COMPUTERS FOR SENIORS

Centennial Secondary School, 240 Thorold Rd W, Welland, ON
Starting September 27th, '11

Course No. 1275, 1276

This course is designed for people with very little or no computer experience. The teacher will take you through a series of lessons that will teach you the basics of computers; e-mail, Google, maps, e-cards, photos, attachments and more. This promises to be an interesting course in a very relaxed atmosphere.

FUNDAMENTALS & INTERNET

South Lincoln High School, 260 Canborough St., Smithville, ON
Starting September 29th, '11

Course No. 2143

For beginners of all ages, especially seniors. It is a fun, interactive, and very informative course. Navigating Windows and creating folders, saving and copying files; Internet search and email techniques; copying and pasting text and graphics.

Suggested Topics:

Components of a computer: CPU, memory, storage, input, output

Operating System: Windows XP, Vista, Windows 7, Mac OSx (Apple)

Windows Explorer: creating folders, move/copy files

Email: etiquette, Hotmail, Yahoo, Gmail, Outlook Express, Outlook, IncrediMail, Thunderbird, attachments, e-cards, Windows Live Mail, www.snopes.com

Google: searches, images, maps, games, Skype

Digital Cameras: photos, paint.net, Adobe PhotoShop, memory cards

ISP: Cogeco, Sympatico, IAW, 3WEB, dial-up, DSL, modems, routers

USB Drives: jump drives, external backups, SyncToy

Websites: domain name, web hosting, FrontPage, WordPress, Tripod

Blogs: creating, www.wordpress.com

Facebook: joining

YouTube: uploading, downloading

Browsers: IE7, Firefox, Safari, Chrome, Netscape

Microsoft Office: Word, Excel, PowerPoint, Access, Publisher, Picture Manager

Greeting Cards: Word, Print Master

Maintenance: CCleaner, Disk Cleanup, Disk Defragmenter

Internet Security: anti-virus, firewall, spyware

Music: MP3, iPod, Windows Media Player, CD, DVD, burning

Printers: all-in-one, inkjet, laser

Utilities: KeePass, LastPass, McAfee SiteAdvisor, Windows Live Sync, TeamViewer, Advanced System Care, Smart Defrag

Week 1: Gmail/Hotmail	**Week 2: Browsers**
Week 3: Google, Scavenger Hunt	**Week 4: Email, attachments**
Week 5: Windows Explorer	**Week 6: Windows Media Player**
Week 7:Digital Cameras	**Week 8:Word Processing**
Week 9:Blogs, Email Forwards	**Week 10: Review**

Basic Computer Component:

- **Software** describes the programs that you actually run in a computer. Today, you usually buy them as a CD or DVD and you install them into your computer.
- **Hardware** refers to the parts of a computer that you can actually touch.
- **Motherboard** is the printed circuit board that exists in all computers and acts as the backbone of the entire computer into which all the hardware is connected to.
- **CPU** – Central Process Unit is really the brain of the computer. The first computers only had one processor, but today, they have as many as 4 processors built into one CPU. The extra processors act as a team so that when a task is assigned to the CPU, each team member can take part of the task and therefore process the task faster. Most computers you buy today, either have two or four processors, however this assumes that companies like Microsoft are designing software programs that can take advantage of these extra processors, which at this point they are not.
- **RAM** – Random Access Memory is used as the short term memory for the task assigned to the CPU whether it be adding a column of rows or spell checking a document. When the computer is shut off, everything in RAM is wiped clean.
- **Hard Drive** is the actual storage device built into computers to store both your programs and the data that you have created. Usually a computer has one hard drive but some have two, but you can easily add an external hard drive to any computer via a cable, to give you more storage.
- **Video Card** can either be integrated into the motherboard or can added as an option into one of the expansion slots. Those people who are interested in very graphical games, prefer to add high end video cards to their computers. This card actually runs whatever screen you have connected to the computer.
- **Audio Card** which usually comes with every computer actually drives the speakers (output device) which are external to the actual computer box. When you purchase a computer, you will have to buy a set of speakers as they are not considered standard equipment. The older computers came with a tiny speaker in them but now that we have accepted stereo as our standard, speakers are optional.
- **Monitor** is classified as an output device. The older monitors were CRT's (cathode ray tubes) very similar to the older style televisions. Today, virtually all monitors are LCD's (liquid crystal displays). They vary in size from fifteen inches to thirty inches (diagonal dimension). Some newer televisions are now equipped to accept output from your computer and act as a monitor (imagine a sixty inch or larger monitor).

