



Private MS Windows 10 Basics Classes with Meiko Martin

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We depend on computers to view/download videos and software for embroidery and sewing. However, computers can be confusing. "Where do my files go when downloaded?" "What is a zipped file and how do I see what I've downloaded?" These are just a few questions I hear very often. If you want to control where your files go, you must be able to navigate Windows. This class is a great intro and you'll be able to get on your way with the fun stuff that you'd rather be doing.

These one-on-one sessions are now available with me at Humble Sewing Center for \$40/hr (3-hr minimum) plus \$10 travel fee and are payable in advance via Pay Pal. You must schedule your session with me directly at Info@MeikoEnterprises.com or by phone at 832-410-3138. (See * below regarding private lessons in your home.)

You must provide the following information:

- Specify that you want to learn MS Windows Basics
- Let me know a little about your background with computers
- When did you get the laptop you're using?

WHAT YOU NEED TO BRING TO CLASS

- Laptop with Windows 10 (Microsoft will stop sending security updates for Windows 7 eff Jan 2020)
- Mouse
- USB Flash Drive

This is what you'll learn:

- How to personalize your settings and navigate around Windows Explorer
- How to make shortcuts for your Desktop so you can get to folders easier
- How to manage downloads, organize files and a little about "Cloud" storage
- How to add printers and other devices
- How to keep Windows secure and updated

*Lessons can also be conducted for \$40/hr in your home (3-hr minimum). A travel fee will be added (\$10 for up to 50-mile round trip, \$25 for 51-100-mile round trip – mileage based on travel from my home to yours).

PRIVATE LESSON POLICY

All private lessons require pre-payment at the time of booking via PayPal. Private lessons are non-refundable and are held to a strict cancellation policy. Please be sure of your schedule prior to booking a private class date and time. Payment of private lesson fees is considered student's acceptance of and agreement to all terms stated in this Private Lesson Policy.

Cancellations received 48 hours prior to scheduled date and time will be offered a one-time reschedule. Cancellations received with less than 48 hours' notice and no-shows will forfeit the full lesson fee (at my discretion, I may offer a one-time reschedule). If student has not arrived within 15 minutes past scheduled start time, it will be considered a "No Show" and all paid fees for that lesson may be forfeited. All appointments will end at the scheduled end time even if started late due to student's fault. (It is recommended that student arrives at least 15 minutes early to set up equipment prior to class as no additional time can be allotted for this purpose.)