

## *IT Session Topics Checklist*

*Burton in Lonsdale Village Hall 8<sup>th</sup> February 2010*

1. Start-up login and password choices. Recovery disk?
2. Antivirus software, automatic updates. Firewall.  
*Suggestions: [Windows Defender](#) and [McAfee](#) or [Sophos](#)  
Always scan any disk or memory stick from another PC*
3. Organizing filenames, use folders and display choices.  
*Filenames like 20100208ITSession list well.*
4. Internet browser choices, favourites and hidden files.  
*Get free: [Adobe Reader](#) , [Flash](#) , [Java](#) , [BBC iPlayer](#)*
5. Email program choices: Adverts or not? Saving emails.
6. Attachments to emails. To open or not? Security!
7. Uploading and organizing photos.  
Document writing, hyperlinks; organizing folders.  
*Email [ctdodson@manchester.ac.uk](mailto:ctdodson@manchester.ac.uk) for this Checklist.  
Or download it from the [Burton Village Hall](#) website.*
8. [Skype](#) for making free international [videophone](#) calls.
10. Often, rebooting will reset the PC when all else fails!

*Remember, computers are dim-witted and cannot think!  
Unlike humans they do not intuit what you mean.  
They do what follows logically from your input!*

Useful Comparison and Information Websites

<http://www.moneysupermarket.com>

<http://www.espaes.co.uk/Default.aspx>

<http://www.traveljungle.co.uk/web/>

<http://www.multimap.com/>

<http://www.information-britain.co.uk/>