- **Keyboard** is classified as an input device. They are used to input the data into the computer. Most are wired to the computer, but some are wireless. All keyboards are classified as Qwerty keyboards as the first row of letters spells out the word "qwerty".
- **Mouse** is another input device that can either be wired or wireless. The standard mouse comes with a left and right button, as well as a scroll wheel. The older style mice used a rubber ball within itself that rolled against some rollers that caused the pointer or cursor to move around your screen. Virtually all mice today use an optical sensor to determine how you have moved the mouse on the desk so that it can direct the pointer or cursor to move on your screen.
- **Operating System** is an example of software. In most computers it is either Windows XP or Windows Vista, both by Microsoft.
- **CD/DVD** can either be an input or output device depending on the optical drive in stalled in your computer. Most computers have a DVD writer as their standard drive. This type of unit can read and write/burn CD's and DVD's.
- **USB Thumb Drive** can either be an input or output device. They can sometimes be called flash drives and they come various sizes.
- **External Hard Drive** is similar to the internal hard drive described above but these units are portable and store as much as your internal drive and sometimes more. They would be used to either back-up your computer or if you would like to transfer large quantities of data to another computer.
- **Printer** is an output device and can either be inkjet or laser. Some printers are multipurpose whereby they can print, scan, copy and sometimes fax.

In-Class Sign-on Procedures:

- Confirm that the monitor is turned on, a green light will be flashing beside the power button, if it is not flashing, press the power button
- Press the power button on the computer, a green light will appear in the button. This button is located in the centre of the lower box
- Wait till the DSBN license screen appears on the monitor and using the mouse, left-click the **OK box**
- When the Sign-on screen appears, the insertion point will be in the password field, hold the "**Shift**" key down and press the "**Tab**" key once, the "**Username**" field will now be highlighted, type "**cenadun~~**" or **[slsint~~]** where **~~** represents the number assigned to you by your instructor, hit the "**Tab**" key and type "**Adu+~~**" or **[Int*~~]** where **~~** is again the number assigned by the instructor, the "**+**" key is entered by holding the "**Shift**" key and hitting the "**=**" key above the letters, please note that the password begins with a capital letter which is entered by holding down the "**Shift**" and then selecting the letter you want capitalized,

  [the "*" key is entered by holding the "Shift" key and hitting the "8" key above the letters]
  [ALL bracketed [] instructions are for Smithville].
- The computer will now begin it's boot up routine, which may take a minute or so
- When the computer is ready, you will now see your computer's desktop where some shortcuts will appear which have been assigned by DSBN, now you can begin to use the computer.

The above instructions are to be used ONLY in class so that you can login to the School Board network. All instructions after this page will apply to your HOME computer.

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# Creating an Email Account at Gmail

- On your desktop, you will see a symbol like: which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. Another option to open this program is to click it once and then hit the **Enter** key.

