

Training Script for Project Hope

Train the Trainer

A WinstonNet Endeavor

Part II

Outlook (Email, Contacts, Calendar), Instant Messaging (AIM and MSN), More Microsoft Word

Outlook E-mail, Contacts, Calendar

Who has used e-mail before? What can you tell me about it?

It's an easy way to stay in touch with people. It's just like regular mail, without the stamps!

** You may also check your email online at <http://www.winstonnet.org/webmail>

To write and send an email

Your new email address is *firstname.lastname@winstonnet.org*

Ask the students what their email address is to ensure understanding. Ask them what each other's email address is.

Have them open Outlook by double-clicking on the icon on the Desktop.

Let's write and send an email together:

1. Click the envelope icon at the top of the screen that reads "New."
2. In the box next to **To:** type the e-mail address of someone else in training. Everyone type the email address of someone here now. *Make sure everyone will be receiving a message. This is very important for the next step. Maybe ask "Who's sending an email to _____?" for every student.*
3. **Subject:** write a subject line that the person will see when they receive your message.
4. In the large box at the bottom, type your message. How about "hello from computer training. This is a new email address at Project HOPE".
5. When you are finished, press the **Send** button in the top left corner. This will send your email.

Check your email to see if you have received any messages.

1. Click on the **Inbox** icon on the left side of the screen (in the 'Outlook Shortcuts' menu). Think of your inbox as your own personal mailbox. This is where your email messages are delivered.
2. You will now see a split screen. The top half lists all the messages in your Inbox and the bottom half displays the text of each message.

Next, we're going to **reply** to an email.

1. Click on the message in your Inbox that you just received.
2. Click **Reply** on the top toolbar.
3. Type your reply in the box at the bottom. How about "thanks for the email!"
4. Then press Send.

Questions?

What if you want to send an email that you received to another person? This is called Forwarding and you use the **Forward** button.

1. Click on the message in your Inbox that you want to forward.
2. Click **Forward** on the top toolbar.
3. In the box next to **To:** type the e-mail address of the person you'd like to forward the message to. Let's choose someone else in the class. *Again, make sure that everyone will be receiving a message.*
4. Then type a note about the message you are forwarding. How about "I thought you would like this email, so I'm sending it to you."
5. When you are finished, press the **Send** button in the top left corner.

Did you know that you can send a file with an email message? It's like writing someone a note and paper-clipping it to an article you thought they would like to read and sending it in an envelope. If you want to send someone a file with an email, it's called an **attachment**.

Let's send one now by replying to the forwarded message:

1. Click on the reply button.
2. Type "Here's the file I told you about"
3. Click the **paper clip icon** in the toolbar at the top of the window.
4. This will open your personal folder on the server. Click one of the documents (not a folder), and click **Insert**.
5. Then, send your message.

So if someone sends you an attachment, how do you open it?

1. In the message, look for the word **Attachments**
2. Double-click on the filename next to it.
3. You will be prompted to either open the file, or save it. Always choose to **save** it, so you can make changes to it later. It will prompt you to save the file to your personal directory.
4. Then, you can view the attachment by going to your directory. *Who can tell me how to get there?*

A few words about email and attachments:

Advertisements, called **SPAM**, will be sent to your address. It's just like junk mail that comes in the regular mail. Trash it.

Sometimes viruses and other files are sent as attachments. If you receive a suspicious email, even from someone you know, don't open the attachment. Try to verify that they sent it to you

Also, be careful about the information you give out via email. Never send credit card information or other personal information via email. You may not always know who's on the other end.

One last helpful suggestion for email: **Folders**

We all get a lot of email, and it can get overwhelming. It's a good idea to keep it organized with folders. That way, your inbox doesn't get filled up, and you know where certain messages are located if you need them.

To create a folder:

1. First, we need to be able to see the folders, so click on **View** in the main menu and then **Folder List**. This will show you your folders.
2. Right-click on **Outlook Today** in the list and choose **New Folder**.
3. Give the folder a helpful name so you'll know what's in it.
4. Make sure it will place the folder in your mailbox and click **OK**.
5. *If a prompt opens about a shortcut, have them say no and check the box so it doesn't ask them again.*

Next, let's move an email message into the folder.

Click and drag one of the messages you have received to the folder.

Deleting old and unwanted messages is also a good idea. To do this:

1. Click on the message you want to delete.
2. Then either hit the **Delete** key or right click on the message and select **Delete**.

Questions?

Outlook Contacts

This is like an address book. You can keep information like phone numbers, addresses, email addresses, etc.

To **create** a new contact entry:

1. Open the contacts list by click on Contacts in the list on the left.
2. Double-click anywhere in the blank space to create a contact.
3. Create one now by filling in the text boxes with all the relevant information. Press Save when you are done.

To open the contact information of a person, just double-click their entry. Try that now.

You can also make a contact entry from an email you receive:

1. Open your Inbox again.
2. Double-click on the person's name that is listed after the **From:** field.
3. This will open information about that person. Click the button labeled **Add to Personal Address Book**. This will open a new contact entry with that person's information.
4. Add any information you want to it.
5. Press **Save and Close**

Let's go back into the address book and see if it added the entry.

You can also use the contacts list to send someone an email. Just right-click on the entry and select **New Message to Contact**.

