


High Tech Does Not have to be High Stress

Presented by
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Basic Concepts

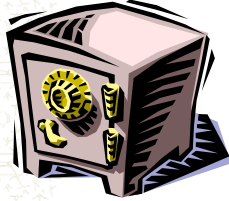
- Remember YOU are always in control...the computer can only react to your input
- Never underestimate the value of rebooting your system
- Save your files often as you work
- Backup your files

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Backup, Backup, Backup!!



- Store user files in a common directory
- Use sub-folders to keep documents organized
- Most computer users will get by using 2 GB USB Flash Drives
- Also consider DVD and online backup



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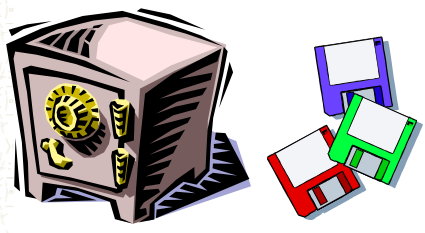
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File management

- ✦ Properly saving and retrieving files
- ✦ How to create a folder
 - Subfolders
 - Renaming folders
- ✦ Finding files
- ✦ Proper program installation and deletion


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Backup, Backup, Backup!!




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Time Wasting Vs. Time Saving

<ul style="list-style-type: none"> ✦ Use the right tools ✦ Do you create many form letters/labels...learn how to create and maintain a database ✦ Newsletters and flyers? ✦ Obtain a desktop publishing program 	<ul style="list-style-type: none"> ✦ Don't reinvent the wheel, learn how to modify existing documents ✦ Use the RIGHT mouse button ✦ Multi-tasking
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Thank You for Attending!