When the program starts, the top of the screen will something like this:
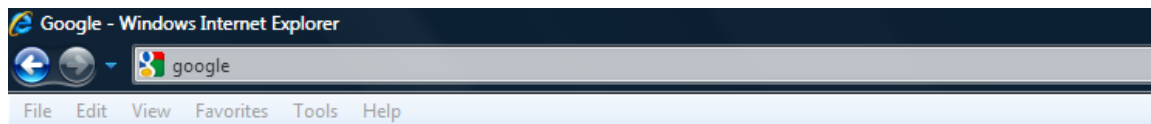
The heighted area (if it is NOT highlighted, just left-click the mouse in this part of the screen) is called the address bar, here you will type **google** then while holding the **Ctrl** key down, hit the **Enter** key and the program will automatically enter ***http://www.google.ca*** (normally, http://www.google.com but since we are in Canada, we will be directed to the Canadian version of Google) for you but will immediately switch to the Google home page:
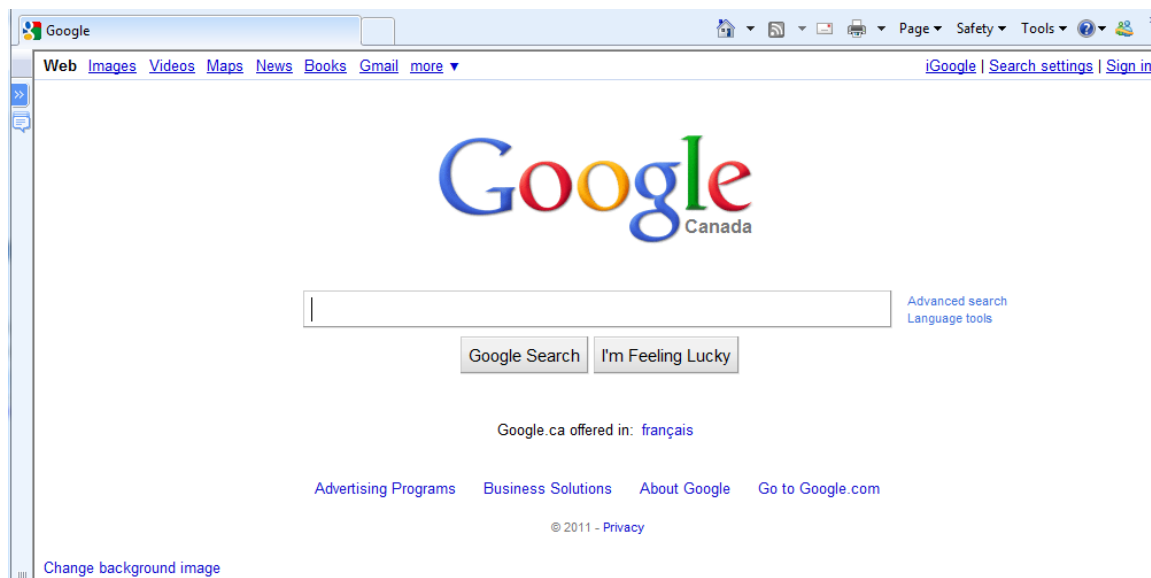
Just above the main Google logo, you will find links to the different features of Google; we will be selecting the **Gmail** tab:
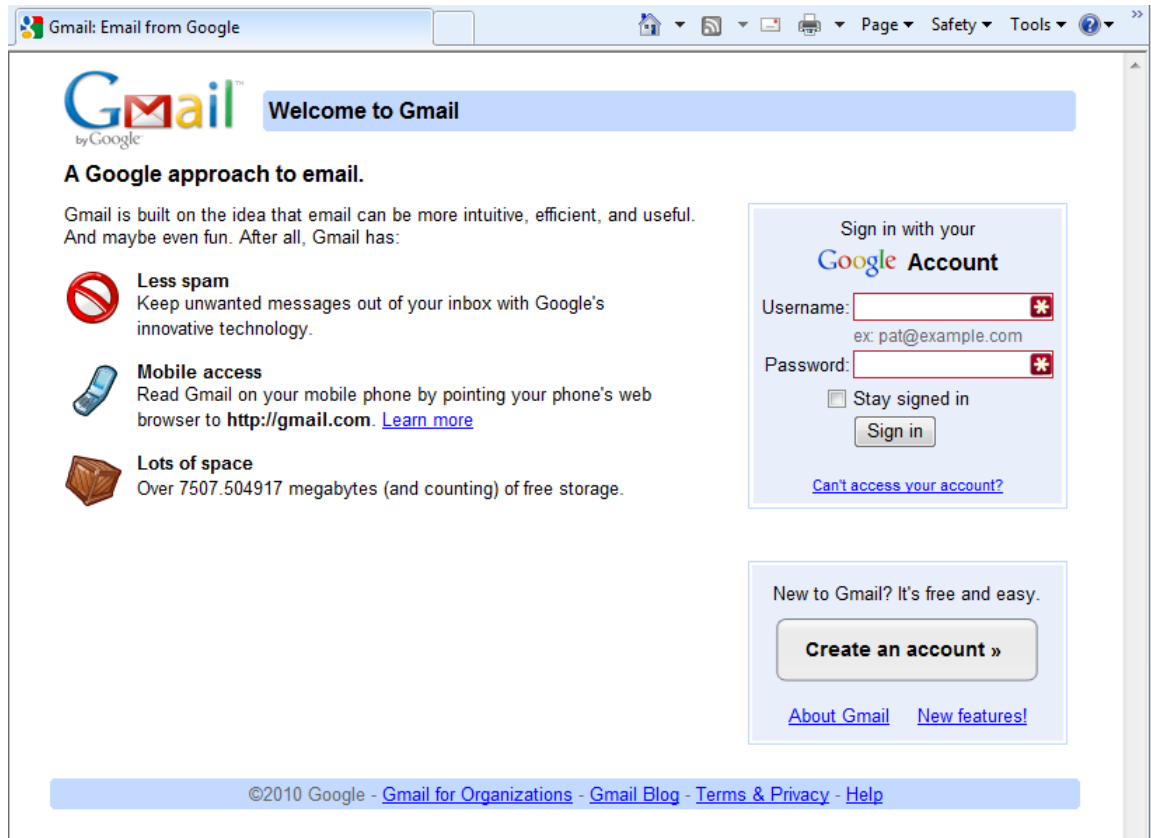
For our first exercise in class, we will be selecting: "**Create an account >>**" in the lower right corner of the screen. Left-click on the tab:

