Note: Please do not forget to bring your signed consent forms on **May 9th** if you agree to give us permission to use your pictures!

## May 9th: First Session

**Ice breakers and introduction to the basic use of the computer and internet**

- Personal Introduction and why I'm here.
- Let's get to know each other and tell me what you want to learn from these classes ! ( Ice Breakers)
- Introduction to the features of Windows XP (the START button, My Documents, My Pictures, My Music,  Games, My computer, Windows media player, Calculator)
- Any Questions?
- Break Time ( 5 minutes)
- What is Microsoft Office?
- Features of Microsoft Office ( Word, Excel, PowerPoint)
- Any Questions?
- Break Time  ( 10 minutes)
- Quiz: What do you remember?
- Connecting to Wi-Fi successfully
- Any Questions?
- The use of internet browsers and search engines (Google and Yahoo)
- Any questions?
- Introduction to Youtube, Map quest/Google Maps, Canada 411, other databases
- Bring family photos  for next week! - will be discussed during session*
  Wrap-up, Review + Discussion.
  See you next week!

## May 16th: Second Session

**Learning how to scan photographs onto the computer, how USB sticks are used,  and an introduction to Hotmail (Outlook, Gmail etc).**

- Review from last week
- Any Questions?
- Scanning 101: Learning how to connect and use scanners with laptops
- Picture scanning, desktop transfer, Printing.
- Any Questions?
- Break Time (5 minutes)
- Learn how to transfer saved documents from laptop to portable USB stick
- Any Questions?
- Introduction to Hotmail, Creating an account, and uses of web mail
- Sending attachments: messages, pictures, and videos through web mail

Note: Please do not forget to bring your signed consent forms on **May 9th** if you agree to give us permission to use your pictures!

- ➢ Any Questions?
- ➢ Break Time (10 minutes)
- ➢ Show me how to scan! Group exercise: scan, save, and send through email
    Wrap-up, Review + Discussion.
    See you next week!

## May 23rd: Last Session

**Learn how to make family slideshows on Windows Movie Maker! Introduction to Facebook and Skype.**
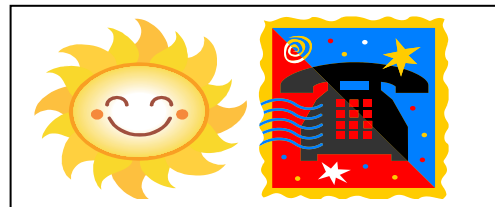
- ➢ Review
- ➢ Any Questions?
- ➢ Uploading pictures from USB to laptop
- ➢ Learning how to create family slideshows on Windows Movie Maker
- ➢ Burning Slideshows on CD-ROM
- ➢ Any Questions?
- ➢ Break Time (5 minutes)
- ➢ Introduction to Facebook, creating an account - optional*
- ➢ Discussing functions of Facebook, learning how to get connected with friends and family
- ➢ Any Questions?
- ➢ Break Time (10 minutes)
- ➢ Introduction to Skype, creating an account - optional*'
- ➢ Discussing functions of Skype, learning how to get connected with friends and family
    Wrap-up Review
    Surveys and closing discussion

**Contact information:**

**Sumeet Farwaha**

**Telephone: (647) 627-9514**

**Email: sumeetfarwaha@yorku.ca**

**Please feel free to contact me if you have any questions or concerns. These workshops are for you, so please do not hesitate to call!**