

Seniors Technology Training Program



Graduation Ceremony 12/17/09

Seniors Technology Training Program

”About the Training Program”

This eight week training program is funded by the Atlantic City Municipal Alliance and the City of Atlantic City.

In-kind services and completion of program by:

T.Byrd Computers.

This is our sixth year completing this program. It is one of our most exciting training events because of the fact that we work with our Senior Citizens offering an opportunity that they more than likely would not ever be exposed to.

We cover the **following topics:**

Pc Literacy, Ms Word, Ms Excel, Ms Power Point, Ms Publisher, Drug Prevention research using, the Internet.

We also complete a Final Project of all subjects taught.

Seniors Technology Training Program



**Each Training Session
goes as follows:**

9:30 am to 10am – Typing Tutor

10am – 11am – Lecture and Presentation

11am – ten minute continental breakfast break

11:15 – 12:00 Exercises

12:00 – 12:30 Weekly Project

Pc Literacy – Week 1

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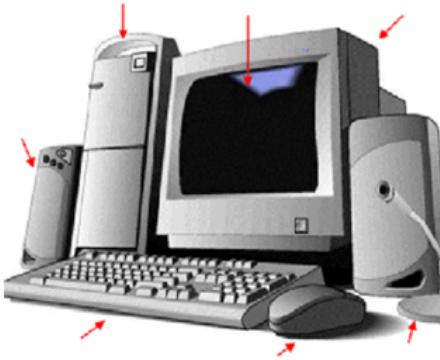
Pc : Mouse : Keyboarding

Pc Literacy Basics

Whether you realize it or not, computers play important roles in our lives. When you get cash from an ATM, get your groceries scanned at the store or use a calculator, you're using a computer. A computer is a machine that manipulates information or "data." You can use a computer to type documents, send email or pictures to your family and friends, surf the Internet, pay your bills online, watch video's and more. You can also use computers to handle spreadsheets, accounting, database management, presentations, games, and desktop publishing.

Using the Word List below identify the components of a basic personal computer:

System unit Screen Monitor Speaker Keyboard Mouse Microphone



Mouse Basics

The mouse is used for many purposes when using your pc.

- The Mouse has two buttons, left and right.
- The mouse also has a scroll device in the center.

Remember to relax your hand over the mouse. Do not lift your fingers or hand while moving the mouse.

Click - The instruction to click means to click the mouse with the left mouse button.

Move the mouse until the pointer is over an object on the screen. Push down the left mouse button and release it. Be sure to keep the mouse still before clicking. On the Internet, your mouse pointer will appear as an I over text. A link to another part of the document or another document itself will show up in another color.

Right Click - Depressing the right mouse button will bring up a sub-menu. The sub-menu provides a convenient way of using popular functions.

Double Click - Depress the left mouse button twice in rapid succession to open up a program on the desktop, to open a directory or to open a file. Double-clicking will open a program, directory or file without having to click a second button to initiate the opening.

Drag and Drop - To move an object from one place to another, press down on the left or right mouse button and move the object to a new location. Then release the button.

Selecting Text - Icons are images that can be found on the desktop or toolbar. Clicking the icon on the desktop will select or highlight the icon (turn it blue).

Using the Word List below to identify components of the MOUSE

RIGHT CLICK
SCROLL BUTTON
LEFT CLICK

MOUSE Lab

Exercise:

- Turn on your computer and Select "Start"
- Select Programs or Games and start Solitaire
- Play the game to practice your mouse skills

Keyboard Basics

The Keyboard is the primary input device used to communicate with the computer.

ENTER or RETURN - Moves the cursor down one line and to the left margin. Enter also process commands such as choosing an option in a dialog (message) boxes and submitting a form.

DEL or DELETE - Deletes the character at cursor and/or characters to the right of the cursor and all highlighted (or selected) text.

BSKP or BACKSPACE - Deletes the character to the left of cursor and all highlighted text.

