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Computers for KlutzesÑ• Basics, Email, Internet: A Familiarization Course for Older Adults, Charles Clark Richmond, Monadnock Mountainside Publications, 2004, 0974830119, 9780974830117, . 'Are you uncomfortable being classed as a "user" because it denotes exploitation? Is the only mail or monitor you know the one delivered by a postman or appointed by a class-teacher? Do you consider "hardware" as what you buy from a store to fix things at home, or "software" as something made of cloth or any other soft material?' For all those who did not grow up with computers or were initiated into the computer mysteries well before the influx of modern-day's miniature machines, Clark Richmond (Multiple Choice Programming Technique), Doctor of Education, University of Massachusetts, Amherst, offers a tool-guide to dispel computing fears and to help navigate unexplored territories. Presented in plain and simple terms, with step-by-step instructions and clear, well-labeled instructions, the book explains the basics of personal computing. Divided into three distinct sections... word processing, e-mail and Internet, the course covers - starting the computer for the first time, creating and saving documents, getting a free e-mail account, sending e-mails, browsing the web, and major search engines along with hints on their usage. The appendix is a single reference area for keyboard shortcuts and frequently used command sequences found throughout the course. A particularly helpful addition is the inclusion of a glossary that demystifies computer jargon by redefining it in Klutz terms. The large, readable font, plain English, accessible format, profuse illustrations, and the keyboard commands given as an alternative to the ones using the mouse pointer, make the manual user-friendly for the targeted audience..

The PC Easy Reader Because You Are Not a Dummy Or an Idiot!, David S. Hayden, Jun 1, 2000, Computers, 112 pages. .

The Internet Idea Book 101 Internet Business Ideas for the Everyday Ordinary Person, Michelle McGarry, Oct 1, 2000, Business & Economics, 328 pages. A brainstorming workbook of Internet business ideas for the Internet entrepreneur..

Windows 7 Step by Step, Joan Preppernau, Joyce Cox, Joan Lambert, Sep 1, 2009, Computers, 492 pages. A guide to the concepts and features of Windows 7 discusses such topics as how to get started, computer security, adding hardware and software, file and folder management ....

Effective Email , Graham Jones, 2002, Business communication, 73 pages. .

Email Basics Practical Tips to Improve Team Communication, Kristin J. Arnold, Jan 1, 2001, , 120 pages. .

Sources of Western Society, Volume 2 From the Age of Exploration to the Present, John P. McKay, Bennett D. Hill, Charles Clark, Oct 13, 2010, History, 384 pages. Accompanies: A history of Western society, 10th ed., and Western society: a brief history, 2nd ed..

Understanding Computers... for First Timers Computer Basics, Email and the Internet PLUS MS Word (I and II), Excel (I and II) and PowerPoint (I and II), Wayne Lewis, 2002, , 120 pages. .

Easy Computer Basics , Michael Miller, Jul 11, 2005, , 256 pages. Provides information on the basics of computers, covering such topics as hardware, applications, files and folders, searching the Internet, playing music and movies, working ....

Internet Basics , Karl Barksdale, Michael Rutter, Ryan Teeter, Sep 1, 2001, , 326 pages. Get your students hands-on with the Internet with this activity-oriented book! By providing a quick overview of the Internet and other on-line resources, and numerous step-by ....

A Treasury of Email Humor , Lisa Marie Meier, Jan 31, 2001, Humor, . .

I don't know how many people like those in my title above are reading blogs, including this one. I am hoping that those of you who work with people like this are. As I've mentioned in past postings, patrons in my class tend to fall into two categories, those that are very technologically savvy and those that are total neophytes where computers are concerned

There are many reasons why people don't want to deal with computers. One large group are those who prefer doing what they do rather than spending half their lives figuring out a computer. The first person that had this problem I met years ago. He was a man who wanted to get a job at Home Depot. He knew the type of stock Home Depot carried and how to use it. He was good at explaining their use to customers. Unfortunately he didn't have a clue about using a computer. Home Depot had just started using computer job applications exclusively. There are many out there like him who simply like working with people and hate dealing with them second hand through a computer screen. If you had a choice, would you prefer your nurse to be a person who preferred working with people or one who preferred a computer. Think about it.

