

## Popular Adhoc Topics

### Word Processing

- Create and print a basic letter
- Delete text / insert text in a document
- Underline / centre / embolden a heading
- The difference between Save and Save As
- Create a sheet of address labels
- Create a poster
- Insert a photograph into a document

### Working With Photographs

- Use a scanner to scan photographs
- Transfer photos from a digital camera
- Increase / decrease brightness of a photograph
- Crop a photograph
- Resize a photograph
- Rotate a photograph
- Remove red-eye
- Print a photograph
- Print many photographs on the same page
- Transfer photographs onto a CD

### Using The Internet

- Visit a website
- Search the Internet using Google
- Add websites to Favorites
- Move / sort Favorites
- Rename / delete Favorites
- Use page tabs
- Create / delete a website desktop shortcut
- Print a webpage
- Change the Home page
- Save a picture
- Create an online picture slide show
- Pop-up windows
- Buy safely online
- Buy or sell on Ebay
- Use the Content Advisor
- Delete temporary internet files
- Delete History files

### Computer Security

- Download & install Windows updates
- Run Java updates
- Install an antivirus program
- Download antivirus updates
- Scan for viruses

### E-mail

- Read & reply
- Reply to all
- Forward
- Print
- Save an attached file / attach a file
- Create e-mail folders
- Move e-mail into folders

### Music

- Download music from the Internet
- Transfer music from CD to PC
- Create a play list
- Create a music CD
- Download music to an MP3 player

### Video

- Transfer video from camcorder to PC
- Edit video footage
- Add a sound track
- Add scene transition effects
- Save a video in different formats
- Upload a video to YouTube

### File / Program Management

- Viewing and arranging icons
- Delete files
- Empty recycle bin
- Rename files
- Create folders
- Move files into folders
- Copy files to CD
- Copy files from CD to PC
- Copy files to memory stick
- Copy files from memory stick to PC
- Copy a CD
- Install a program
- Uninstall a program

### Customising Windows

- Change desktop background
- Set photograph as desktop background
- Change screen saver
- Create a picture screen saver
- Change screen saver settings
- Change screen size
- Create / delete a desktop program shortcut
- Create / delete a desktop file shortcut

### Troubleshooting

- Restart computer
- Restart computer in Safe Mode
- Check hard disk for errors
- Disk defragmentation
- Disk cleanup
- Control startup programs
- Use system restore