SPACE BAR - Moves the cursor one space at a time to the right

SHIFT KEY - Use the shift keys to type capital letters and to type the upper character on keys with two characters on them

CAPS LOCK - Locks the keyboard so it types capital letters (a light goes on when caps lock is on)

TAB - Moves the cursor five spaces to the right (number of spaces are usually adjustable). Tab moves to the next field in a form or table. (Shift-Tab for previous field).

ESC or ESCAPE - Cancels a menu or dialog box

ARROW KEYS - Moves the cursor around document without changing text



Instructor for:

- Exercise #1 - Keyboard Exercise.
- Exercise #2 - Mouse Tutorial
- Exercise #3 - Typing Tutor

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1501 S. New Road, Pleasantville NJ 08232
609.454.9366 fax: 424.5777 Tom.Byrd@tbc.com tbyrd@verizon.net
Computer Basics for Beginners Exercise #1

You have a budget of \$2,000.00. You must purchase a laptop computer, printer, digital camera, memory stick, and supplies needed. Select from the sales circular provided by your instructor, cut out your selections and paste to paper provided to you. Fill in all information requested on this worksheet.

Laptop Computer	Printer or All in One
Digital Camera	Memory Stick or Flash Drive

Ms WORD – Week 2

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Ms Word Seminar WORKBOOK

NAME: _____ DATE: _____

Ms Word Seminar - Exercise #2

Keyboard Basics

ENTER or RETURN - Moves the cursor down one line and to the left of commands such as choosing an option in a dialog (message) boxes and

DEL or DELETE - Deletes the character at cursor and/or characters to the right of all highlighted (or selected) text.

BACKSPACE or BACKSPACE - Deletes the character to the left of cursor and

SPACE BAR - Moves the cursor one space at a time to the right

SHIFT KEY - Use the shift keys to type capital letters and to type the two characters on them


CAPS LOCK - Locks the keyboard so it types capital letters (a light green

TAB - Moves the cursor five spaces to the right (number of spaces and moves to the next field in a form or table (Shift-Tab for previous field)

ESC or ESCAPE - Cancels a menu or dialog box

ARROW KEYS - Moves the cursor around document without changing

See instructor for inserting a keyboard graphic.

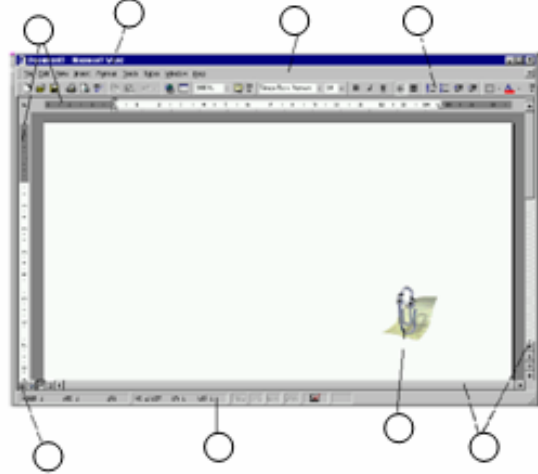


T. Byrd Training CENTER
Ms Word Seminar WORKBOOK

NAME: _____ DATE: _____

Directions: Using the word box below, identify the areas on the Microsoft Word main form by entering the number associated with the line in each circle below.

1. Title Bar	2. Menu Bar	3. Toolbar
4. Office Assistant	5. Status Bar	6. View Buttons
7. Status Bar	8. Scroll Bars	



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Seminar WORKBOOK

DATE: _____

Seminar - Exercise #2

to click the mouse with the left mouse button.

an object on the screen. Push down the left mouse button and release clicking. On the Internet, your mouse pointer will appear as an I over an icon or another document itself will show up in another color.



Left mouse button will bring up a sub-menu. The sub-menu provides a list of options.

Double-clicking will bring up a sub-menu. The sub-menu provides a list of options.

Double-clicking will open up a program on the desktop or toolbar. Double-clicking will open a program, directory of file or folder to initiate the opening.

Right mouse button can be found on the desktop or toolbar. Clicking the icon on the desktop or toolbar (turn it blue).

Right mouse button graphic.

