

Computer Class – Beginners

This class is set up 2 or 3 students to 1 instructor. A lot depends on how the students progress and what they would like to learn.

Learn how to:

- **turn the computer on/off**
- **personalize your desktop background and screen savers**
- **play games on the computer and use your mouse**
- **how to create, send, delete and organize emails**
- **how to attach a picture or document to your email**
- **download a picture sent to you in an email to your computer**
- **search the internet**
- **download pictures from your digital camera to your laptop**
- **organize the pictures on your laptop**
- **edit pictures (remove red-eye, crop) using Picasa (a free download from the internet)**
- **how to create a letter or flyer using OpenOffice**
- **how to create a spreadsheet using OpenOffice**
- **send an e-card by email using free programs available on the internet**

Please Note: As you improve your ability and confidence your Instructor may graduate you to the Intermediate Class. These classes are very similar so nothing to be afraid of and allows us to bring in new beginners from the waiting list.