TUTORIAL: "A class conducted by a tutor (private teacher/guide) for <u>one</u> student." Guide to self-learning.

1.   **<u>Windows</u>** XP - Start/All Programs/Accessories/Tour Windows XP.

- Choice of animated (text, animation, music and voice narration) or non-animated (text and images only).
- Windows XP Basics - Desktop, Icons, Taskbar, Files and folders, Windows, Control panel, Ending your session.
- Safe and Easy Personal Computing
- Unlock the world of digital media
- The connected home and office

2.   **<u>"Help Menus"</u>**- In every program there will be a "help" menu to the right in the topmost menu bar. When you click on Help, there will be a tab with "contents" and one with "index". Choose either of these to see the help that is available. When you find what you want, you may save it or print it for future reference.

3.   **<u>Google-</u>** tutorials. "Findtutorials.com" - 450 free tutorials. You get to "<u>e-learningcenter.com"</u> where you can get three, 6-hour on-line courses free. Excel was the only course that seemed relevant.
"videoprofessorlearning.com" is another site where you are offered 1 free lesson which is really a free trial hoping you will buy 3 CDs for $69.95. There is also a course on Using Windows Explorer.
        <u>Ask.com</u> gives similar results. There is a free demo at 599CD.com, and full courses for $5.99 each.

4.   "**<u>AARP.org</u>**" /"Learning and Technology". You will find
- "Intermediate Web Lessons" - a tutorial with 5 lessons
- "Basic Web Lessons" with 7 lessons
- "How to Guides"

5.   **<u>"Seniornet.org"</u>** At "Learning Centers", you will find on-site courses. Under "web courses" there are Computer Tutorials and Demos: Windows XP overview and font size; Internet Skills such as Learn to Search the Web and Guide to using E-Bay.

6.   Try other sites specific to your hardware and software. For example at "HP.com"/Home and home office" there are free on-line classes such as "Tune Up Your PC". You have to register and enroll, so these are not actually tutorials. There are "Digital Music" tutorials. "Adobe.com" has training for educators on PDF.

7.   Look for FAQs at relevant web sites.