Ms EXCEL – Week 3



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EXCEL Workbook

Name: _____ Date: _____

Monthly Budget – Exercise #1

Procedure: Enter three months, amounts for each month and budget below that you may pay as a monthly expense. You can use real amounts or make up an amount. Upon completing this written exercise, we will enter the data into Excel and create totals for each month.

Budget Item			
Rent/Mortgage			
Gas			
Electric			
Telephone			
Cable			
Car Payment			
Grand Total - do not add this amount			

Monthly Budget – Exercise #1.2

1. Start Excel and Create the Budget above.
2. Add two pictures to your worksheet
3. Save your worksheet



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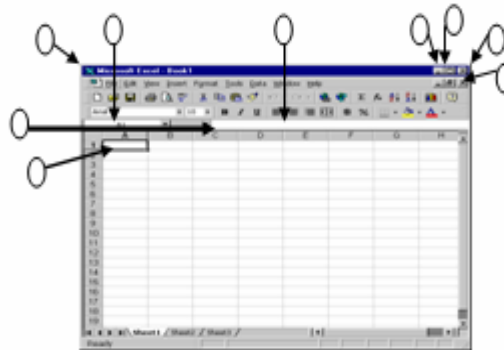
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Ms EXCEL WORKBOOK

NAME: _____ DATE: _____

- | | | |
|--------------|-----------------|-------------------|
| 1. Title bar | 4. Cell | 7. Maximize |
| 2. Menu bar | 5. Cell address | 8. Exit program |
| 3. Tool bar | 6. Minimize | 9. Exit worksheet |

Instructions: using the numbered words below, identify the components of the main menu of Excel.



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NAME: _____ DATE: _____

Check Register in EXCEL – Exercise #2

Instructions:

1. Starting with the current month, enter the amount for the check items listed below. Do not enter a balance.
 2. Create a spreadsheet entering the headings below
 3. Enter the formula to give you an on-going balance as instructed by your Instructor
- Save document as: Budget Exercise#2
Print your spreadsheet

Check #	Check Item	Debit	Balance
DEP	Deposit – Monthly Income		\$3,000.00
101	Rent/Mortgage		
102	Gas		
103	Electric		
104	Telephone		
105	Cable		
106	Car Payment		

Check Register in EXCEL – Exercise #2.1

INSTRUCTIONS:

INSERT THREE PICTURES INTO YOUR SPREADSHEET
SAVE and Print spreadsheet as instructed by your Instructor

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Check Register in EXCEL – Exercise #2.2

Complete the following checks for each item in entered into your budget in the previous exercise. Enter check number starting with 101.

DATE: _____	101
PAY TO THE ORDER OF _____	\$ _____
DOLLARS	
The Bank of T. Byrd Computers 1501 S. New Road, Executive Pleasantville, NJ 08232	
⑆101071⑆ 7279678402⑆ 0101⑆	
DATE: _____	
PAY TO THE ORDER OF _____	\$ _____
DOLLARS	
The Bank of T. Byrd Computers 1501 S. New Road, Executive Pleasantville, NJ 08232	
⑆101071⑆ 7279678402⑆	
DATE: _____	
PAY TO THE ORDER OF _____	\$ _____
DOLLARS	
The Bank of T. Byrd Computers 1501 S. New Road, Executive Pleasantville, NJ 08232	
⑆101071⑆ 7279678402⑆	

Ms Power Point – Week 4



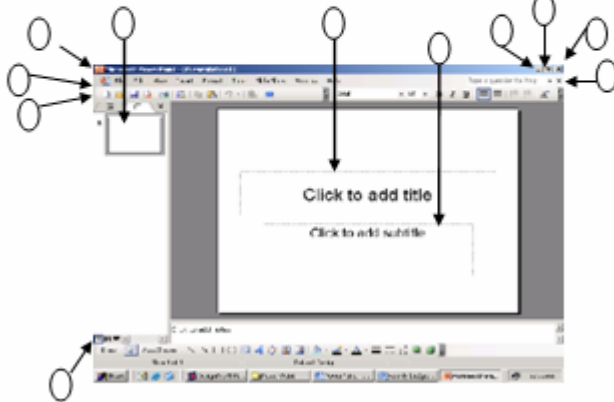
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NAME: _____ DATE: _____

Power Point WORKBOOK – Exercise #2

Instructions: using the numbered words below, identify the components of the main menu of Power Point by number.



