

Wednesday Topics List

WEDNESDAY BEGINNERS GROUP

2001

09-12-01.zip

Display properties, changing how your computer windows look.

09-19-01.zip

Studying the parts of a window.

09-26-01.zip

Questionnaire about previous topics. Study the parts of the Outlook Express window & email courtesy.

10-03-01.zip

Using Outlook Express address book.

10-10-01.zip

Questionnaire about previous topics. Continue Outlook Express study.

10-17-01.zip

Setting up Outlook Express and some of the problems encountered when forwarding messages.

10-24-01.zip

Arranging your desktop icons, study the parts of the desktop. Using Outlook Express address book to enter email addresses. Start menu options.

10-31-01.zip

Using Outlook Express address book, how to create new addresses and setup groups.

11-07-01.zip

Different ways to view your desktop. Look inside your computer using Windows Explorer and why you should use it instead of "My Computer".

11-14-01.zip

Questionnaire about looking inside your Computer. Windows Explorer file menu options. How to use the windows Explorer split screen window. Create new folders. Study right clicking "new folder" option list. Outlook Express tools options window.

11-21-01.zip

Windows Explorer menu/tool bars, cut-copy-paste. Creating new folders. Renaming a folder

11-28-01.zip

Exercise in creating folders & copying a folder.

12-05-01.zip

File name convention and what character's cannot be used.

12-12-01.zip

Save, save as & open windows study. Typical PC file structure.

2002

01-09-02.zip

Questionnaire about previous topics. How to use HELP.

01-16-02.zip

Exercise. Create a START menu list. Example provided. Start menu option "Control Panel", option "Add Remove programs" applet. Windows SETUP option tab and Accessibility applet.

01-23-02.zip

Display applet in Control Panel. Search and help view using Windows ME.

01-30-02.zip

- Questionnaire about what has been learned. How to use Printscreen to save a copy of your desktop.
- 02-06-02.zip
How to manage multiple windows. Changing how your mouse pointer looks. Adding different mouse pointers. Using "Windows setup" in Add/Remove applet in Control Panel.
- 02-13-02.zip
How to create an emergency start up disk and what it contains. View the FONTS installed on your computer. How to view the "Character Map". (Note: not everyone will have the character map installed since it is not installed by default, this study shows how to install it.)
- 02-20-02.zip
How to check your modem.
- 02-27-02Quest.doc
Questionnaire about previous topics.
- 03-06-02.zip
How to add desktop images to your background window. Different ways some options can be altered. Changing screen saver options. Changing windows appearance. Changing desktop icons, setup web content.
- 03-13-02.zip
Continuing with display properties. setting Desktop color depth and resolution. Using the Multimedia applet in Control Panel.
- 03-20-02.zip
Understanding the SOUNDS applet in control Panel. Setting up Power Management in Control Panel. Explain using the Printers applet in Control Panel.
- 03-27-02.zip
Continue with the printer applet in Control Panel.
- 04-03-02.zip
Setting up how Outlook Express looks. Setting up an account in Outlook Express.
- 04-10-02.zip
Understanding Computer Sales Adds. Begin Internet Options study.
- 04-17-02
No meeting.
- 04-24-02.zip
Continue Internet Options study.
- 05-01-02.zip
Continue with Internet Options study. Advance settings blank sheets for people to record their settings.
- 05-08-02.zip
Continue with Internet Options.
- 05-15-02.zip
Finish with Internet Options. Setting up Outlook Express.
- 05-22-02.zip
Setting up News Groups in Outlook Express.
- 05-29-02.zip
Continue with New Groups in Outlook Express.
- 06-19-02.zip
Setting up Phone Dialer and Clipboard Viewer study.
- 06-26-02.zip
Desktop Icons. Creating shortcuts.
- 07-10-02.zip
Resource meter study and placing in the system tray. Form for people to fill out listing

meeting topics of interest.
07-17-02.zip
System Tools.
07-24-02.zip
System Resources.

2003

Since several new members, topics discussed from January to May 7 of 2003 used the same topics as year 2002 offset by date due to date/day change. Some dates in 2003 have topics added to 2002 topics

03-26-03.zip
Transferring files from one computer to another & cut copy and paste.
05-14-03.zip
How to setup and use WinZip.
06-25-03.zip
Using Windows Explorer.
No Meetings July through October 15, 2003.
10-22-03.zip
Cut Copy and Paste study.
10-29-03.zip
Creating shortcuts. Anatomy of Windows Explorer.
No Meeting November 5, 2003
11-12-03.zip
Continue with Anatomy of Windows Explorer. Study of "Save as" file types, File\ Structure.
11-19-03.zip
Naming files to show them, in windows explorer, consecutively, example included

Special "How To" files

Setting up MSN with Outlook Express