

About the Trainer

I have been using computers in my personal and professional life for thirty years.

As a trainer, I have 14 years experience with Hewlett-Packard, writing end-user documentation and training on-line support staff in the technical and soft skills necessary to effectively assist HP customers in using their computers and printers. From this, I developed a passion for teaching others how to use the computer and how to make the tools work for them.

I appreciate the benefits of both the MS Windows environment and the Macintosh system. I use all of the Microsoft Office applications and many design and graphics tools. I have never met a computer I did not like or a student who could not learn. I have taught children in a classroom to use computers. I have taught colleges and small business owners to master the skills necessary to do the things they want to do and the things they need to do.

And I want you to enjoy the use of your computer. Call me and tell me what you want to do with your computer and I will show you how easy it can be!

Sincerely,

Fayonne Alfaro

Build Your Own Website

We can help you design and maintain your own internet presence for 1/4 the cost of expensive web developers.

Offer includes 5 pages, navigation, branding and email contact.

You can do as much of it as you want - we do the rest.

Call 903-216-0460 for more information and a FREE consultation or visit us on the web at www.fayonne.com/mobile.html

Mobile

Computer Lessons

We bring the training to you...



A Unique Non-Traditional One-on-One Computer Training System

Welcome to the most comfortable learning experience you will ever have!

We all learn better when our comfort levels are maintained, Whether you are a first time user or you need specific application training, you can master the skills you need and love doing it.

We come to your home or your place of business and teach you the skills you need to use your computer.

- Move your resume to the top of the stack.
- Ramp up your skills for a better position.
- Learn to check email and download pictures..
- Microsoft Windows or Macintosh environments.
- All versions of Microsoft Windows and Macintosh OS.
- MS Office including Outlook, Word, Excel, and PowerPoint.
- Photoshop and Adobe Design applications.
- Dreamweaver and FrontPage.
- Senior and group rates available.

Suggested Training

Keyboard, Mouse and Monitor - Basic function of the keyboard, mouse and monitor and how they work together. Exercises in moving the mouse, entering text, adjusting the sound. Definition of terms: font, navigation, scrolling, selecting, clicking, etc.

Anatomy of a Computer - Locating files and folders, moving and renaming files, using view options and sorting file lists, capturing and printing content from the screen. Locating program files and understanding functions (word processors, spreadsheets, database and text editors).

Microsoft Outlook - Use Microsoft Outlook to create message templates and distribution lists, manage projects and calendars, send meeting requests and confirmations. Synchronizing phones and PDA's.

Digital Cameras and Basic Photo Editing - Examining image files and photos for file size, file type and file resolution. Downloading files from camera, web and other external device. Locating photos and photo editing tools. Cropping, resizing and adjusting files. Inserting photos in Word and attaching photos to email.

Microsoft Word - Opening and saving files/templates, entering text, copy and paste, mail merges and envelopes, headers and footers, formatting and printing documents.

Microsoft Excel - Creating business spreadsheets, adding formulas for accounting, importing and sorting data, linking worksheets, adding charts, formatting and printing reports.

Microsoft PowerPoint - Creating dynamic presentations with images, photos, dynamic menus and WordArt.

Web Basics (Macromedia Dreamweaver or MS FrontPage)* - Creating basic web pages to display photos, text and graphics, adding hyperlinks and navigation, header tags and SEO compliance. Basics of HTML and style sheets.

Image Editing and Design (Adobe Photoshop or Fireworks)* - Creating and editing photos, managing layers, type style and special effects.

*Students are responsible for providing computer and software.

Training for Small Business

Large corporations have the resources to reach a broader audience with their products and services. Big companies have labor pools and clerical centers to manage routine business operations. Small businesses rely on a boutique of skills to promote and expand their customer base. In the current economy, computers and the skills to effectively use them can make the difference between a floundering business and going concern.

We can help small business owners and their employees master the skills necessary to manage accounts, invoice customers and create advertising materials. Even a very small business with few employees can develop a web presence and utilize local Internet directory services to reach a broader audience.

With a little training, small businesses can take ownership of their own promotions for a fraction of the cost of large design firms.

Training for Seniors

I especially enjoy training seniors because they bring a lifetime of awareness and understanding to the learning experience. As we grow older and adapt to our physical limitations, a computer and an Internet connection bring the world closer and give us a voice.

Current generations actively engage the information highway with new and innovative ideas. Seniors bring a breadth and depth of information to the World Wide Web that no amount of speed and technology will ever accomplish. I want them to be out there in cyberspace computing in the cloud.

Senior Programs

Surf the Web & Send eMail

Use your browser to navigate the web, search for specific information and bookmark pages.

Use MS Outlook or Web Mail to create, send and receive messages, attach files and photos, and organize folders and mailboxes.

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or visit us on the web at www.fayonne.com/mobile.html