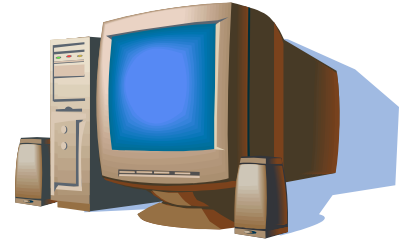


# Summer Computer Classes:



## **Introduction to the Computer – 10:00 AM on Wednesdays June 9, July 7, August 4**

Practice using the mouse, and learn how to save a file, find the file, and open it again. Become more familiar with using a computer. This class will not cover the internet.

## **Introduction to Word – 2 hour class Wednesday June 23, 10:00 AM – 12:00 PM**

This class will cover how to change text font and color, formatting, and using templates. Information on resume templates and formatting will be covered. Familiarity with a keyboard and mouse is required.

## **Introduction to the Internet – Wednesday July 21, 10:00 AM**

This class will cover internet addresses, how to navigate to websites you have already visited, and basic internet searching. This class will not cover email, and familiarity with a keyboard and mouse is required.

## **Introduction to Email – Wednesday August 18, 10:00 AM**

This class will cover what you need to know to sign up for an email address, and how to send email and attachments. This class will not cover the internet, and familiarity with a keyboard and mouse is required.

\*\*\* All classes are 1-1.5 hours, except for Introduction to Word which is 2 hours.