



Getting Up to Speed: Basic Skills for Job Hunting on the Internet

COMPUTER SKILLS

How to use a mouse

See MOUSERCISE MOUSE TUTORIAL on Library website
www.westchesterpl.org/community/seniorliving/internetskills.htm

How to type

See KEYB, GOOD TYPING and LEARN2TYPE on Library website
www.westchesterpl.org/community/seniorliving/internetskills.htm

How to search the Internet

The Rough Guide to the Internet (book) 004.678 Buc

How to use email

Log into your email and click on “help.” Most email services provide tutorials and instructions for beginners in their “help” section.

Email for seniors: a step-by-step guide for the computer shy (DVD) – 004.692 Ema

How to use a flash drive

www.lakeland.cc.il.us/online/tutorials/flashdrive/use.htm

www.psd.k12.ms.us/viewlets_new/Flashdrive1.pdf

How to open and save documents

Click on MY DOCUMENTS or MY COMPUTER icon on desktop (main screen) and click “help” to open the “Help and Support Center” on Windows-based computers.

How to copy and paste

The MOUSERCISE MOUSE TUTORIAL mentioned above includes exercises on copy and paste.

www.webmasternow.com/copyandpaste.html

www.worldstart.com/tips/shared/copypaste.htm

How to attach files to an email

Log into your email and click on “help.” If it isn’t listed in the help topics, enter “attach files” in the help search box.