Gmail by Google   Create a Google Account - Gmail

Change Language: English

Create an Account

Your Google Account gives you access to Gmail and other Google services. If you already have a Google Account, you can sign in here.

Get started with Gmail

First name:	Tom
Last name:	Bacolini
Desired Login Name:	cenadun99f10 ✳ @gmail.com
	Examples: JSmith, John.Smith
	[check availability!]
Choose a password:	•••••••• ✳ Password strength: **Strong**
	Minimum of 8 characters in length.
Re-enter password:	••••••••
	☐ Stay signed in
	☐ Enable Web History Learn More
Default Homepage	☑ Set Google as my default homepage.
	Your default homepage in your browser is the first page that appears when you open your browser.
Security Question:	What was your first teacher's name ▾
	If you forget your password we will ask for the answer to your security question. Learn More
Answer:	Tommy
Recovery email:	

Please fill in this form with **YOUR** information, please note that I have used "**99**" as my assigned number in class, you will insert **YOUR** number in this place. I have also used the same password that we used in class to sign onto the DSBN network but I have added "**s11**" to the end of the password to make it long enough and strong enough for Gmail. You will need to click "**check availability**" to see if your Desired Login Name is available. If your Desired Login Name is available, your new Gmail address will be cenadun99f11@gmail.com. Or [slsint20f11@gmail.com]. Please proceed to fill in the rest of the form including the encrypted security question. Gmail has made this question a little easier than Hotmail as it does not have any capital letters or numbers. Once you have entered the security question, click the "**I accept. Create my account.**" tab. If

you were successful in creating an account, you will see this popup screen and I would suggest you click "**No**".
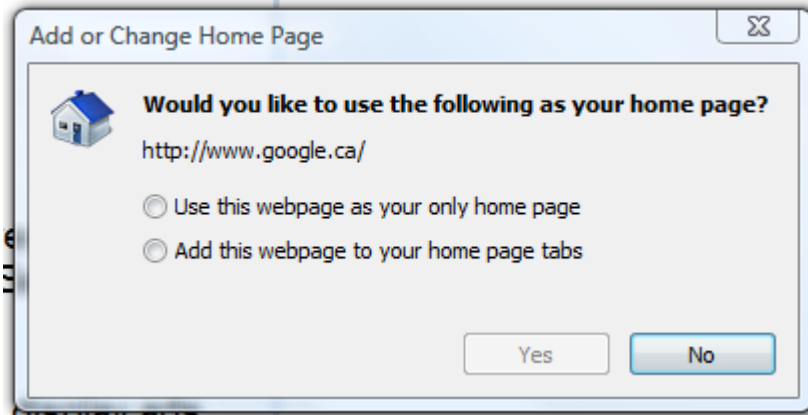
This next screen will appear to show that you created a Gmail account:


