

Emailing Basics

**A Very
Warm
Welcome
to the
Exciting
World of
Computers**



**Let's get
Started
- It's easy
with my Step-
by-Step
Instructions**

**Step - by - Step
Tutorials**



Welcome



This lesson is specifically for those who type really slowly, you know, the two finger type of typing and the, 'now where in the @#\$@% is the 'W'! (smile)

Also, for those of you who have the snail's pace dial up Internet connection or you are paying for the time you are connected to the Internet.

There are several ways to get around this problem; this lesson is just one helpful way. This way, if you like you can even take a whole week to type and correct an email before you send it off into cyber space.

So what are we waiting for? Let's get started

This is what we are going to do:

- **We are going to open a new page in a Microsoft WORD document**
- **We are going to start typing an email to a friend**
- **We are then going to save the WORD document**
- **Then we are going to find and open that document again**
- **Complete the document and save it again**
- **Do a spell check on the document**
- **Save it gain**
- **Highlight and copy the document**
- **Go to OUTLOOK EXPRESS**
- **Paste your letter into an email**
- **Insert a picture into your email**
- **Send the email**

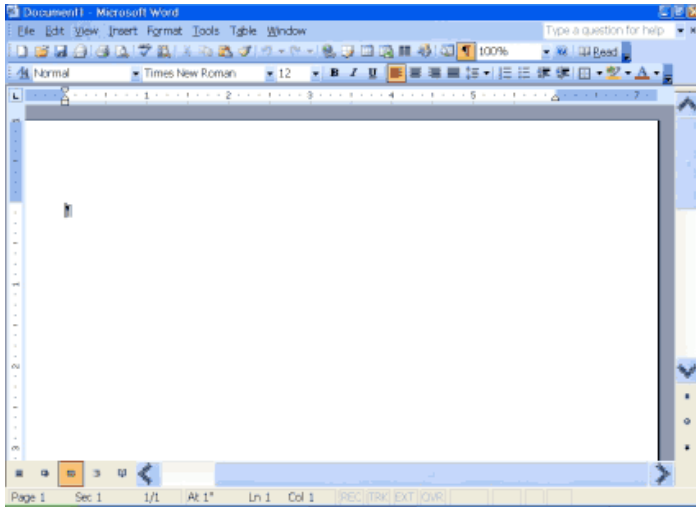
How does that sound? Good? Just read & follow the step-by-step instructions below:



1. Click on START



Step-by-Step Tutorials



2. Place mouse pointer on the word **PROGRAMS** (another menu pops up)
3. Pointer on **MICROSOFT OFFICE 2003**

(another menu pops up)

4. Click on **MICROSOFT WORD**
5. You now have a blank word processing page in front of you
6. Type the following: (*Just take your time, and don't worry about spelling errors.*) Type the next 3 lines:

Serious error.

All shortcuts have disappeared.

Screen. Mind. Both are blank.



Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

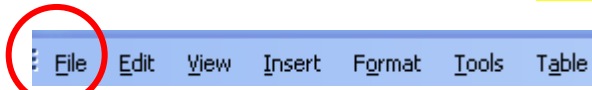
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Step-by-Step Tutorials

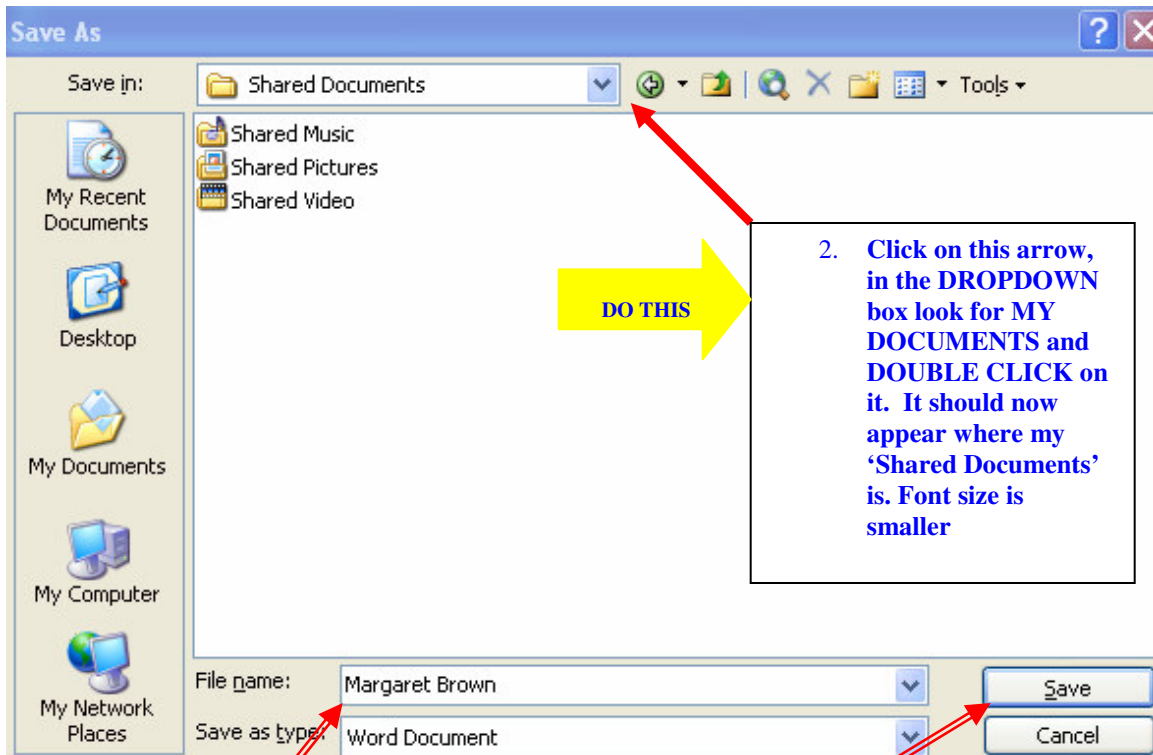
Ok, now we are going to **SAVE** your document. Again, just follow the instructions below:

DO THIS



1. Click on **FILE** on the above **MENU BAR**

2. Click on **SAVE AS** – the little window as below will appear



3. In the **'File Name'** box type in your full name

4. Click on **SAVE**

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5. Now click on the red box with the white 'X' in the top right



hand corner of your screen – this will

close your document.



Now we are going to find your document again. Usually the MY DOCUMENTS folder is on the DESKTOP of your computer. If not, all you have to do is click on START and look in the menu that pops up. For this exercise we will assume the MY DOCUMENTS folder is on the DESKTOP.




1. Double click on the MY DOCUMENTS FOLDER
2. Do you see your document? DOUBLE CLICK on it to open your page so that you can continue typing.
3. Place your MOUSE POINTER after the word 'blank'
4. Now hit the ENTER key twice
5. Type the following 6 lines:



**Having been erased,
The document you're seeking
Must now be retyped.**

**Three things are certain:
Death, taxes and lost data.
Guess which has occurred?**

6. We are now going to save your document again so that we don't lose the data (smile). All you have to do this time is click on this icon  on the above TOOLBAR

or

HOLD DOWN the CTRL key and hit the 'S' key at the same time.

Now that your work is safe, for this exercise, we are going to check the spelling, then copy it and paste it into Microsoft Outlook Express (the emailing software). However, you may use which ever emailing software you prefer.



First we will check the spelling:

DO THIS

- 1. Click on TOOLS on the above MENU BAR**
- 2. Click on SPELLING & GRAMMAR**

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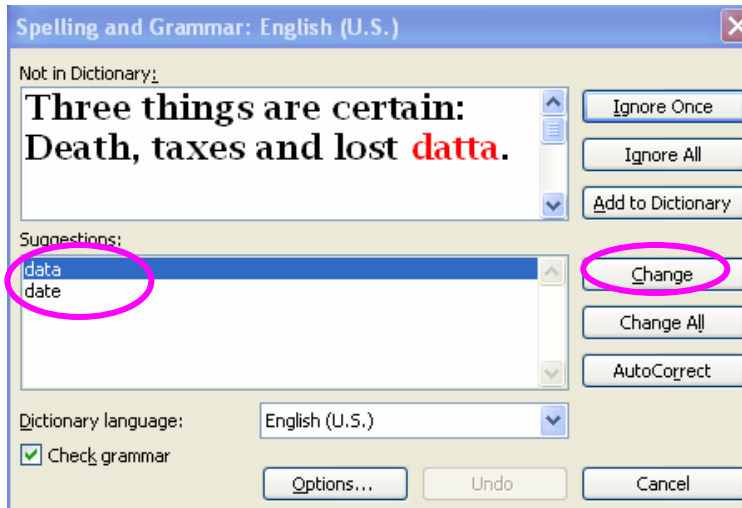
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Or simply press
the 'F7' key on
your **KEYBOARD**
This little window
will appear:

3. If the word
'data' has
been spelt

incorrectly, the computer is suggesting that it be changed to either the word 'data' or the word 'date'. Click on the correct word and the computer will automatically correct your spelling. Go through your whole document until all the spelling has been checked and corrected.