My point? These people tend to be good at what they do. They often have a passion for their profession. When they are suddenly out of work, they are confronted with the fact that they need a computer to find a job and are at a loss. They need more help than just a class about doing resumes or even using computers to find a job. They are barely at square one. Like the book title above, they need to figure out how to turn the thing on. They are either afraid of breaking the hunk of metal they are confronting or wish that they could.

Be prepared to help these people on several levels. Have a list of classes where they can learn really basic computer skills. There are often classes at the local library or high school and at unemployment locations such as CareerOneStop. Try for a combination of both inexpensive and good instruction. Free is even better. Check to see if United Way funds anything like this. The Charles River Internet Center is supported locally by United Way and some of their consultations are free. And don't forget books, especially those with easy to understand instructions and lots of good, clear illustrations. Many people find following a well put together 'how to' book an comprehensible way of solving problems. And dealing with computers is one very big problem.

What is the best way to help people like this? Think about it. They tend to prefer dealing directly with people. Deal directly with them with lots of personal encouragement. Giving people stories of your own less than stellar encounters with computers helps more than just a pep talk about how wonderful these contraptions can be. The former they understand. They are only going to be convinced of the latter through personal positive experience.

This is an older book covering older operating systems, but is still good for the basics. If you do have an older PC, the book covers Microsoft Windows XP, ME, 98 and 95. (Personally, I am currently using Windows XP.) There are lots of illustrations and screenshots, making it easy to follow. The book also gives a number of keyboard combinations that can be used as an alternative to using the mouse.

Stokes deals both with Macs and PCs and explains the differences between them. This book is

nicely organized and well illustrated. Personally I love the explanations from the how to dos to the what never to dos. They are clear and easy to understand for those of us who neither speak nor understand technical computer jargon. As you can gather from the title, there is a good bit of humor sprinkled throughout. I also like the fact that it doesn't limit technophobes to one specific age bracket!

A perfect book for someone new to computers or new to Macs. Michael Gorzka takes you by the hand and leads you step by understandable step. When you are finished you will be able to carry out all the basic computer functions down to e-mail and Google searching. He explains how to find an internet provider and how to set up an Internet connection. He also has large, legible text and LOTS of screen shots. It worth taking a look, especially if you feel lost.

How do I start putting together my resume? I have a resume, but I don't think it's effective? How can I make it better? What am I doing wrong? How can I tell if it even got through once I've sent it? Do I really need a cover letter? Should I use a cover letter for my email and then attach the resume? I need help! What do I do?

How about trying a career counselor for free! On Tuesday, February 28th, you will have your chance. Tammy Gooler Loeb is a professional career counselor with 25 years experience. She will be speaking at the Newton Free Library on how to build effective resumes and cover letters. Mark your calendars for 7:00 with a reminder to allow some extra time for parking. After you park, walk from the parking lot over the bridge and into the library. The talk will be in the Druker Auditorium. Just take your first left into the front part of the gallery area and the doors to Druker are on your left.

For all of you who may have missed it, 60 Minutes did an excellent piece on a new program begun by Joe Carbone to help the long term unemployed get their careers back. He works out of the state unemployment office for Southwest Connecticut and calls the program Platform to Employment. It is paid for by a non-profit group he pulled together named The WorkPlace. The piece also shows what long term unemployment does to a person. If you are the spouse of someone who has been unemployed for far longer than either of you expected, you definitely should take a look at this piece.

Please, take a moment to explore the links below, whether you have been facing long term unemployment yourself or have a friend, an acquaintance, a former co-worker, or a family member in this situation. I am assuming those who deal with the unemployed on a professional basis are familiar with the psychological damage long term unemployment inflicts. But if you are not familiar with Joe Carbone's program, please take a look at the video or the transcript and explore the two websites.

Disaster recovery programs provide financial assistance for uninsurable property damage, loss and other expenses. Funds are only available to the owner of the property at the time the flood damage occurred. The funds cover the costs of returning essential property to the functional condition before the disaster happened:

Born at Minehead in Somerset, England, he grew up in nearby Bishops Lydeard. In 1936 he moved to London where he worked at a job in the Civil Service. During World War II he served in the Royal Air Force as a radar instructor and technician from 1941 to 1946. At the end of the war he began a two-year degree course in physics and mathematics at Kings College, London, which he obtained with honors. After this he worked as Assistant Editor at Physics Abstracts. At this point his writing career started to develop. In 1956, Clarke emigrated to Ceylon (Sri Lanka), where he lived the rest of his life.

