

1. Beginning Computing:

Feeling left behind when it comes to computers? This class will get you up to speed with computer basics. By the end of the hour-long session, you'll know how to turn the computer on and off, start a program, and use the keyboard and mouse.

2. Beginning Internet & Email:

Learn basic Web-surfing skills using Internet Explorer, learn about different kinds of sites on the Web and sign up for a free email account.

3. Introduction to Microsoft Word:

Learn the basics of this word processing program used for writing letters, creating resumes and more. We will cover some simple editing and formatting skills.

4. Intermediate Internet & Email:

We'll learn more about email & attachments, improving internet searches and we'll cover the basics of social networks like Facebook and internet shopping.



Want to Learn Computer Basics?