One

10:45 -12 Session Two

12 – 1pm Lunch (on your own)

1 - 2:30 Session Three

2:45 – 3:30 Daily Review

The Sessions: Each session will consist of:

- 1- Live Demonstration
- 2- Hands-on Exercises with 'walkaround' help
- 3- Sharing results, Q&A

Topics Covered: We will be using both Windows XP and Windows Vista

Turning it On and Off

Saving battery, Using Wi-Fi; Computer Shutdown; Computer Restart/Reboot

Using the Mouse

Mouse vs. Touch-pads: Point, Click, Double-click, Drag, Right Click, Scroll; Customize mouse or touch-pad for left/right hand, sensitivity, speed, features

Know your Keyboard

Escape Key; Function Keys; Caps Lock/Num Lock; Windows key; Shift, Ctrl and Alt

Understanding the Desktop

Desktop, Icons, shortcuts; Start Button; Quick Launch Bar; Task Bar; System Tray; Customize Desktop, resolution, wallpaper, shortcuts; Setting time of day, timezone

Managing Windows

Starting programs; Moving windows; Minimize, Maximize, Close; Scrolling; Using Multiple Windows with the Taskbar

Editing: Using a Word Processor

Insert, Backspace, Delete, reposition ; Selecting text with mouse, selection ; shortcuts; Selecting with the keyboard; Typing overwrites selection; Cut, Copy, Paste

Filing

My Computer; My Documents; View, Create, Move folders within My Documents; File Save vs. File Save As; Finding files; Backing Up

Safe Computing

Backups, Doing updates, Anti-virus programs, Anti-Spyware programs, Disk Cleanup

Using Email and Browsing the Web

Going 'Back'; Saving 'Favorites'; Setting the Home Page; Refresh; Customize your Toolbar

The Fun Stuff

Photos, Video, and Music. What to expect from your computer.