Outlook Calendar

There is a calendar program in Outlook. You access it by clicking on it in the menu on the left.

You can add appointments by double-clicking on the appropriate times.

Questions?

AOL and MSN Instant Messenger

How many of you have used an instant messaging program before? Pretty easy, right? They are used to have conversations in real time over the Internet. There are two types of messaging programs installed on the computers, AOL and MSN. We are only going to talk about MSN's today.

MSN

To load MSN, just go to **Start, Programs, MSN Messenger**.

But how do you know who's available to chat?

You can keep a list of your friends.

To add your friends, just click on **Add a contact**.

It will prompt you for their name. Let's all add the WinstonNet Help Desk.

This way, if you need computer help, you can IM them.

1. Click **Add a contact**.
2. Click the button beside **Search for a Contact** then **Next**.
3. Type the word "help" in the first name box and click **Next**.
4. Click **Next** to select the Help Desk.
5. Click **Finish**.

Let's also add the person next to you, right now. You can add them by name or email address.

To send a message to someone, you just double-click their name in the program. Try sending a message to the person next to you. Type your message in the bottom half of the window. The top half will display the text of your conversation.

AOL's instant messenger program works very similar, so feel free to use that as well.

Questions?

In-Depth MS Word

We talked a little about Microsoft Word last time. Let's go over some more advanced topics today. Open up Microsoft Word.

Go to your home directory and open the file you created last time. We are now going to do some text manipulation by using different fonts, colors, sizes, bold, italics, and underline.

Changing the font and size:

1. Highlight your first sentence (remember – you can highlight by clicking at the beginning of the text and dragging your mouse to the end of the text, holding the left button the whole time or holding down the shift key and using the arrow keys).
2. Now that it is highlighted, we will **change the font**. On the top menu bar of MS Word (towards the left), you will see a pull-down menu with a name in it. That is the name of the font. Click on that menu and choose a different font. You will notice that your text changes. Some common fonts are Times New Roman, Arial, and Tahoma.

3. You can also **change the size** of the text by pulling down the numbered menu to the right of the font menu. You can make the text larger or smaller with this feature.

Changing the color:

1. With the text still highlighted, we will now **change the color** of the text. On the top menu bar of MS Word (right), you will see the capital letter 'A' with a solid color bar under it. There will also be a small arrow next to it. Click on the arrow to see your color choices.
2. Move your mouse over the color you want to your text to be and click on it.

Bold, Italicize, and Underline:

1. On the same menu up top, you will see a capital 'B'. To make your text **bold**, click on the 'B' while the text is highlighted.
2. To *italicize*, click on the 'I', which is next to the B.
3. To underline, click on the 'U', next to the I.

Questions?

Justification:

1. If you want to change the **justification** of the text (i.e. all the words to the left, right, centered, or full on the page), highlight the portion you want to change.
2. Click one four buttons on the top menu (to the right of the U).

Copy, Cut, and Paste:

1. To **copy** text (so you can use it somewhere else), highlight a portion of it.
 2. Click on the **Edit** menu up top.
 3. Click on **Copy** (this will add your text to the Clipboard for later use).
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1. To **paste** this text, move the cursor to another part of the screen and click on the **Edit** menu again.
 2. Click **Paste**.
- * You will notice that an exact copy of what you just highlighted has just appeared on another part of the screen.
1. To **cut** text (like copy, but it deletes the text from the original location), highlight a portion of it.
 2. Click on the **Edit** menu up top.
 3. Click on **Cut** (this will add your text to the Clipboard for later use and you can paste it just like you did with **copy**).

Inserting Clip Art:

Clip Art is a useful collection of pictures that is already stored on your computer. You can insert these pictures easily into your document.

1. Click on the **Insert** menu.
2. Move your cursor over the **Picture** option and move it to the right and select **Clip Art**.
3. A frame will open up on the right side of the screen and ask you for a search topic. Let's use the word 'school' as an example. Type **school** and hit the **Search** button.

4. When the images appear, place your cursor where the want the image to be in your document. Then, select a picture that you like and double click it.
5. Once the picture is inserted, you can **move** it by clicking on it (and continue to hold the button) and dragging it.
6. You can also **resize** it by:
 - a. Clicking on the image once to reveal the black border.
 - b. Then move the mouse over a portion of the border, click and drag that part to make it larger or smaller.

Line Spacing:

Line spacing is also a very useful because it makes the text easier to read. Currently, your document is single spaced by default. That means that there is one unit of space in between each line. When you write a paper, the accepted standard is to double space it. So, let's change the line spacing. For this to work, we need many lines of text. If you do not have that many, please type some more or copy and paste some.

1. Highlight the text you want spaced (usually the whole document).
2. Click on the **Format** menu on at the top.
3. Choose **Paragraph**.
4. Make sure the **Indents and Spacing** tab is selected.
5. In the third area down (Spacing) select the **Line Spacing** menu and choose **Double** (you will see that your text doubled in spacing)

Grammar and Spell Checker:

Another extremely helpful function in Word is the automatic grammar and spell checker. You may have noticed at some points that a red or green squiggly line has appeared under your text. A red line means that you have spelled a word incorrectly or have added some extra space. A green line signifies a grammatical error. Usually if you right click on the underlined word(s), MS Word will offer some suggestions on how to correct your mistake.

Questions?