When you click the "**Show me my account >>**" tab, you will now get this next screen which shows you Inbox in Gmail:
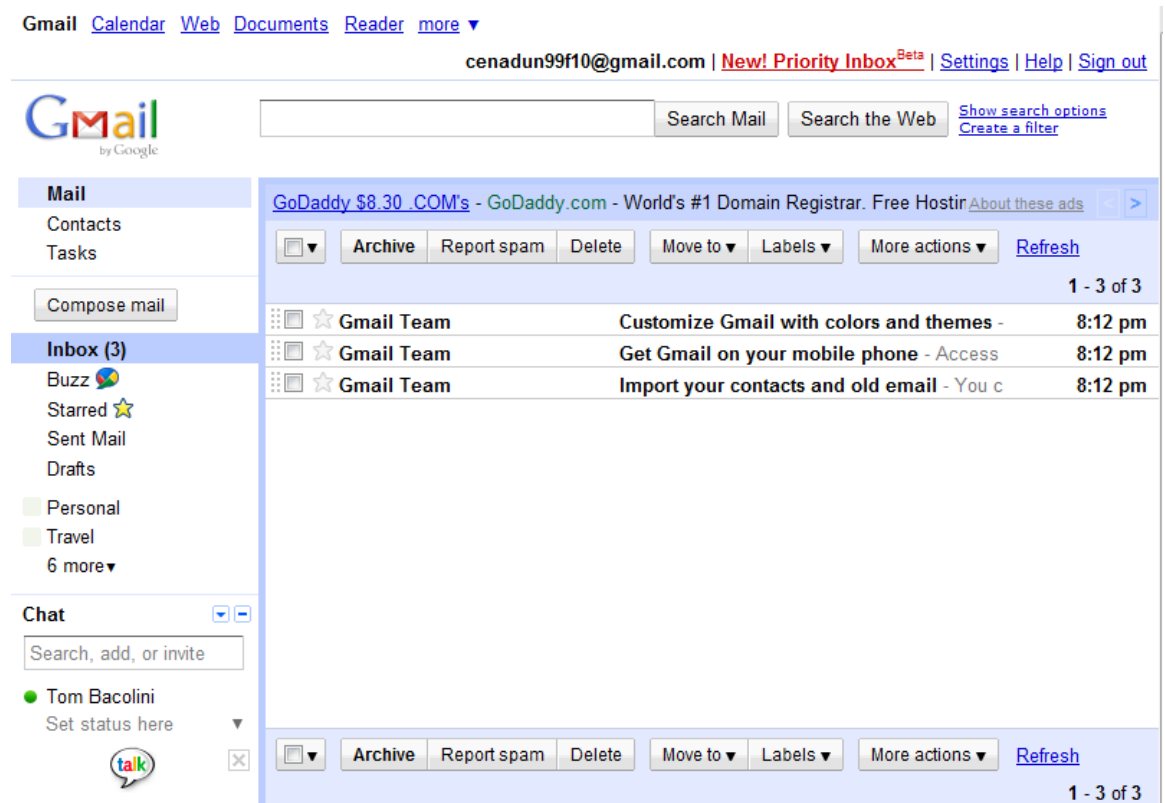
In class, we will discuss the similarities between Hotmail and Gmail, both web based email programs, including how to add email addresses to you Contact List. Another popular web based email is Yahoo.

YOUR first assignment is to send me an email so that I can record your address.

- When you click the "**Compose mail**" tab you will this next screen:
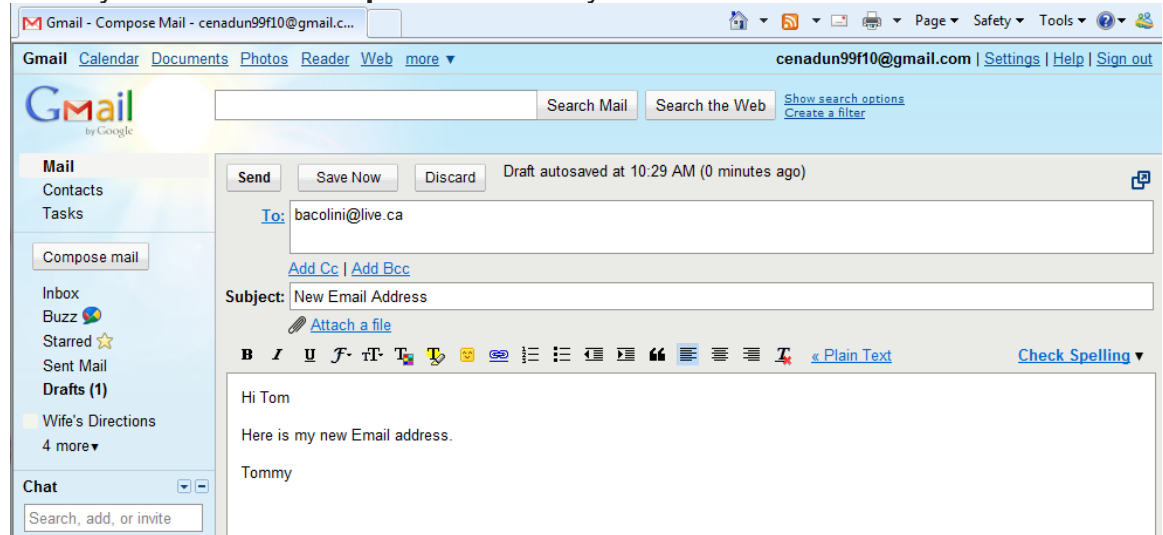
- I have filled in the information that I would you to send me, when you are finished, click the "**Send**" tab.

