

Microsoft Office Word 2010

I have just finished writing my Word 2010 Lessons.

It consists of 5 sessions to learn Basic; Intermediate and Advanced Word 2010 and 4 Sessions on “Mail Merge”.

It is not possible to have the “Mail Merge” without 1st having gone through the Basic; Intermediate and Advanced Word 2010 Sessions. I am ensuring that my students have enough general knowledge of Word to enable them to understand the “Mail Merge” side of Word.

Learn Basic Windows 7

I have just finished collecting and writing a course on Basic use of Windows 7 and have even given the 1st session. It was quite a fun task and the lessons are aimed at both “new to Windows” pupils as well as “migrated to Windows 7” students.

It is only 2 sessions long but after having taught it to one student, I think I will redesign the sessions into 3 sessions; as 2 sessions was a little on the “brain overload” side.

My 1st Social Networking Lesson

I have now written a lesson on how to BLOG, using WordPress. And demonstrating the power of said – by publishing to both

Facebook and Twitter.

My Students are totally confused, but eventually they will grasp the simplicity of blogging.

The 1st lesson was theory ONLY!

The 2nd will be hands on; but it requires the students to consider certain facts prior to that lesson.