

Learn Computer Basics

LBB Training



Computer Maintenance

This class will teach you how to maintain your computer without the constant worry of paying out of pocket for an IT person. In this *Computer Maintenance* class we will start with, Disk Defragmenter and what it does, where it's located and how to use it properly. There are several different defraggers and you will learn the how to use the *built-in* defragger compared to a store bought/online defragger to a free download defragger.

This is very important because just knowing how to do this will save you hundreds of dollars. We will spend the first two lessons, four full hours on this and you will get to defrag your own computer and learn how to use it.

Browsers

Firefox/Internet Explorer

What is a browser? Where is it? How do you use? There are several browsers, which one do I use? What do the numbers mean after their names? These are the burning questions people want and need answers to. Why do I need more than one? Are they all the same? NO! You need to learn how to use more than one.

Firefox is one of the better browsers out there today. It has its ups and downs but you should know that tabbed browsing came from Firefox. Did you know that Firefox is a cousin of the now defunct Netscape?

This class will answer those questions and more when you sign up. Bring your questions and your notepads because you will want to know more than we have time for. This will take 2 class sessions, 4 hours.

Attachments

What are attachments?

Attachments are separate files that are sent along with your e-mail message. They do not form part of your e-mail message but they can be opened and viewed or edited by the e-mail recipient.

Most e-mail programs allow you to send additional files as an attachment to an e-mail message. In this class, we will discuss and exercise how to create an attachment, how to attach documents, spreadsheets, photos, zipped files, presentations, database files, etc from all the e-mail addresses including the paid and the free e-mails.

We will discuss the MBs (*megabytes*) of each program. Some e-mail programs will only let you send *a particular size* attachment. Yahoo & Gmail in the past would only let you send 25mb (*Yahoo's was 10mb*) but where do you go when you have a bigger file to send? Should I use Outlook? How do I configure that to use with RCN/Comcast? What about Thunderbird? Did you know you can now send 100 MB using Yahoo? OMG!!

We will discuss how to use software that will let *you send big attachments* through the internet.

E-mail

Electronic mail

We use this everyday, but is it wise to use it all the time? When should we pick up the phone or walk down the hall and talk face to face instead of e-mailing?



Requirements for Classes

Windows 98/2000/XP

DSL/cable modem/T1/T3/HSPDA*

**(high-speed packet downlink access)*

Software Used

Microsoft Office 2003 & Windows XP

Cost of Class

One person \$53.16

8 weeks

Group Pricing for 8 weeks

Group of 5 \$249.06

Group of 6 \$298.68

Group of 7 \$348.29

Online or Instructor led in a classroom/home type setting

Day, evening or customized training

Instructor-led Office Training

To avoid problems for office training, please let us know if this training is for one person or several.

If this is for one person, the person cannot answer phones, faxes, or have any other office duties for 2 hours. This person must focus completely on training in a separate room with a computer connected to the internet and without any interruptions from the outside or inner office problems or politics.

If this is for a group in the office, the same rules apply. Training has to take place in a separate room, with a whiteboard and no outside interruptions for 2 hours for 8 weeks.

Online Instructor-led Office Training

Online classes require no TVs or radios be on at that time. No background noise of any kind including children or adults. The room must be totally quiet for 2 hours until classes are finished which will be 8 weeks.

Please visit our website for more classes at
<http://LBBTraining.com>

Thank you!



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