

Hot Topics for Court Reporters

(1/2 or Full day course)

Instructor: Pam Szczecinski – Certified Trainer for Stenograph Corp.

What course provides

This instructor-led course provides step-by-step instruction for becoming more computer savvy in Windows and around in the Internet.

What students learn

Upon completing this hands-on course, the student will learn:

Add on peripherals/new hardware
 Best method for emailing transcripts
 Utilizing the Internet for software/file maintenance
 Email transcripts – do's and don'ts
 Windows shortcut tips

What students receive

Each attendee receives a copy of Pam Szczecinski's training Manual for post-class reference and review.

Registration & Fee information

If you are interested in scheduling this class:

Contact Pam (800) 323-4247 ext. 2664

Course Outline

Hardware Setup

- § USB connections
- § CD ROM burners
- § Microphones
- § Multimedia
- § Modems, DSL, Cable

Email

- § Attachments
- § Email tips
- § Text only
- § Full Transcript

Technical tips

- § Updating software via Internet
- § Zipping/unzipping files

Windows Tips & Tricks

- § Create shortcuts
- § Prevent freezes
- § Stop printing
- § Customize screens and more