Set-up an Email Account at Hotmail (optional)

- On your desktop, you will see a symbol like: [Internet Explorer icon] which is a shortcut to Microsoft Windows Internet Explorer. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. You also left-click the icon and then hit the "Enter" key. There is usually three ways of accomplishing the same task so the instructor will show you another way if the two previous methods are not comfortable for you.
- When the program starts, the top of the screen will something like this:
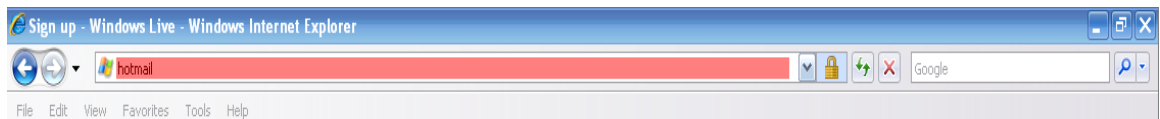
The heighted area (if it is NOT highlighted, just left-click the mouse in this area of the screen) is called the address bar, here you will type "hotmail" then while holding the "Ctrl" key down, hit the "Enter" key and the program will automatically enter "*http://www.hotmail.com*" for you but will immediately switch to a screen that will allow you to enter your hotmail email address, if you already have one, or will allow you to sign up for a new account:

- If you already have a hotmail account, you can now enter it in the field labeled: "Windows Live ID" and then enter your password and then left-click "Sign In"
- If you would like to create a new hotmail account, left-click the "Sign Up" button

- This screen will now appear:

- You do have an option using the down button to create either "@hotmail.com" or "live.com" account but because hotmail is so popular, chances are, you will have a better chance of getting an address that suits

you with the "@live.com" suffix when you are creating your personal account.

- You now have to left-click in each box and enter the appropriate information
- The first box is "Windows Live ID" and will be the prefix of your email address. This can be some form of your name or something you are fond of (e.g. bicycling, skiing, horseback, …). To create an account for class purposes, we can use: cenadun99f11@live.ca for Welland and slsint99f11@live.ca for Smithville.
- Once you have entered your choice, left-click the "Check availability" button to see if it is still available. If your selection is NOT available, Hotmail will make some suggestions that are available or you can enter another one of your choosing
- Once you have a valid ID, continue to answer the rest of the fields listed by pressing the "Tab" on the upper left of your keyboard. You can always return to a field by left-click in the field area so that you can make corrections. **PASSWORD TIP**: use your address '#242FirstAve'
- If you do not have an Alternate email address, left-click the blue text: "Or Choose a security question for password reset", two more fields will now appear. Select "Favorite teacher" and I hope your answer is "Tommy"!!!
- You can lie about any of the fields on this form including your Birth year but the next field is a security check to see if you are adding this new email address or whether a computer is trying to generate an address. In the Characters field, you will have to enter the wavy characters and numbers you see above in the same case as they appear, some may be capitals. If you cannot read the characters, there is a button with two blue arrows, which when you left-click will generate another set of characters or if you left-click the speaker symbol, the computer will read the characters to you, you will need headphones to hear them.
- Once you have filled in all the fields, left-click the "I accept" button to create your email address.
- You are now logged into your email account at Hotmail
- Let us now send an email to me, left-click "New" just to the right of the **Hotmail** title, a new screen will now appear and the "To:" will be highlighted and the cursor, sometimes called the insertion point will be flashing in the field waiting for you to enter an email address, let's enter bacolini@live.ca and then press the "Tab" key, the cursor will now move to the right an is waiting for you to enter another email address, just press the "Tab" key again, the cursor will now be flashing in the "Subject", we will cover proper email etiquette in another lesson but for now, just enter TEST and the press the "Tab" key again. The cursor will now be in the body of your email. Type something like: Hi Tom, did this work? Now left-click "Send" just to the right of the **Hotmail** title and you now sent your first email!