1. Title bar	4. Subtitle	7. Maximize	10. Outline
2. Menu bar	5. Title	8. Exit program	11. Slide View
3. Tool bar	6. Minimize	9. Exit presentation	Options



Personal Portfolio

Your Place

Personal Information

Name: _____
Address: _____
Phone: _____
E-Mail: _____

About ME

Describe what you would want people to know about you.

About My FAMILY

Starting with you list your Family Members


My Most Important Accomplishments in my Life

INTERNET – Week 5

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Internet 101 Workbook



1. Title Bar
2. Menu Bar
3. Toolbar
4. Address Bar
5. Website Header


Identify where the arrows are pointing on the Internet main menu below.



1. _____	Word List Title Bar Menu Bar Tool bar Webpage Address Bar
2. _____	
3. _____	
4. _____	
5. _____	

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Internet Exercise #2



- Write your name: _____
- Log onto the INTERNET 
- Click on GOOGLE 
- Search Google for your name and complete the following:
 - Enter the total number of hits for your name _____ and click on them for more information.
 - Type in the following:
What was going on the year you were born _____
Example: what was going on in year 1957, _____
List below the most popular events:

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E-Mail Account Information

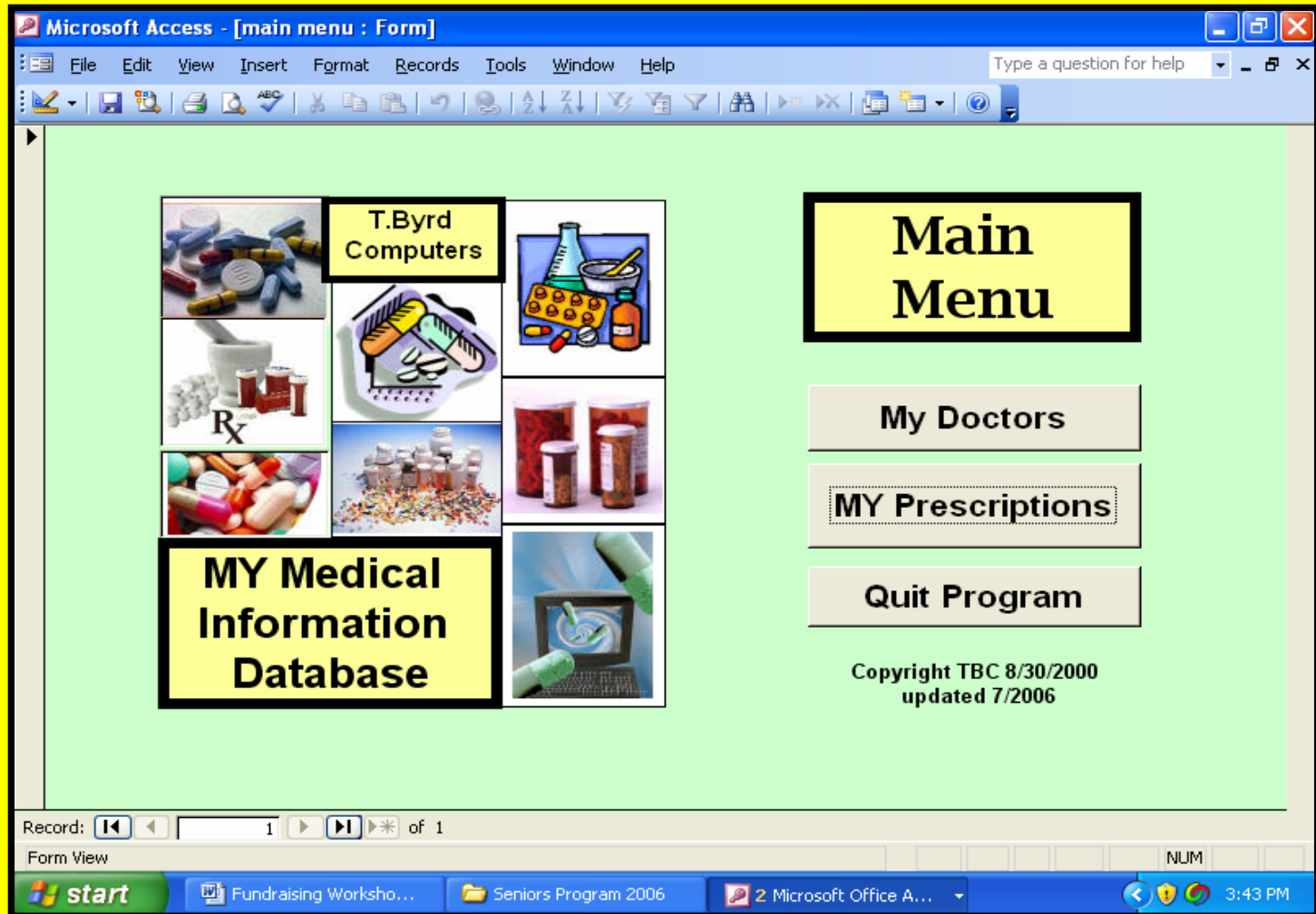


E-mail Address: _____

User Name: _____

Password: _____

Prescription Drug Prevention - Week 6




Ms Publisher – Week 7

**Seniors
Technology
Training Program**



**Graduation
Ceremony**



You're Invited

To Attend the:
“Seniors Technology
Training Program”
Graduation CEREMONY

Your Name HERE

YOUR
PICTURE

**Seniors
Technology
Training Program
Final PROJECT
2009**

*Seniors and Technology
Training Program 09*

2009 STUDENTS	Group PICTURE
Paulina Benjamin	<small>Your comments</small>