4. Once again **SAVE** your work.

5. Now you are going to copy your work. Click on **EDIT** on the above **MENU BAR**

6. Click on **SELECT ALL**

7. Click on **EDIT** again

8. Click on **COPY**

9. Close this document by clicking on the red box in the top right hand corner of the screen

10. Click on **START**



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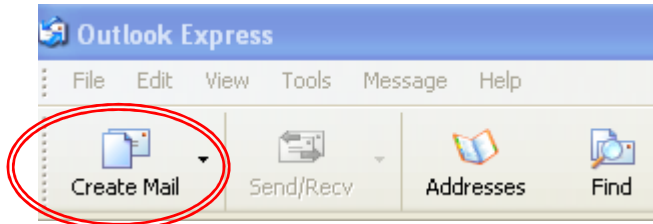
11. Hold your mouse pointer over the words ALL PROGRAMS



– a menu will pop out to the side

12. Look for OUTLOOK EXPRESS and click on it

13. Click on CREATE MAIL



The email window will pop up. If you need to maximize the window just click on the little center square in the top right hand corner of your screen.

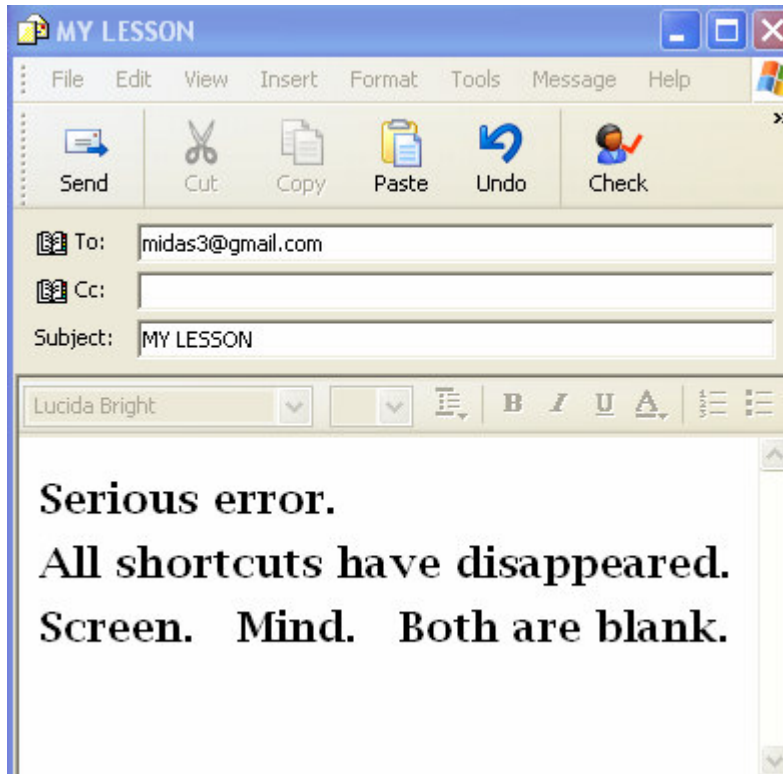


This is what you do next:

DO THIS

1. Type in the person's email address where it says **TO:**
2. Type in the subject – for this lesson just type in 'MY LESSON'
3. Next click in the body of the email
4. Now RIGHT CLICK

5. Click on PASTE



6. Next, to

insert a

picture,

click on

INSERT on

the MENU

BAR

7. Hold mouse

pointer over

the word

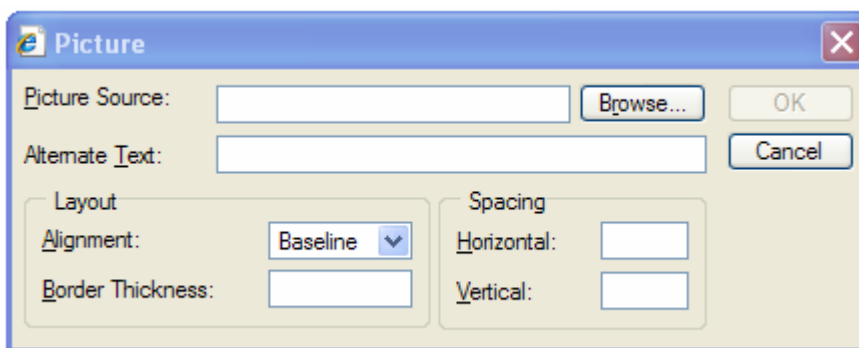
PICTURE

until

another

menu pops out

8. This window will pop up



Step-by-Step Tutorials

9. This window gives you the choice to browse your computer to find a picture to insert into your email or if you like, you may copy and paste a picture or even attach it to the email. For this exercise let us see if you can find some graphics on the computer you are working on. Try in the MY DOCUMENTS folder or even on the DESKTOP. I leave it up to you.

10. Click on a graphic of your choice

11. Then click SEND



That's all for now folks, hope you found this lesson useful.

END