



Collier Campus

COMPUTERS FOR BEGINNERS

Have a computer you rarely use because you lack the basic computer skills? Do you seem to be the only one who doesn't use a computer every day to 'surf the web' or 'send an email'?

This hands-on 4-week beginner's class addresses what a computer is, what it can do for you, and how to accomplish basic tasks. This class will provide you with basic PC knowledge to enable you to accomplish daily tasks on your computer.

This course offers:

- **Microsoft Applications/Terminology**
 - Managing files and folders – Customizing settings
 - Saving documents & Printing documents
 - Copying & Pasting
 - Sending and restoring files to recycle bin – emptying the recycle bin
- **Internet Navigation**
 - Using Windows Explorer – 'Surfing the web'
 - Using search engines such as a Google and Yahoo
- **Email**
 - Creating a personal email account
 - Composing, sending, opening & responding to email messages
 - Attaching a file or photo to an email
 - Creating/maintaining an email address book

DATES Coming Again Fall 2011

Cost: \$99:00 (4-week class. Materials included.) Advance registration/ payment required.

LOCATION: Edison State College – Collier Campus

CLASS SIZE: *Class size is limited to 10 students. Don't delay registering for class!*

INSTRUCTOR: Crystal Maldonada

Register today!

Advance registration and payment is required
For registration form/information, call 239-732-3128
OR download form at www.edison.edu/collier/ce/

Requests for refund **one week** prior to the first class meeting will be granted. If you have a Higher One card through Edison the refund will be transferred to your Higher One Account. Due to the short-term nature of most Continuing Education programs, refunds will not be granted on or after the first class meeting. By submission of this form you are stating that you accept our refund policy.