

## Technology Topics Menu

This is a list of suggestions for ETAG's technology coaches to use as a guide when helping participants learn the basics about computers and the Internet. It's important to discuss all the points listed within each menu item when teaching new users, taking time write notes while exploring each new concept. It's essential that participants understand why computers and the Internet tools we have today are SO important. ETAG's volunteer technology coaches should always clearly identify how each menu item creates a benefit for users.

NOTE: This menu is not a complete list of technology topics. Volunteers should freely explore the needs and interests of individual participants when questions extend beyond this resource. Not everyone will be interested in all of the menu items; however an introduction to each topic ensures participants understand why it's relevant.

### 1. Mouse and Desktop

- how to hold the mouse
- pointer and left click
- mouse exercises (SeniorNet)
- icons and shortcuts
- taskbar and "Start" button
- quick launch bar
- what is the "Recycle Bin"?

### 2. Internet Browser and Google

- what is the Internet?
- what is a web browser?
- adjusting the "Zoom" level
- using the address bar
- back/forward buttons
- what is Google?
- complete a Google search
- dealing with ads online

### 3. Youtube

- what is Youtube?
- complete a Youtube search
- learning from videos
- how to navigate a video
- adjusting volume
- using "Full Screen" mode
- what are "Related Videos"?

### 4. Email (Gmail)

- how to sign up
- username and password
- signing into Gmail
- what is the "Inbox"?
- how to open an email
- read/unread messages
- compose an email
- reply/reply all/forward
- attachments

### 5. Google Maps

- what is Google Maps?
- how is Google Maps helpful?
- complete an address search
- "Get Directions"
- print map/directions
- using "Satellite View"
- using "Street View"

### 6. Other Google Tools

- Google Images
- Google Calendar
- Google Drive
- Google News
- Google Translate
- Google Books
- Google+
- Google Talk

### 7. Wikipedia

- what is Wikipedia?
- how does it work?
- complete a search
- using "Table of Contents"
- search in different languages
- "On this day..." feature

### 8. Finding News Online

- news online vs. in print
- cnn.com
- news.yahoo.com
- nytimes.com
- bbc.co.uk
- theglobeandmail.com
- thestar.com

### 9. Finding Health Info. Online

- hc-sc.gc.ca
- cbc.ca/health
- webmd.com
- healthline.com
- pubmed.gov
- healthfinder.gov

**10. Facebook Overview**

- what is Facebook?
- how is Facebook helpful?
- using the "News Feed"
- what is a "Timeline"?
- viewing your own timeline
- status updates
- what are "Friends"?
- viewing a friend's timeline
- private messages
- play games with friends
- receive event invitations

**13. Facebook Pictures**

- how to upload photos
- creating an "Album"
- "Tag" a photo
- "Share" a friend's photo
- downloading photos
- what is "Instagram"?

**16. Microsoft Word Overview**

- what is "Word" for?
- create a new file
- "Save" vs. "Save as"
- change font style/size/color
- text alignment
- basic keyboard controls
- "Copy" and "Paste"
- keyboard shortcuts
- how to print

**19. Microsoft Excel Tabs**

- what are "Tabs"?
- "Insert" tab
  - ...pictures/charts/graphs
- "Page Layout" tab
  - ...margins/orientation
- "View" tab
  - ...zoom in/out and gridlines

**11. Facebook Setup**

- how to sign up
- username and password
- adding a profile picture
- adding a cover photo
- filling in the "About" section
- adding "Friends"
- update status
- how to sign out

**14. Facebook Communication**

- how does "Like" work?
- how to post on a timeline
- submitting a comment
- sending a private message
- what is Facebook "Chat"?
- explain a "Page" or "Group"

**17. Microsoft Word Tabs**

- what are "Tabs"?
- "Insert" tab
  - ...table/picture/header/footer
- "Page Layout" tab
  - ...margins/orientation/spacing
- "Review" tab
  - ...spelling/grammar check
- "View" tab
  - ...zoom in/out

**20. Microsoft PowerPoint Overview**

- what is "PowerPoint" for?
- what is a "Slide"
- "Save" vs. "Save as"
- adding pictures and text
- including speaker comments
- using "Animations"
- viewing a "Slide Show" (F5)

**12. Facebook Privacy Settings**

- how to access settings
- setup a security question
- control "Notifications"
- "Who can see my stuff?"
- "Who can look me up?"
- block users/apps/invites
- restrict friend's photo tags

**15. File Management**

- save files in "Documents"
- how to create a folder
- copy vs. move a file
- using a USB storage drive
- rename a file
- "Pictures" and "Music"
- search computer for a file

**18. Microsoft Excel Overview**

- what is "Excel" for?
- what are cells/columns/rows
- create a new file
- "Save" vs. "Save as"
- change font style/size/color
- text alignment
- modify cell size
- using "AutoSum" & formulas
- using "Sort & Filters"
- what is a "Sheet"?
- how to print

**21. Microsoft PowerPoint Tabs**

- what are "Tabs"?
- "Insert" tab
  - ...pictures/shapes/text box
- "Design" tab
  - ...themes/backgrounds
- "Review" tab
  - ...spelling/grammar check

**22. Twitter**

- what is "Twitter" good for?
- who uses Twitter?
- what is a "Tweet"?
- how to sign up
- what does "Follow" mean?
- "Follow" a person/business
- what does "@" & "#" mean?
- setup/update Twitter profile

**25. Anti-Virus**

- what is a computer virus?
- why use an anti-virus?
- pay vs. free anti-virus
- pay = Norton/McAfee
- free = AVG/Panda
- running a virus scan
- removing found threats
- how to update anti-virus

**28. Helpful Windows Programs**

- Paint
- Snipping Tool
- Calculator
- Sticky Notes

**23. Skype - free**

- what is Skype?
- Skype compared to phone
- microphone and speakers
- how to install Skype
- how to sign up
- username and password
- configure audio/video
- adding contacts
- making a video call
- send files via Skype

**26. Internet Browsers - Advanced**

- what is a "Tab"?
- using tabs to multitask
- open multiple tabs at startup
- view/clear browser history
- "Favorites/Bookmarks"
- using a "Bookmarks Bar"
- using the "Find" feature
- "New Incognito Window"
- accessing downloaded files
- keyboard shortcuts

**29. Using FREE public WIFI**

- what does "WIFI" mean?
- where is WIFI available free?
- free vs. secure WIFI
- how safe is free WIFI?
- things to avoid on free WIFI

**24. Kijiji – free**

- what is Kijiji?
- how is Kijiji useful?
- select your location (why)?
- complete a Kijiji search
- "Browse Categories"
- is Kijiji safe?
- what is a "Post"?
- post an item
- edit/remove your posts
- respond to someone's post

**27. Computer Customization**

- uninstalling programs
- change wallpaper
- adjust size/speed of mouse
- change theme/sounds
- accessibility options
- customizing the taskbar

**30. ETAGonline.ca**

- why use it as "Homepage"?
- blog is updated regularly
- VTAP schedule is available
- LLW schedule is available
- helpful resources provided