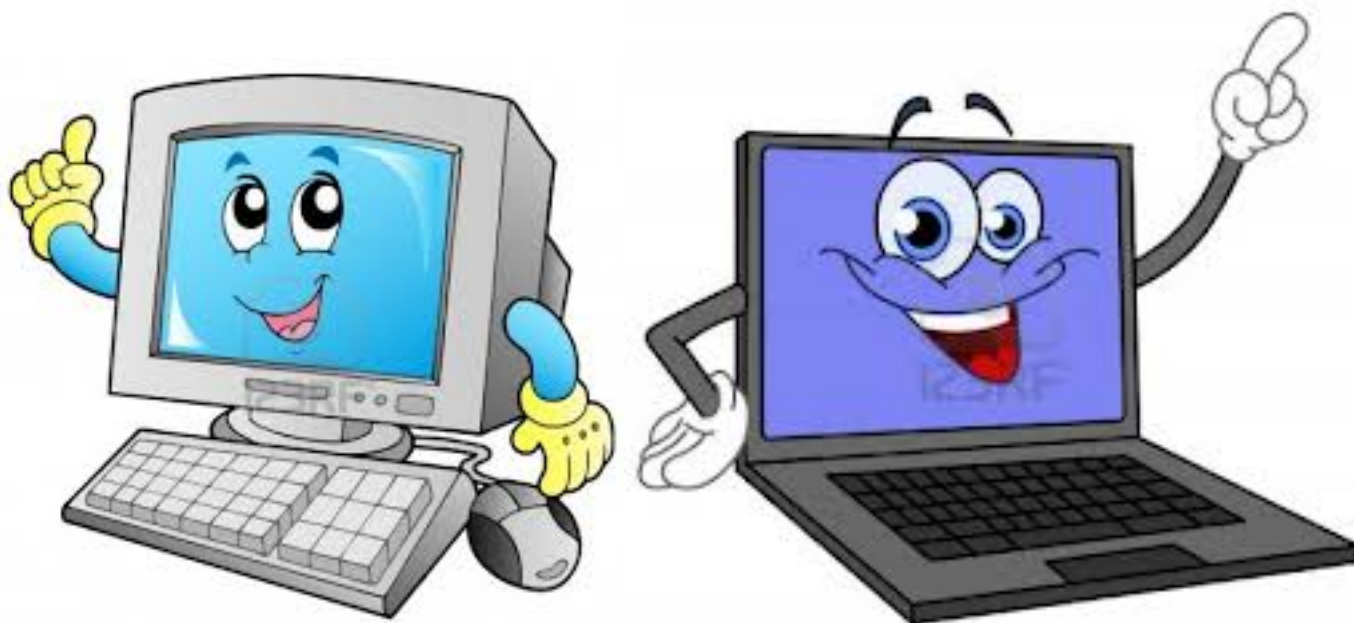


Computer Basics For Parents 103



PARENT COMMUNITY STUDENT SERVICES BRANCH

Welcome!

INTRODUCTIONS

GROUND RULES

- Respect everyone
- Raise your hand
- One speaker at a time



OUTCOME...

- Increase your knowledge of computers
- To help your child and parent center with technology