Arnetta Mincey	
Edith Brazz	
Alma Johnson	
Chloria McAllister	
Lemora McFadden	
Merv Wilson	
Doris Williams-Parks	

At The
**T. Byrd Training
CENTER**
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October 15th, 2009
To
December 17th, 2009

FINAL PROJECT – Week 8

Seniors and Technology Training Program 09

2009 STUDENTS

Pauline Benjamin
Arneita Mincey
Edith Bragg
Alma Johnson
Gloria McAllister
Lenora McFadden
Mary Wilson
Doris Williams-Parks



Your comments

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October 15th, 2009
To
December 17th, 2009

Your Name HERE



Seniors
Technology
Training Program
Final PROJECT
2009

2009 Graduating CLASS



Certificate of Completion

CERTIFICATE OF COMPLETION



THIS CERTIFICATE IS AWARDED TO:

PAULINE BENJAMIN

FOR SUCCESSFULLY COMPLETING THE:

“SENIORS TECHNOLOGY TRAINING PROGRAM”



Trina Byrd, President, T-Byrd Computers

DECEMBER 17, 2009

Special NOTE:

This is a program that is needed year round. Any help you can provide would be greatly appreciated.

**2009 Graduates and
T.Byrd Computers**





Graduation Ceremony

Seniors marching in to Pomp and Circumstance Music



Seniors and Technology Training Program Class of 2009



Nick White and Trina Byrd present Graduates with their Certificates



Trina Byrd presents

Graduates with a special Gift Bag from the T.Byrd Center



Nick White, Chairmen of T.Byrd Computers Advisory Board presents Seniors with gifts from the Family Service Association where he is the Community Program Developer.



Seniors presented Trina with a Gift Certificate thanking her for the program.



Seniors enjoying their Graduation Meal: Rotisserie Chicken, Baked Potato, Fresh String Beans, Rolls and Butter, Beverage and Cake for Dessert.



**T.Byrd Center can
create your next
Community
Educational Event**



Call us for a free quote: 609.484.9356