He is perhaps most famous for being co-writer of the screenplay for the movie 2001: A Space Odyssey, generally considered one of the most influential films of all time. His other science fiction writings earned him a number of Hugo and Nebula awards, along with a large readership, making him into one of the towering figures of the field. For many years he, along with Robert Heinlein and

Isaac Asimov, were known as the "Big Three" of science fiction.[5]

Clarke was a lifelong proponent of space travel. In 1934 while still a teenager, he joined the British Interplanetary Society. In 1945, he proposed a satellite communication system—an idea that, in 1963, won him the Franklin Institute's Stuart Ballantine Medal.[6][7] Later he was the chairman of the British Interplanetary Society from 1947 to 1950 and again in 1953.[8][9]

Clarke emigrated to Sri Lanka, largely to pursue his interest in scuba diving.[11] That year he discovered the underwater ruins of the ancient Koneswaram temple in Trincomalee. He lived in Sri Lanka until his death. He was knighted by Queen Elizabeth II in 1998[12][13] and was awarded Sri Lanka's highest civil honour, Sri Lankabhimanya, in 2005.[14]

During World War II he served in the Royal Air Force as a radar specialist and was involved in the early warning radar defence system, which contributed to the RAF's success during the Battle of Britain. Clarke spent most of his wartime service working on Ground Controlled Approach (GCA) radar, as documented in the semi-autobiographical *Glide Path*, his only non-science-fiction novel. Although GCA did not see much practical use during the war, it proved vital to the Berlin Airlift of 1948–1949 after several years of development. Clarke initially served in the ranks, and was a corporal instructor on radar at No. 9 Radio School, RAF Yatesbury in Wiltshire. He was commissioned as a Pilot Officer (Technical Branch) on 27 May 1943.[16] He was promoted Flying Officer on 27 November 1943.[17] He was appointed chief training instructor at RAF Honiley in Warwickshire and was demobilised with the rank of flight lieutenant. During this time Clarke also became a member of the British Interplanetary Society.

Although he was not the originator of the concept of geostationary satellites, one of his most important contributions may be his idea that they would be ideal telecommunications relays. He advanced this idea in a paper privately circulated among the core technical members of the BIS in 1945. The concept was published in *Wireless World* in October of that year.[21][22][23] Clarke also wrote a number of non-fiction books describing the technical details and societal implications of rocketry and space flight. The most notable of these may be *The Exploration of Space* (1951) and *The Promise of Space* (1968). In recognition of these contributions the geostationary orbit 36,000 kilometres (22,000 mi) above the equator is officially recognised by the International Astronomical Union as a Clarke Orbit.[24]

On a trip to Florida in 1953[25] Clarke met and quickly married Marilyn Mayfield, a 22-year-old American divorcee with a young son. They separated permanently after six months, although the divorce was not finalised until 1964.[26] "The marriage was incompatible from the beginning", says Clarke.[26] Clarke never remarried, but was close to a Sri Lankan man, Leslie Ekanayake, whom the author called his "only perfect friend of a lifetime" in his dedication to *The Fountains of Paradise*. [27] Clarke is buried with Ekanayake, who predeceased him by three decades, in the Colombo central cemetery. In his biography of Stanley Kubrick, John Baxter cites Clarke's homosexuality as a reason why he relocated, due to more tolerant laws with regard to homosexuality in Sri Lanka.[28] Journalists who enquired of Clarke whether he was gay were told, "No, merely mildly cheerful." [29] However, Michael Moorcock has written:

In an interview in the July 1986 issue of *Playboy* magazine,[31] Clarke stated "Of course. Who hasn't?" when asked if he had had bisexual experience.[32] In his obituary, Clarke's friend Kerry O'Quinn wrote: "Yes, Arthur was gay ... As Isaac Asimov once told me, 'I think he simply found he preferred men.' Arthur didn't publicize his sexuality — that wasn't the focus of his life — but if asked, he was open and honest." [33]

Clarke maintained a vast collection of manuscripts and personal memoirs, maintained by his brother Fred Clarke in Taunton, Somerset, England, and referred to as the "Clarkives." Clarke said that some of his private diaries will not be published until 30 years after his death. When asked why they were sealed up, he answered "Well, there might be all sorts of embarrassing things in them." [3]

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