We are going to learn today

1. Review

- Turn On
- Keyboard
- Mouse/ TouchPad
- How to Select Text

2. Creating a Calendar on Word

- Find Word Doc
- Add Events
- Save a document

3. Create an Email Account

- Compose an email





Section 1: Review

Turning On A Computer

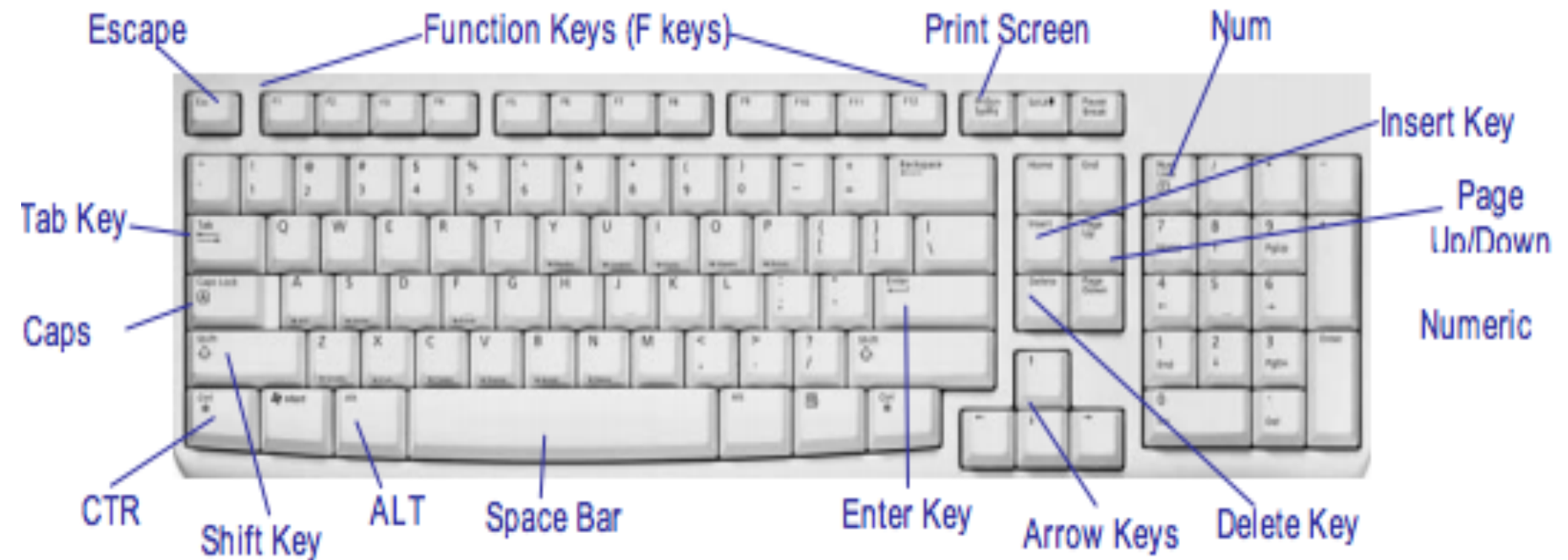


❖ Desktop computer has 2 buttons that you must press to turn on

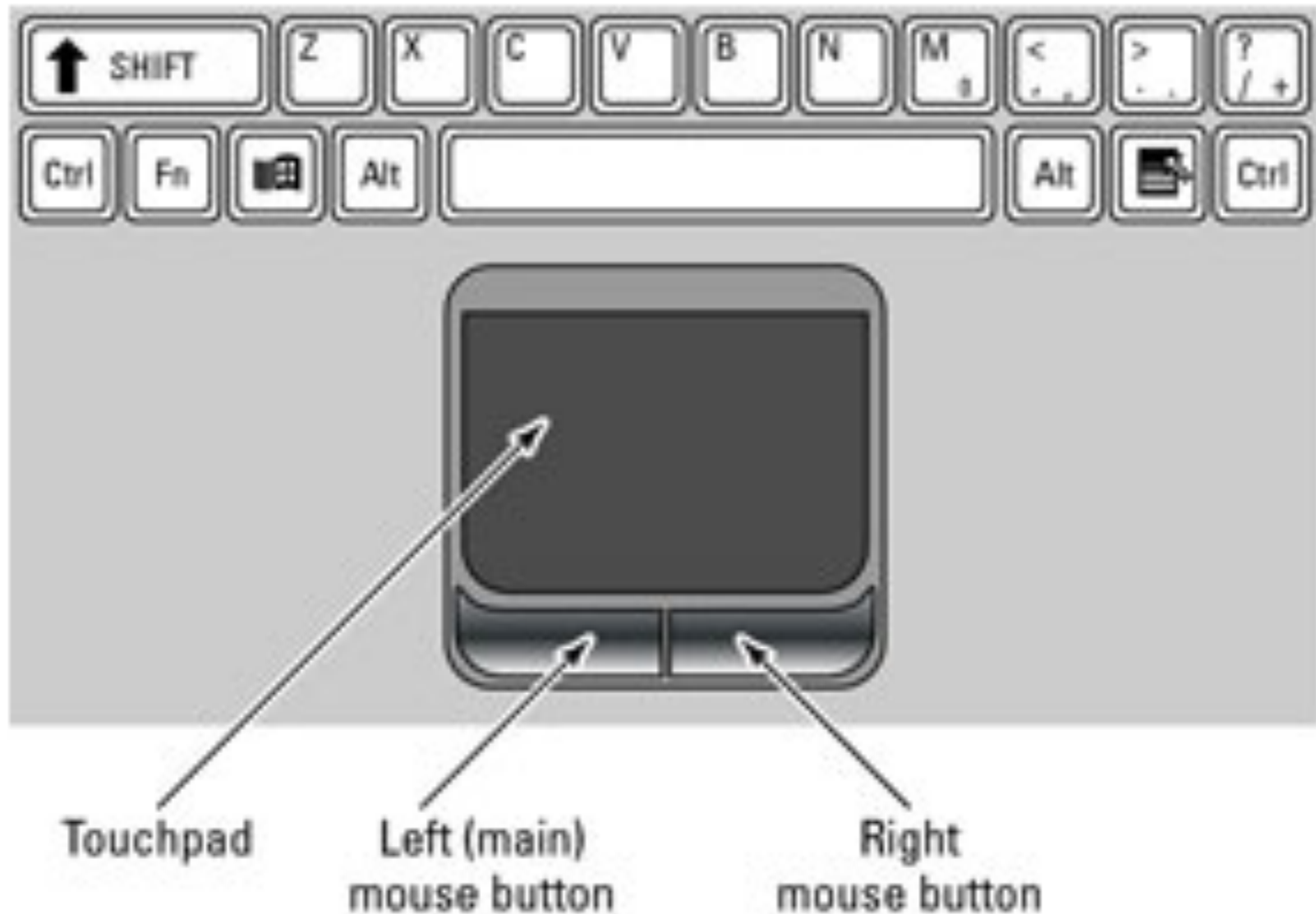
❖ Laptops have 1 button that you have to press to turn on



