

# Lesson Description

EMAIL		PAYING BILLS ONLINE	
HOMEWORK		WATCHING VIDEOS	
SHARING PHOTOS		DOWNLOADING MUSIC	
JOB SEARCHES		FACEBOOK or SKYPE	

## Email:

- Create your personal email address.
- Read and Send Email.
- Attach Documents or Photos while sending emails.
- Organize email contacts and personal information.

## Homework:

- Create Professional Word Documents
- Write brilliant resumes using Office Word
- Learn how to use Excel
- Learn how to use Access

## Sharing Photos:

- Storing photos online
- Sending photos through email
- Uploading and organizing photos on your computer

## Job Searches:

- Uploading your resume to different company websites
- Setting up job search sites

## Paying bills online:

- Setting up bank and utility company bill pay.

## Watching videos:

- Set up video library
- Watch online videos
- Watch downloaded videos

## Downloading Music:

- Set up music library
- Play music

## Facebook or Skype:

- Set up facebook online
- Set up skype