



## **Increase Your Computer Competency - Practical Tips and Tricks**

*Workshop Agenda*

*Summer 2005*

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Instructor

An Infopeople Workshop

### **Getting Familiar with Your Computer**

- ◆ What Do You Know Already  
*Skills Checklist*
- ◆ Operating System, Hardware, and Software
- ◆ Use Your Visual Cues
- ◆ What's It Called?  
*Ex1. Label Window Parts*

### **Take Charge of Your Computer**

- ◆ Customize Toolbars, Desktop, Programs  
*Ex2 Customize It*

### **Files, File Types, File Management**

- ◆ Use Windows Explorer
- ◆ Visual Cues: The Cursor Tells All
- ◆ Universal Concepts: Columns, Panes, and Rows  
*Exercise #3 Files and File Management*

### **Using Word Efficiently**

- ◆ Essential Keyboard Shortcuts
- ◆ Show Paragraph Marks, Text Selection with Mouse and Keyboard  
*Exercise #4 Shortcut Keys, Find and Replace*

### **Things Have Properties and Using Help**

- ◆ Understanding How to Use Help
- ◆ Right-click or Use Menus to Find Properties of Parts of Your Computer
- ◆ Find and Alter Properties of Characters, Paragraphs, Graphics  
*Exercise #5 Properties and Help*

*There will be two 15-minute breaks and an hour for lunch.*