Keyboard



Touch Pad

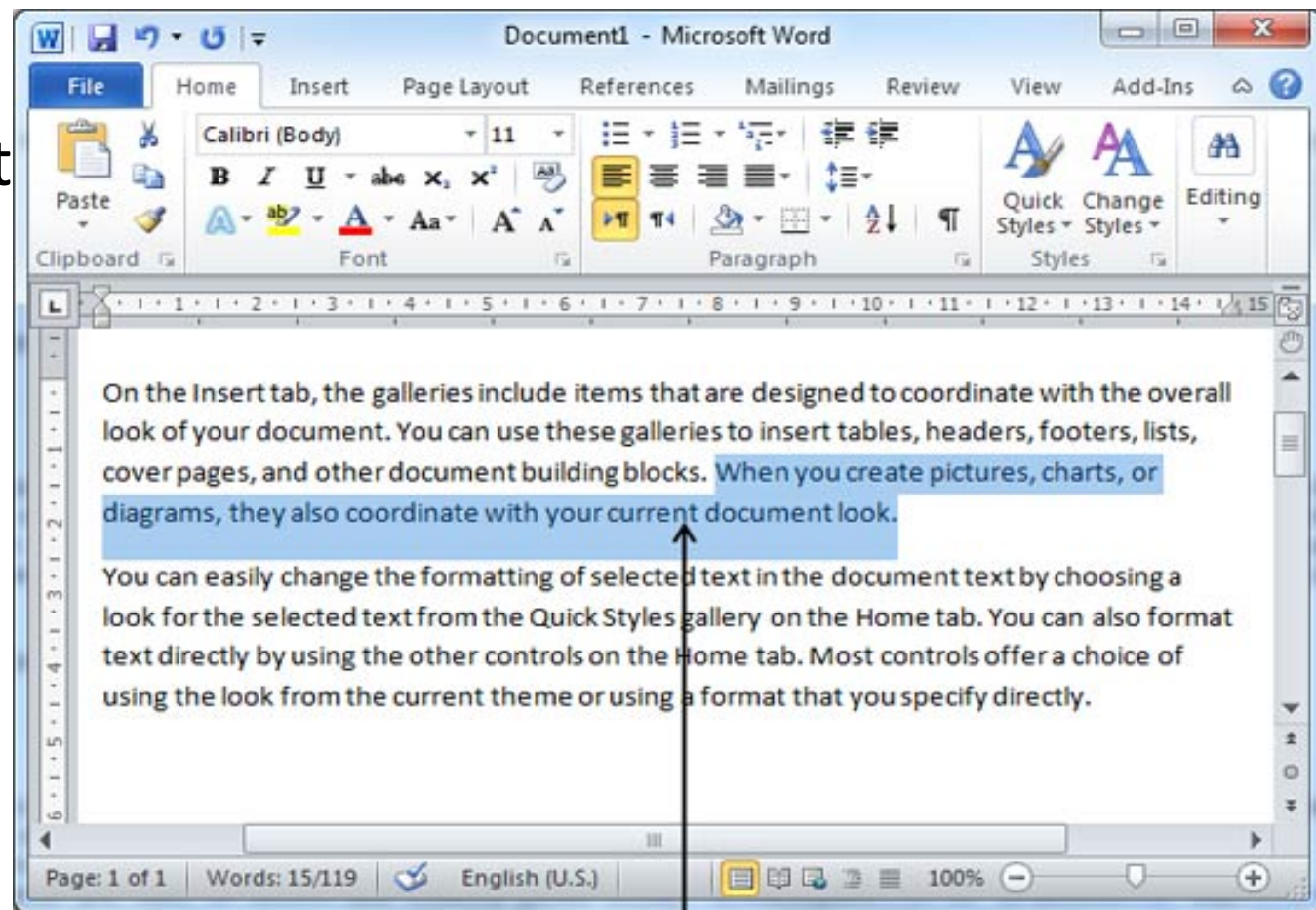


Touch Pad



Review on How to Select Text

1. Drag your mouse to select the text you want to change



Selected Text

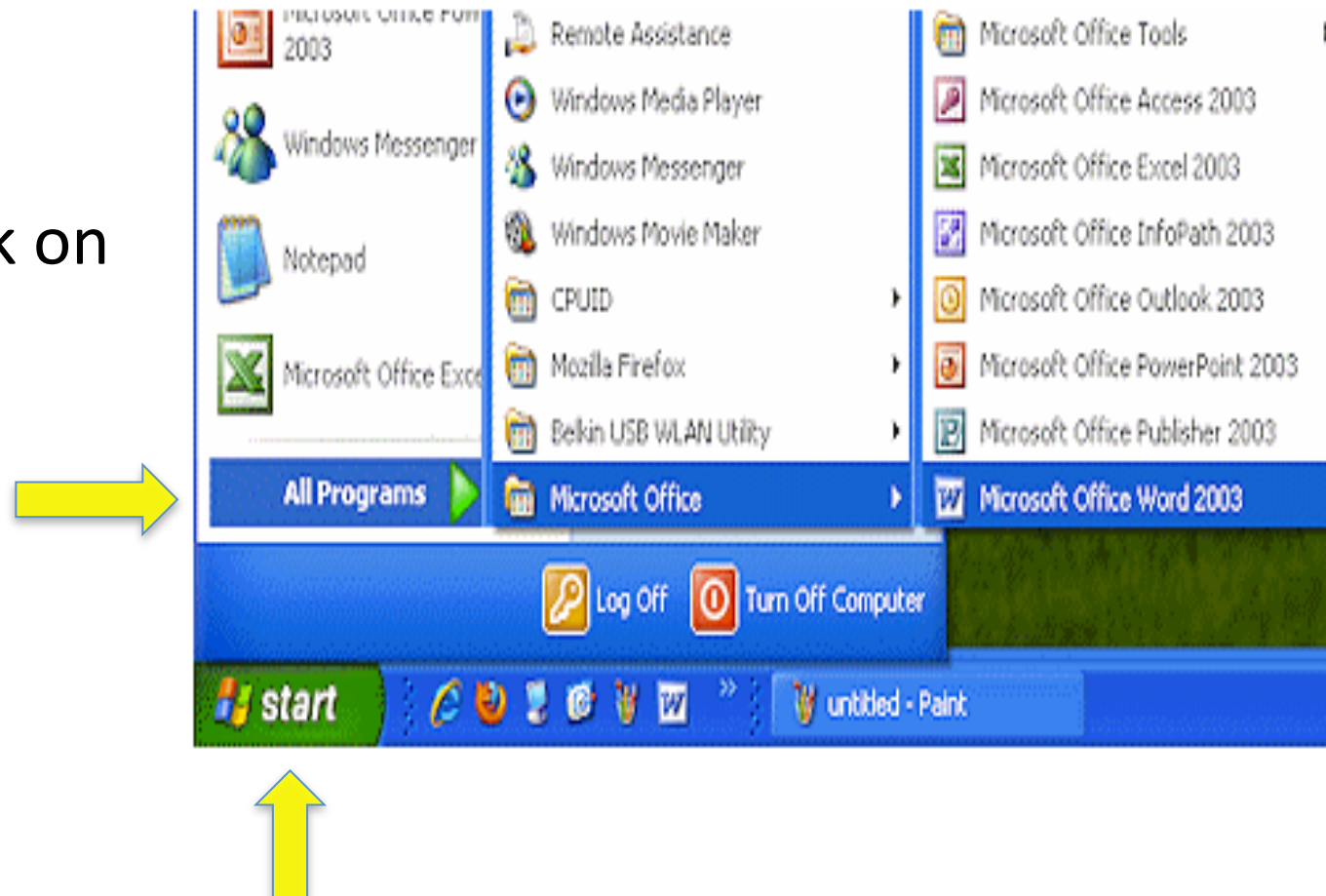


March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Section 2: Calendar In Word