- You can now practice with your neighbour by sending him/her an email address
- You can read an email by left-clicking either who it came from or the subject
- **SEE YOU NEXT WEEK!**

If your password is "123456", just make it "hackme"

Back at the dawn of the Web, the most popular account password was "12345."

Today, it's one digit longer but hardly safer: "123456."

Despite all the reports of Internet security breaches over the years, including the recent attacks on Google's e-mail service, many people have reacted to the break-ins with a shrug.

According to a new analysis, one out of five Web users still decides to leave the digital equivalent of a key under the doormat: They choose a simple, easily guessed password like "abc123," "iloveyou" or even "password" to protect their data.

"I guess it's just a genetic flaw in humans," said Amichai Shulman, the chief technology officer at Imperva, which makes software for blocking hackers. "We've been following the same patterns since the 1990s."

Shulman and his company examined a list of 32 million passwords that an unknown hacker stole last month from RockYou, a company that makes software for users of social networking sites like Facebook and MySpace. The list was briefly posted on the Web, and hackers and security researchers downloaded it. (RockYou, which had already been widely criticized for lax privacy practices, has advised its customers to change their passwords, as the hacker gained information about their e-mail accounts as well.)

The trove provided an unusually detailed window into computer users' password habits. Typically, only government agencies like the FBI or the National Security Agency have had access to such a large password list.

"This was the mother lode," said Matt Weir, a doctoral candidate in the e-crimes and investigation technology lab at Florida State University, where researchers are also examining the data.

Imperva found that nearly 1 percent of the 32 million people it studied had used "123456" as a password. The second-most-popular password was "12345." Others in the top 20 included "qwerty," "abc123" and "princess."

More disturbing, said Shulman was that about 20 percent of people on the RockYou list picked from the same, relatively small pool of 5,000 passwords.

That suggests that hackers could easily break into many accounts just by trying the most common passwords. Because of the prevalence of fast computers and speedy networks, hackers can fire off thousands of password guesses per minute.

"We tend to think of password guessing as a very time-consuming attack in which I take each account and try a large number of name-and-password combinations," Shulman said. "The reality is that you can be very effective by choosing a small number of common passwords."

Some Web sites try to thwart the attackers by freezing an account for a certain period of time if too many incorrect passwords are typed. But experts say the hackers simply learn to trick the system, by making guesses at an acceptable rate, for instance.

To improve security, some Web sites are forcing users to mix letters, numbers and even symbols in their passwords. Others, like Twitter, prevent people from picking common passwords.

Still, researchers say, social networking and entertainment Web sites often try to make life simpler for their users and are reluctant to put too many controls in place.

Even commercial sites like eBay must weigh the consequences of freezing accounts, since a hacker could, say, try to win an auction by freezing the accounts of other bidders.

Overusing simple passwords is not a new phenomenon. A similar survey examined computer passwords used in the mid-1990s and found that the most popular ones at that time were "12345," "abc123" and "password."

Why do so many people continue to choose easy-to-guess passwords, despite so many warnings about the risks?

Security experts suggest that we are simply overwhelmed by the sheer number of things we have to remember in this digital age.

"Nowadays, we have to keep probably 10 times as many passwords in our head as we did 10 years ago," said Jeff Moss, who founded a popular hacking conference and is now on the Homeland Security Advisory Council. "Voice mail passwords, ATM PINs and Internet passwords — it's so hard to keep track of."

In the idealized world championed by security specialists, people would have different passwords for every Web site they visit and store them in their head or, if absolutely necessary, on a piece of paper.

But bowing to the reality of our overcrowded brains, the experts suggest that everyone choose at least two different passwords — a complex one for Web sites were security is vital, such as banks and e-mail, and a simpler one for places where the stakes are lower, such as social networking and entertainment sites.

Moss relies on passwords at least 12 characters long, figuring those make him a more difficult target than the millions of people who choose five- and six-character passwords.

"It's like the joke where the hikers run into a bear in the forest, and the hiker that survives is the one who outruns his buddy," Moss said. "You just want to run that bit faster."