

Private Tutoring Lessons Available

People take Golf Lessons, they take Piano lessons, they take Dance Lessons, but they don't think of taking "PC Lessons".

What makes us think we can just sit down at the PC and accomplish everything we want to do without learning how?

The source of much of the frustration of not getting the PC to do what you want it to is that we don't really know what we are doing. If we had some instruction and knew what all the features meant and what instruction the PC needed to operate properly, we would probably have a more pleasurable "Computing Experience".

I have found that most people, once they learn what to do and what not to do enjoy their time at the PC much more than they did before. Learning what the correct steps are as well as which ones are not correct can help in the overall understanding of how and why the Computer operates the way it does.

I have developed a series of Lessons complete with video reviews and print outs to help owners of PC's learn how to effectively use the Computer.

These lessons include:

- 1. The Microsoft Operating System**
- 2. The Windows Directory Tree**
- 3. What do I Have Here?**
- 4. The Microsoft Word Window**
- 5. Inserting Graphics in Word**
- 6. Saving and Retrieving Word Documents**
- 7. Copy/Cut and Paste Techniques**
- 8. Text Manipulation (1-2-3)**
- 9. Creating Folders**
- 10. Sending and Receiving Email attachments**
- 11. Anti Spyware and Anti Virus usage**
- 12. Keyboard Shortcuts**

and there are others....

or you pick the topic.

I recommend two hour tutoring sessions. Then I put a lesson review video on your PC and leave you with the printed material to review and practice the lesson.

The cost is \$75 per hour with a two hour minimum.

Compare that to the 'Geek Squad' @ over \$220 for a two hour session!

Call Mike @ 818-337-8915 to schedule your lessons.