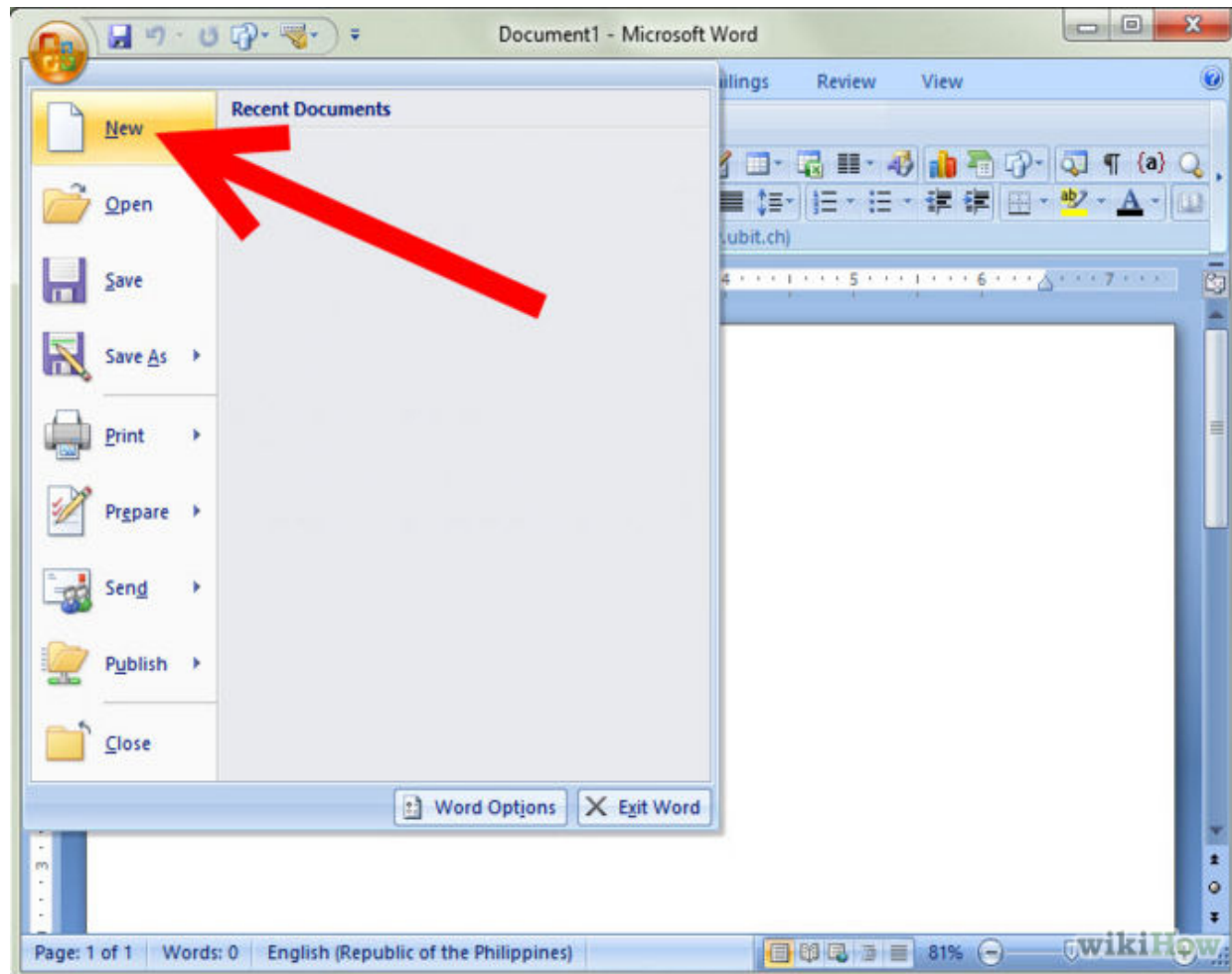
Opening Microsoft Word Document

1. Click **” Start”**
2. Click on **“All Programs”**
3. Find and click on **“Microsoft”**



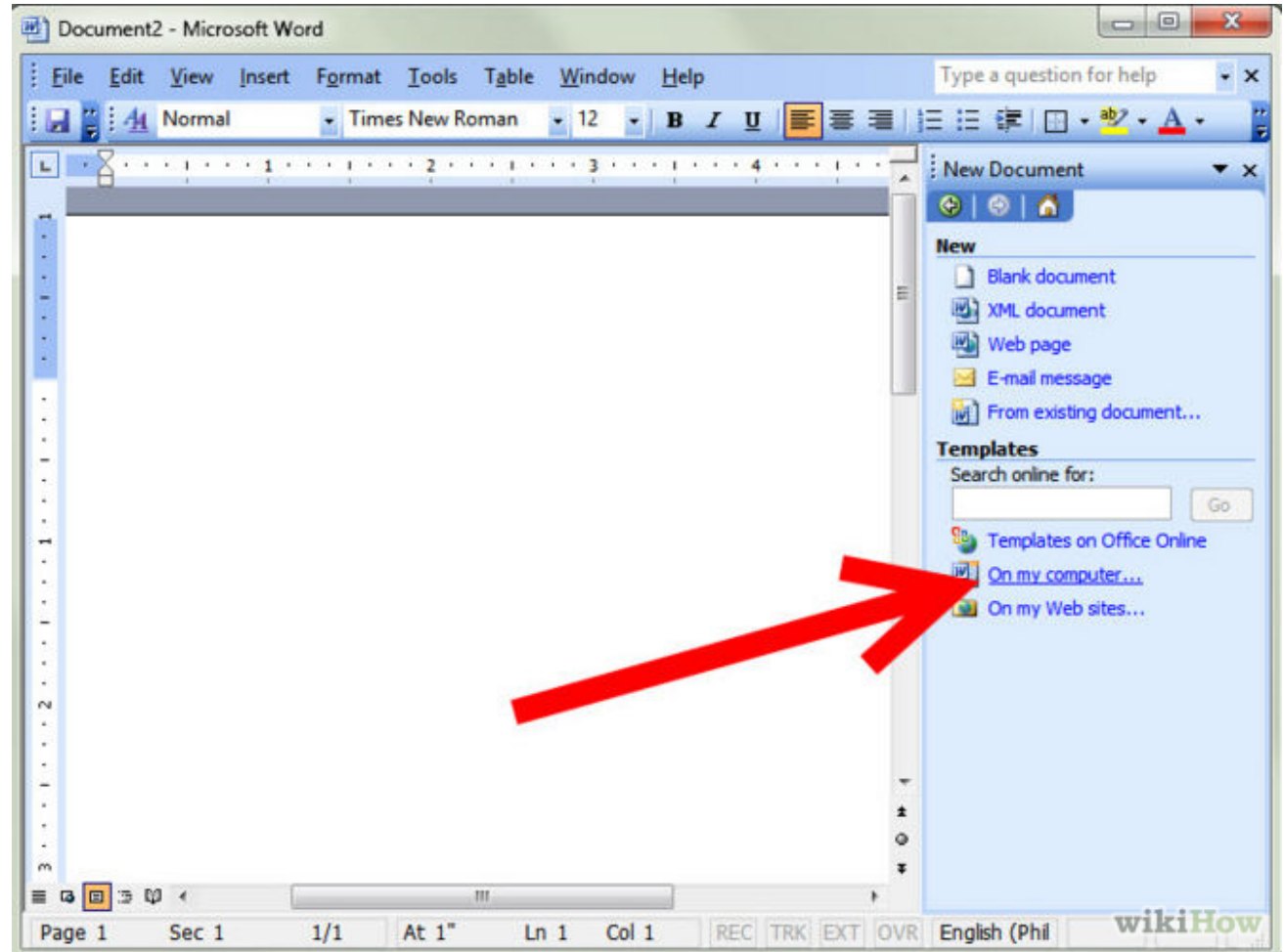
Opening Microsoft Word Document

1. Click “File”
2. Select “New”



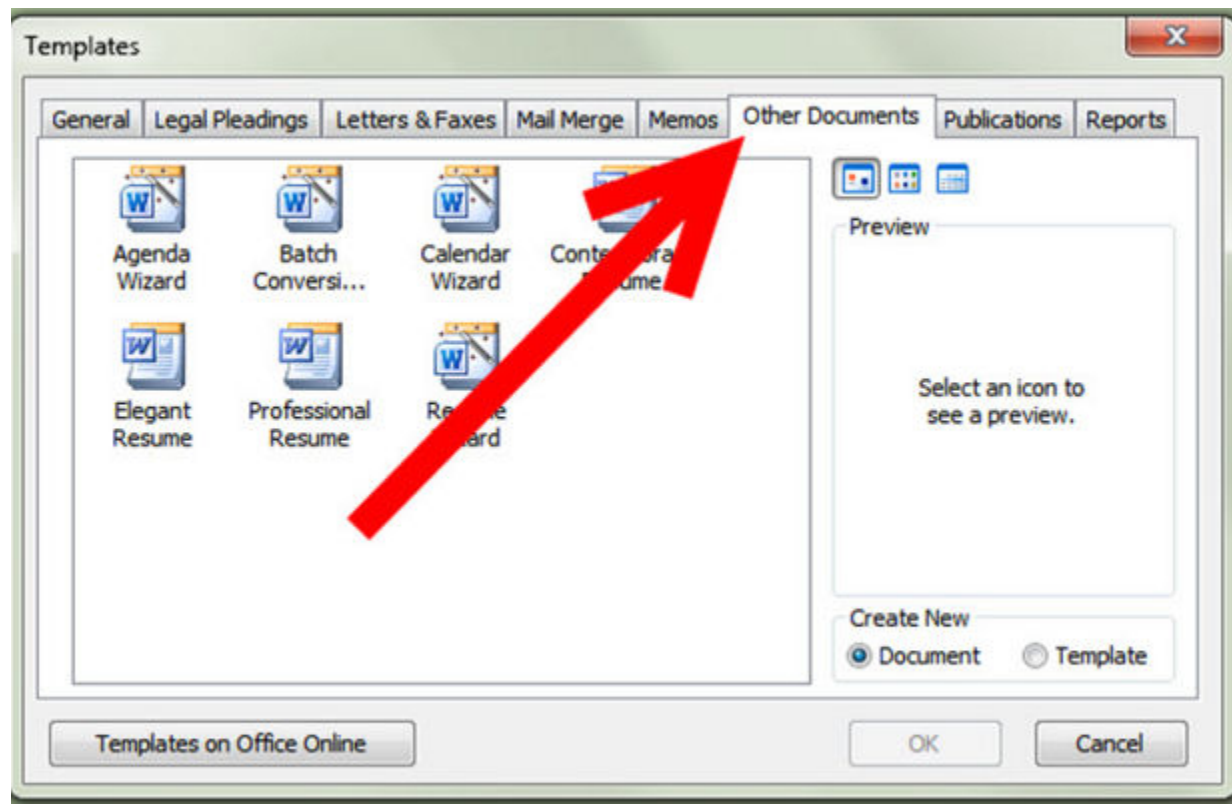
Opening Microsoft Word Document

