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WINDOWS 101

- Teach them how to log on to their computer. Clean up their desktop and remove unnecessary links/applications. Set their computer to auto-arrange icons so it stays organized over time.
- Ask them what they'd like to do: get connected with childhood friends, family, navy buddies, rotary club, church, connect to online banking, etc.? What are their interests: news, vacation cruises, shopping – you get the idea. Based on these interests, set up the appropriate programs and desktop links.
- Show them how to log on to the Internet and use a search engine to look up things they are interested in, such as local transit schedules and contact information for local doctors, libraries, etc.)
- Create an email account for them and show them how to upload all their contact information.
- Teach them how to send, open, and respond to emails.

MAC 101

- Teach them how to use the 6 most essential elements of a MacBook: Desktop, Finder, Dock, Menu Bar, Spotlight, and Notification Center.
- Make sure they know that the Desktop allows them to hold files and folders.
- The Finder and Spotlight will allow them to search for any file on their MacBook.
- The Dock stores all the icons they might need to use (Mail, Safari, Contacts, Reminders, FaceTime, etc.). Make sure they understand what each icon is and what it can be used for.
- Make sure they know they can see any and all messages they might receive from their calendar, mail, reminders, etc. in their Notification Center.
- Using the trackpad or mouse can be difficult for new users, make sure they know which fingers and how many fingers are required to select and interact with various items on the screen.
- Make sure they know how to close, minimize and zoom their windows. The Red, Yellow, and Green buttons in the top left corner will allow them to do each of these functions.

iPad/iPhone 101

- Download iBooks (free) together from the App store to demonstrate how the app store works.
- Search for the device's manual in the iBooks. It should be made by Apple and free for download.
- Show them how to search for answers to their questions through the search bar and how they can turn pages.
- Show them how to surf the web with Safari, and how to check / setup email with the mail App.

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FACEBOOK 101

- Create a Facebook account for them. Set up a strong password that they can remember. Show them what Facebook looks like, and how to enter the information they want to share.
- Help them upload pictures to their timeline and explain how they can add life events (when they were born, when they got married, when they served in the army, when they had children, etc.). The timeline functions like a scrapbook and allows you to add everything!
- Show them how to find and add friends and family members.
- Teach your senior how their Facebook feed works so that they understand what will be displayed every time they log into the website.
- Take them through their privacy settings so that they understand what information is being shared, and what they want to keep private.
- Show them how to upload photos and create a photo album.
- Introduce them to tagging.
- Help them "like" pages of things that interest them, and teach them to "unlike" things.
- Make them aware of links that look suspicious.

SKYPE 101

- Show them the ropes. Teach them how to create an account and make sure their webcam is working properly. Go through their settings to make sure they make sense.
- Help them find their friends and family and add them to their contact list.
- Try a test Skype call. Show them what all the different buttons do and make sure they are comfortable with the setup.
- Don't forget to show them how to answer an incoming call.
- Show them how to instant message with their contacts and use the fun emoticons!

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