(Approx. 645 words)

LEARNING TIPS FOR EVERYONE

Asking Google is so easy and convenient

By Jim Cerny, Forums Coordinator and Class Instructor

https://thestug.org/

jimcerny123 (at )gmail.com

Everyone enjoys learning IF it is a fun and helpful experience. For example, if you get a new car with all those electronic options, it can be fun learning those which will keep you safer and offer a more pleasant driving experience. Everyone enjoys learning in different ways. Some enjoy a classroom experience with others. Some feel that the best way is with a personal tutor to help them precisely with what they need or want to learn. But first, why not just Ask Google and see what happens? Then, let’s explore some learning “tricks” to help you learn more easily and have fun while learning right on your computer.

1. Make a list of what you THINK you would like to learn. This list will always be modified and edited, so write this in pencil.

2. Pick one thing on your list that you think should be a short learning curve. This will help you get started.

3. Set a time limit of just 10 or 15 minutes with a “reward” at the end waiting for you. (I like chocolate!)

4. Ok, now start by “Asking Google.” Ask as you would a private tutor – “How do I create a new folder in Windows?”, “How do I copy my photos to Google Photos?”, “How do I make sure my virus protection is working?” etc. Try to be specific with such phrases as “using Windows” or “using my iPhone” in your question.

5. You will get a long list of options AND a list of questions similar to yours that you can click on to get results and answers. You will also see (if you are lucky) a quick checklist of steps to do what you asked. This is great as a short reminder of something you have done before but forgot.

6. Scroll down the list and look for a short video to watch to answer your question. Pick one and click on it. If you find it is not what you wanted, just X out of it and try another one.

7. Write down the answer you think is best.

8. Now, right away, minimize that browser window and actually DO IT. You can always go back to that window to see the next steps if you need to. Do not be afraid of making a mistake; you will not hurt your computer.

9. If you were successful, check your written answer and see if anything needs to be changed. For example, was it hard to find that box to click on? Did you have to scroll down to get to the option you wanted? Note the helpful information you needed to know for your use, which may not have been that clear in the instructions you saw.

10. Keep your note! This is the one thing you learned today. If you DO IT three times, you will be much more likely to remember it (and where to find it in your notes in the future).

11. Yes, you can easily keep notes on a computer file too, but it is yet another window to keep open as you go from window to window. So some people like to keep their notes in a paper notebook. But do what you want.

12. You should sort the things you learn by category – such as computer security, using your browser, working with files, photo storage, iPhone settings, etc.

Hey, if you learned one new thing a day, in a month, you will be amazed at yourself and will deserve an extra reward! Classes and tutors are great too, but using your computer to learn is so convenient and free. So, take the next step to learn something fun and see what happens.