1. Click “On my computer”



Opening Microsoft Word Document

1. Click “Other documents”



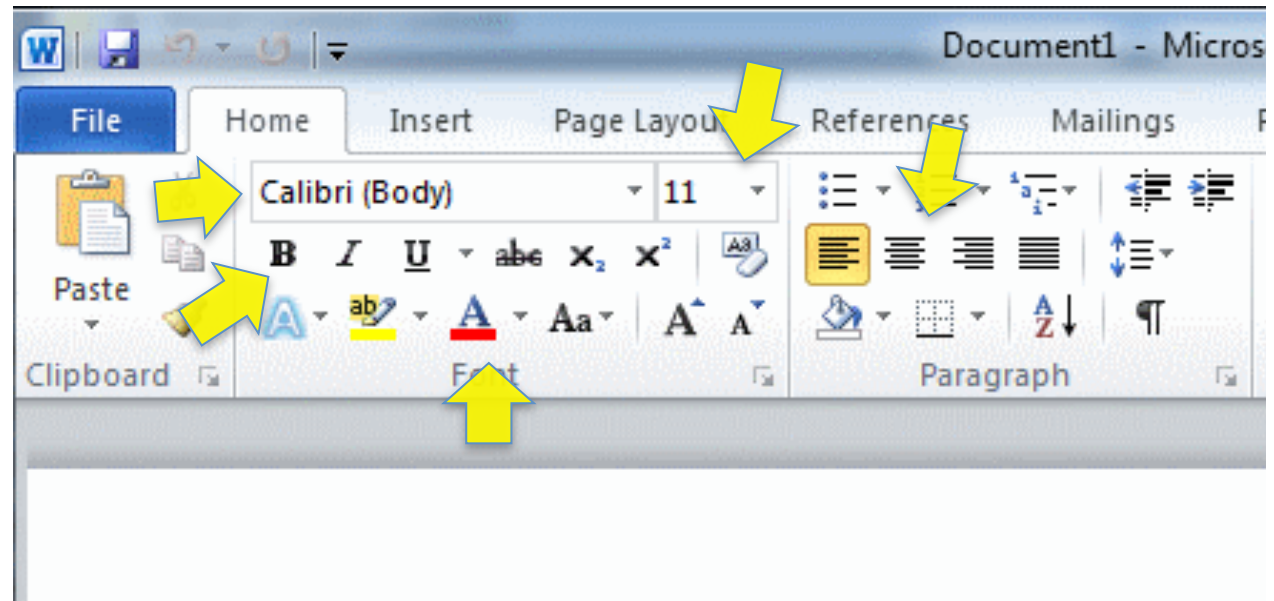
Opening Microsoft Word Document

1. Select "**Calendar Wizard**,"
2. Click "**OK**" to create your calendar.



Remember to Use

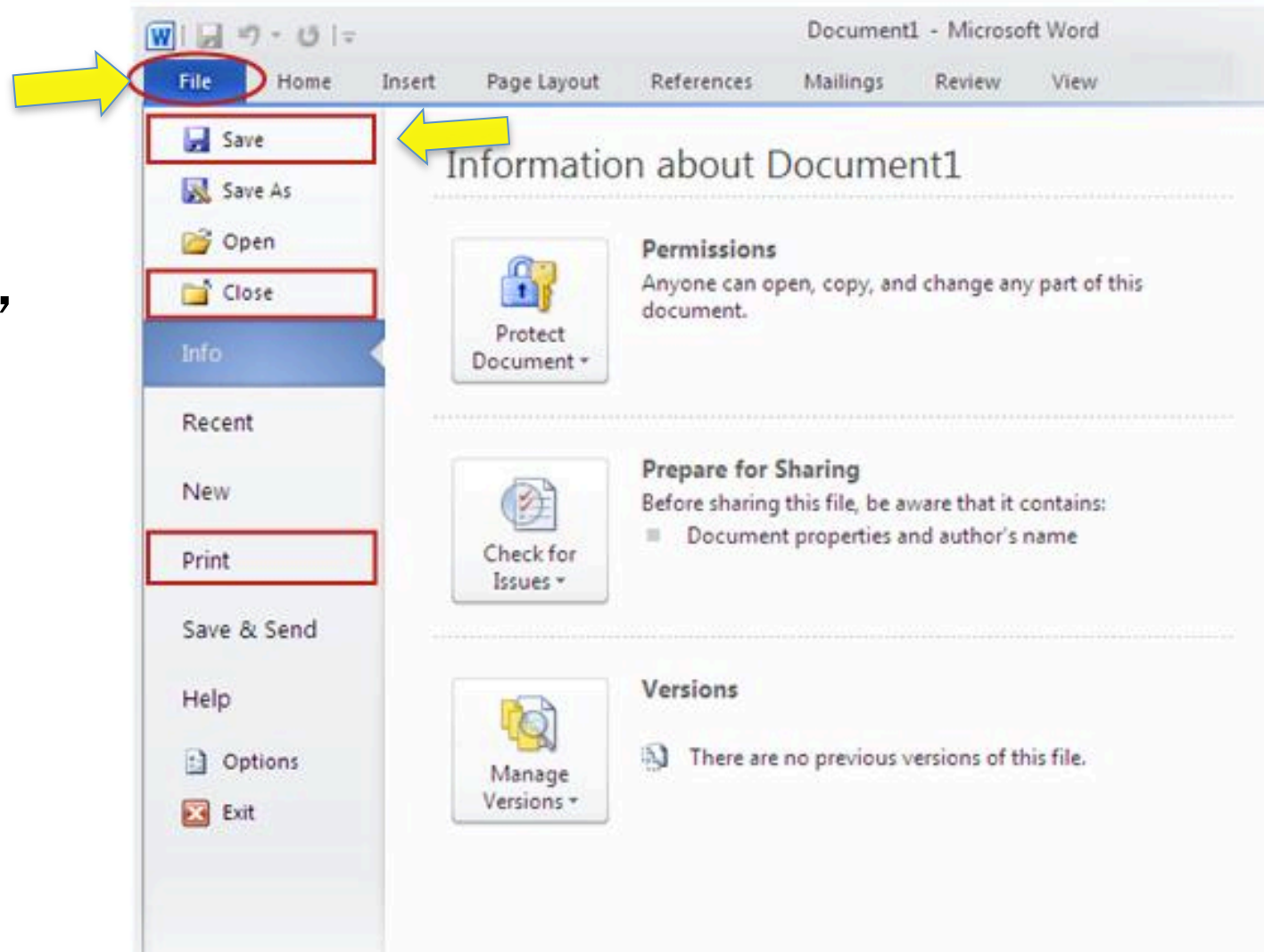
1. BOLD
2. SIZE
3. CENTER
4. FONT
5. COLOR



- ✓ Remember to use the highlight text function that we learned last time

Saving File

1. Click “File”
2. Click “Save”

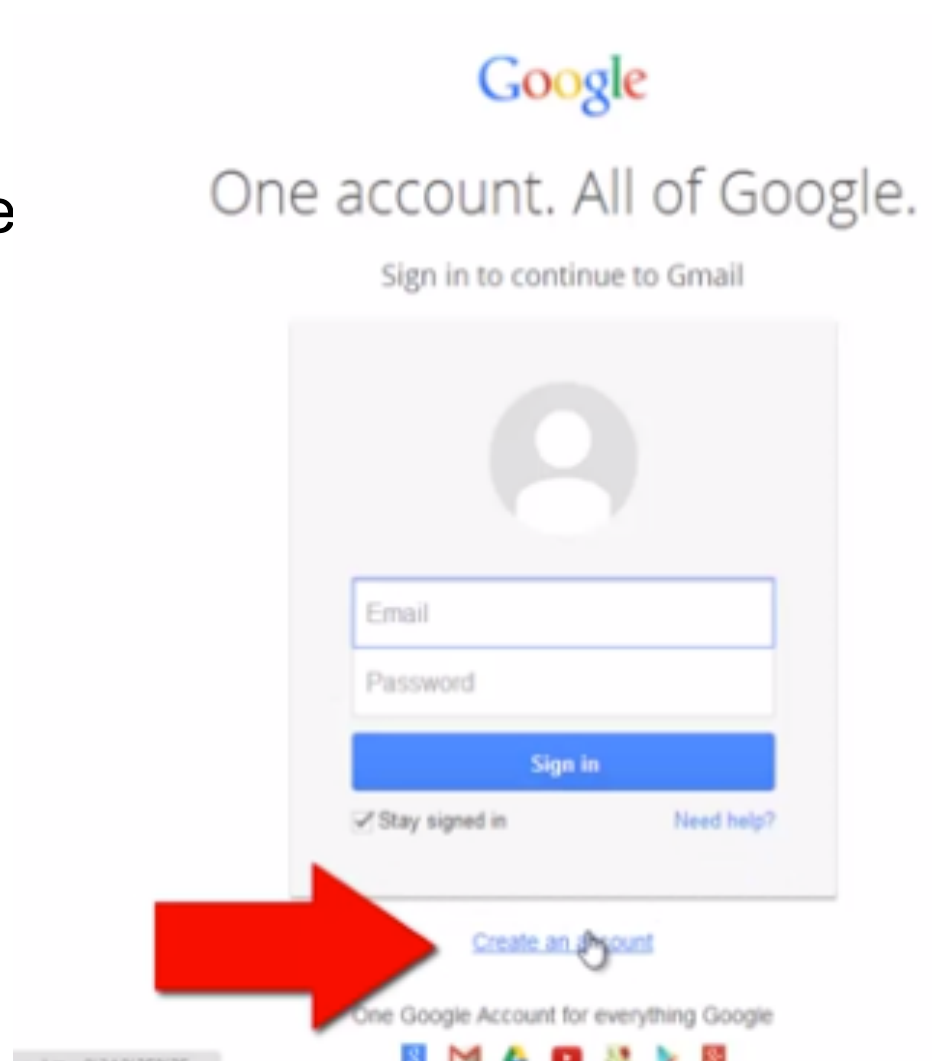




Section 3: Create An Email Account

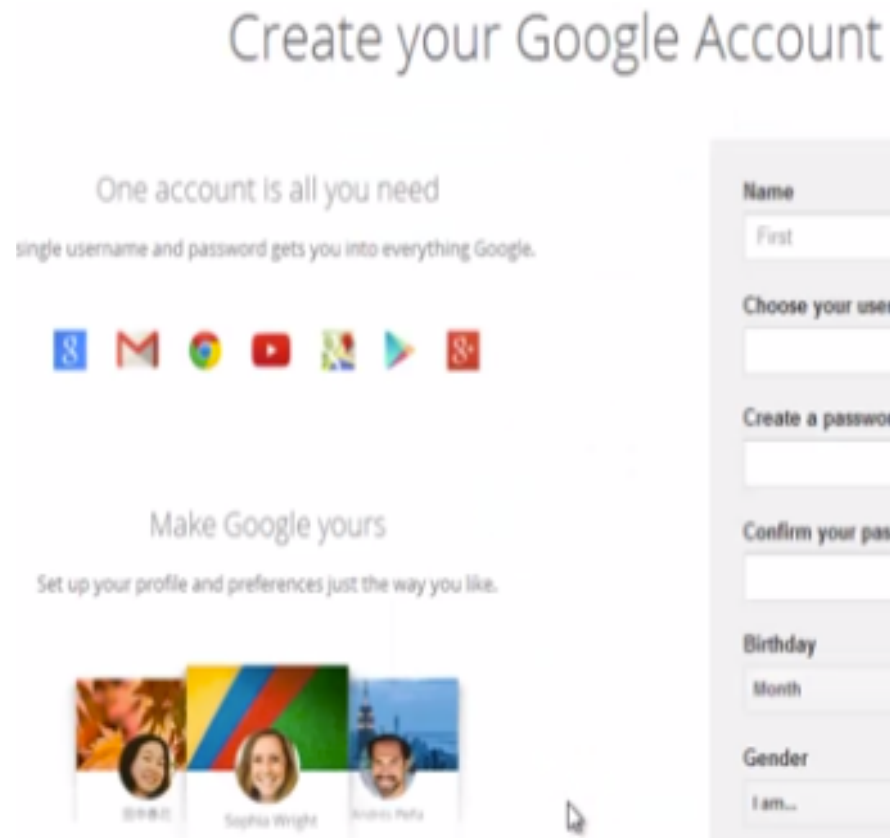
GMAIL.COM

1. Open a search engine
2. Type **gmail.com** on the search bar
3. Click the blue "create a account"



Information

1. Fill out the information on the page
2. Come up with a **username**.
3. Come up with a **password**
4. Write down/remember your username & password



Name

First Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

CAPTCHA

1. Complete the CAPTCHA.
2. This is a verification tool that ensures that a real person is creating the account

johndoe1131@gmail.com

Prove you're not a robot

☐ Skip this verification (phone verification may be required)

2898545 72

Type the text:

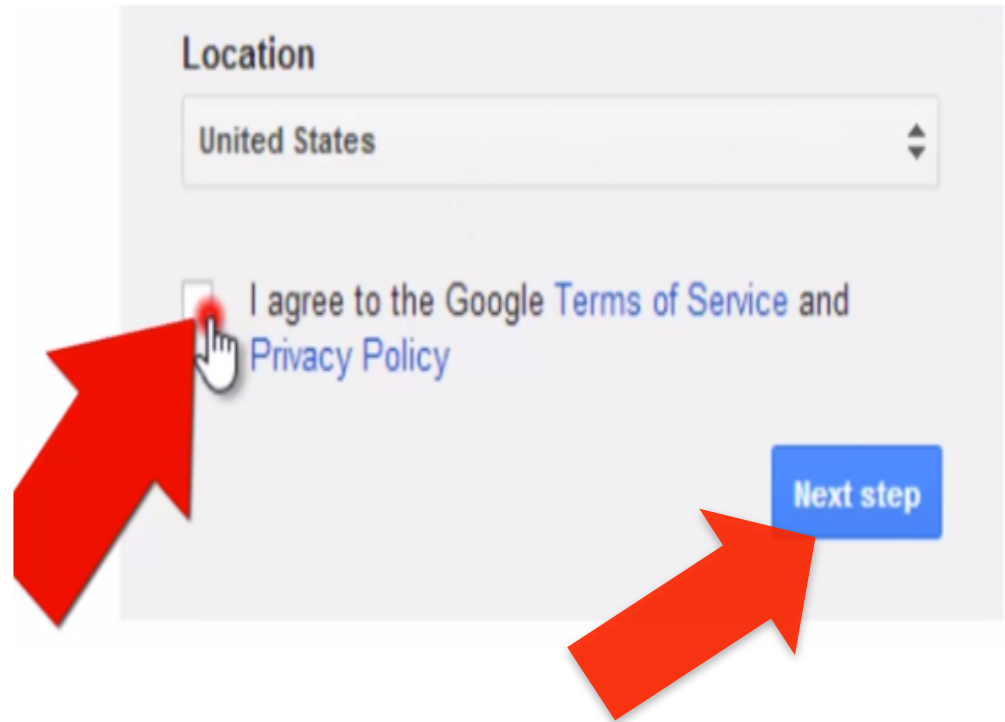
289854

Location

United States

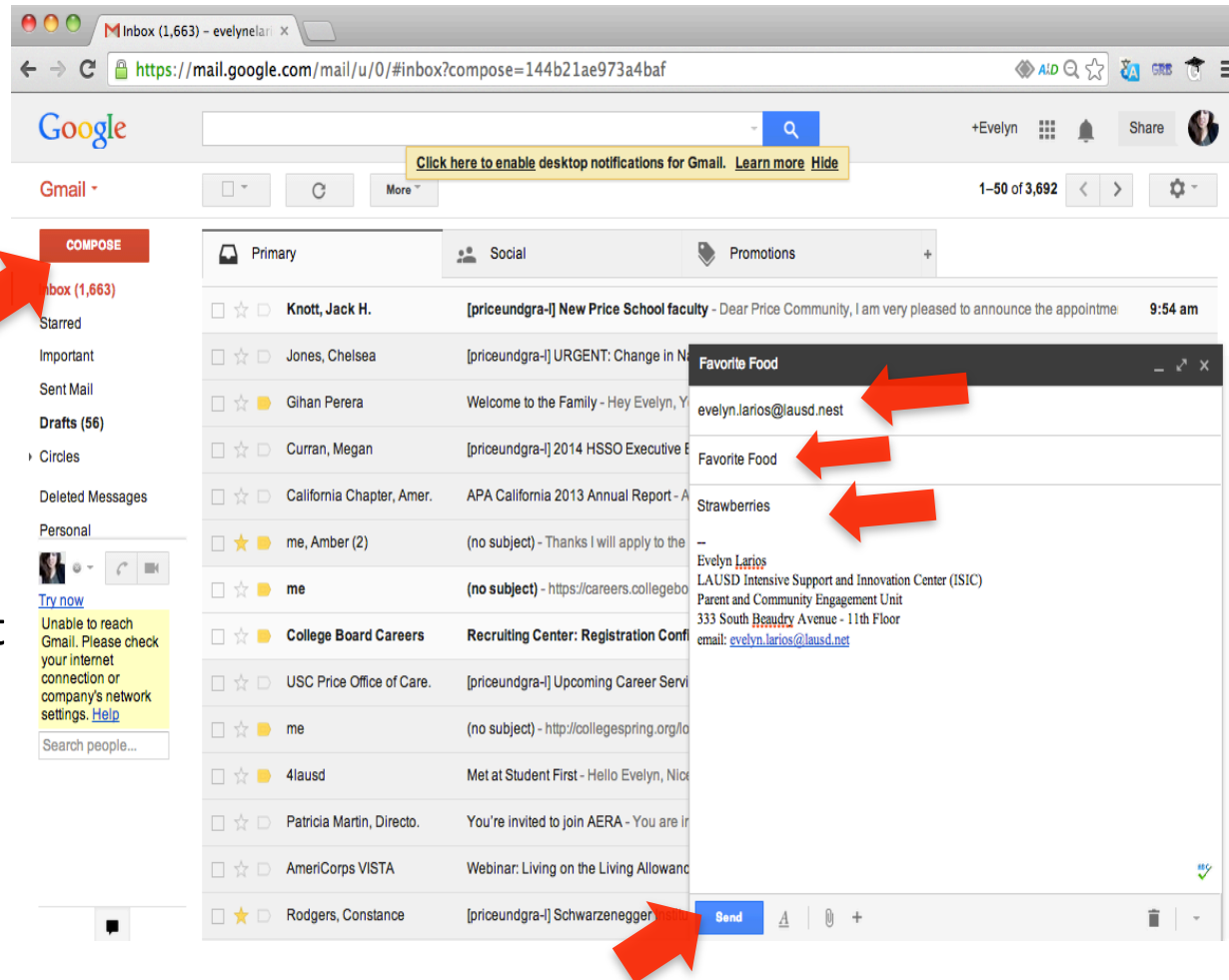
GMAIL Policy

1. Agree to the privacy policy.
2. Click Next



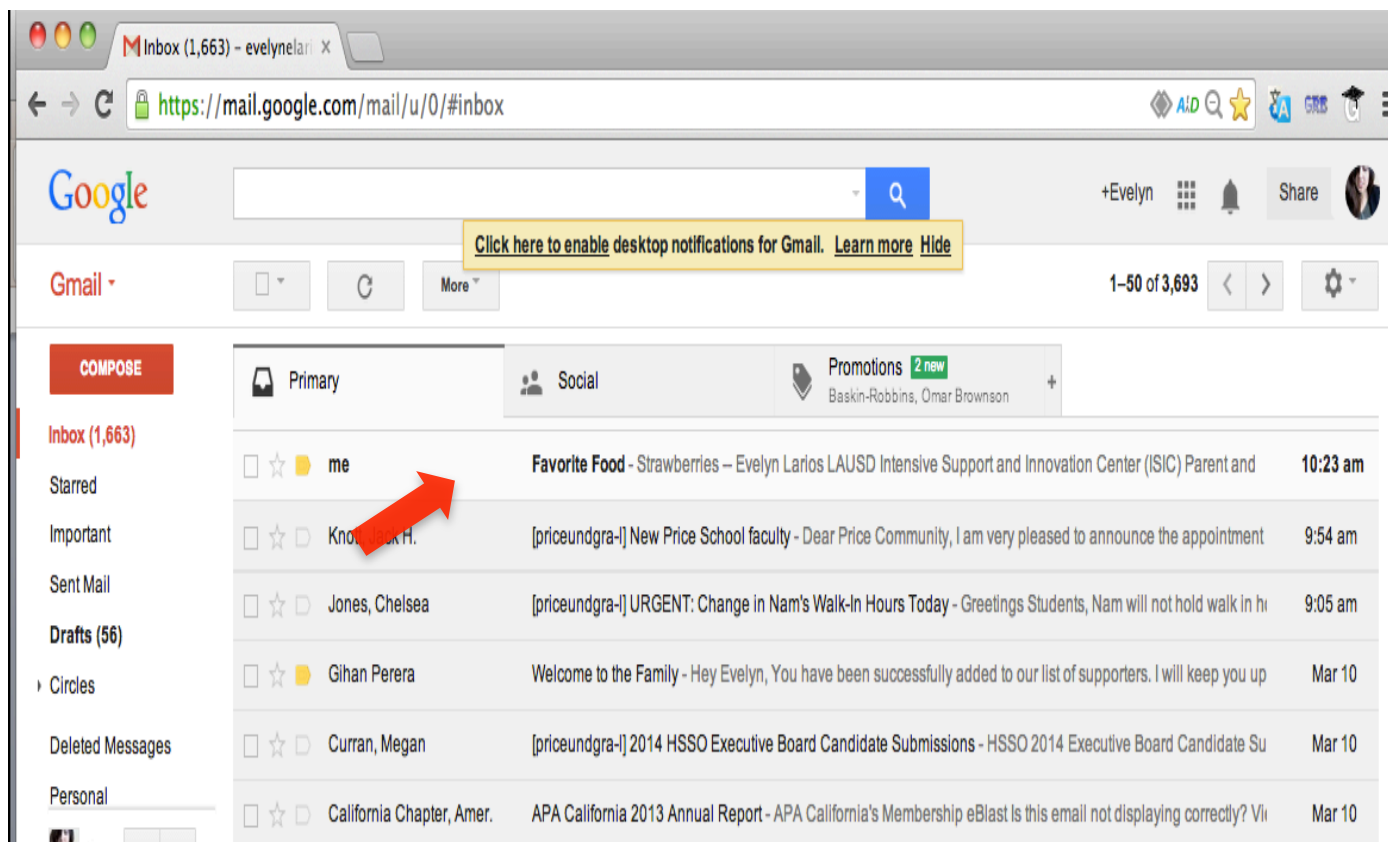
Compose an Email

1. Click the button labeled **Compose**.
2. Then a new message box comes up. In that box type the email address evelyn.larios@lausd.net where it says To:
3. Type **Favorite food** in the email subject. The subject lets people know what the email is going to be about
4. Click on the **send button**



Replying to Message

1. Look in your inbox
click on the
message you
received



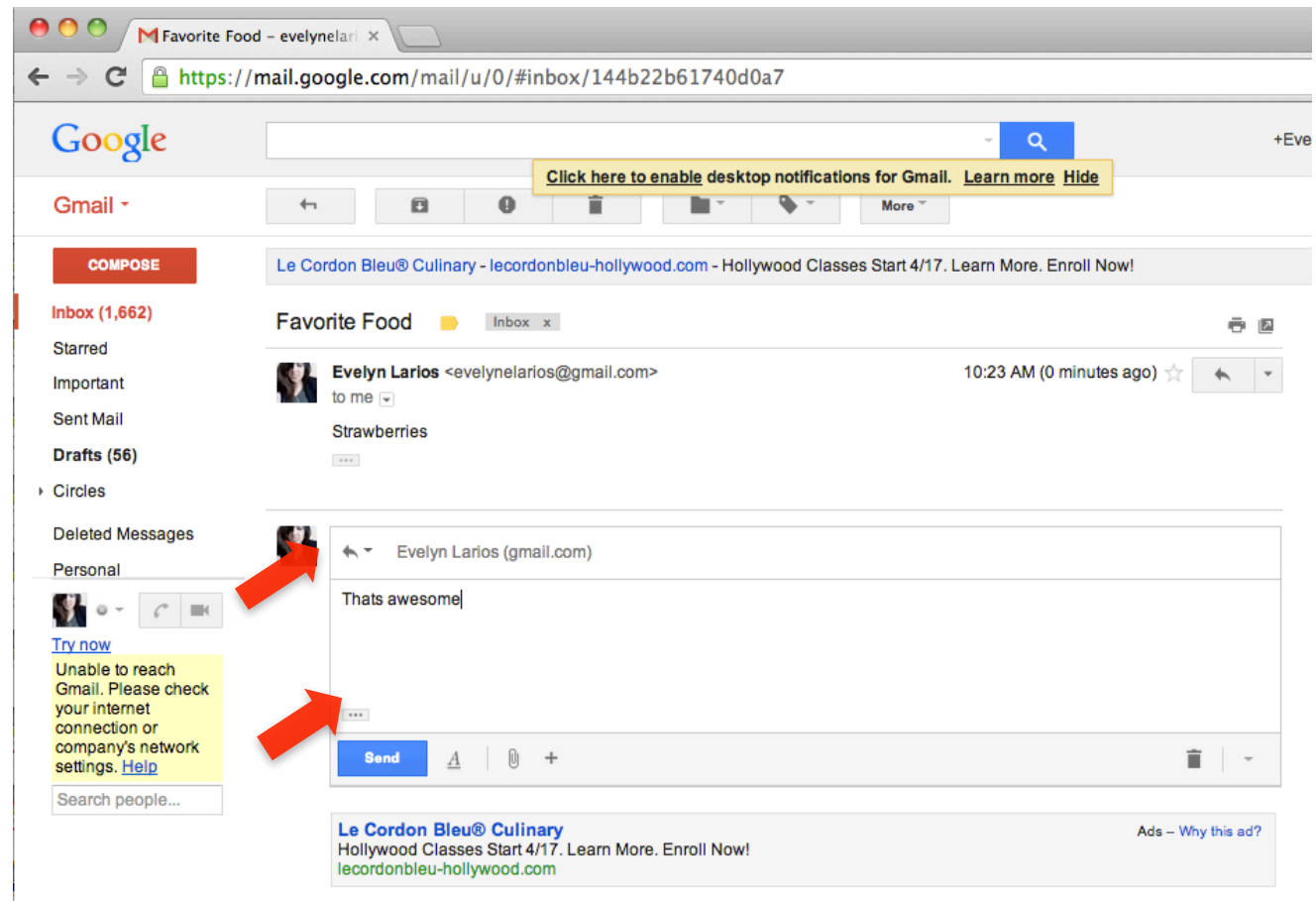
Replying to Message

1. Click reply

The screenshot shows the Gmail interface. At the top, there's a Google search bar and a notification banner that says "Click here to enable desktop notifications for Gmail. Learn more Hide". Below the search bar, the Gmail logo is visible. The left sidebar contains navigation links: "COMPOSE", "Inbox (1,662)", "Starred", "Important", "Sent Mail", "Drafts (56)", "Circles", "Deleted Messages", and "Personal". A yellow banner at the bottom of the sidebar says "Unable to reach Gmail. Please check your internet". The main content area shows an email from "Favorite Food" by Evelyn Larios. The email subject is "Strawberries". Below the email content, there's a text box with the prompt "Click here to Reply or Forward". A red arrow points to the "Reply" link. At the bottom of the email, there's an advertisement for "Le Cordon Bleu® Culinary" with the text "Hollywood Classes Start 4/17. Learn More. Enroll Now!" and the website "lecordonbleu-hollywood.com".

Replying to Message

1. A box opens. Here is where you write your response
2. Click on the **send** button



Thank You!

**Remember to
Practice! 😊**