



Center for Continuing Education

Computers for Beginners – Level 2

This hands-on friendly and fun class will take you to the next level on what your computer can do. Windows XP will be used in the class, but most concepts will apply to various operating systems. **This course is for those that have completed the first level of Computers for Beginners.**

Want to know if this class is right for you?

1. Do you know how to properly shutdown a computer?
2. Do you know how to use a mouse? When to double-click? When to single click? When to use right buttons versus when to use left button?
3. Do you know how to open and close a program in Windows?
4. Do you understand how to find software in Windows, such as Internet Explorer?
5. Are you familiar with email and how to send and receive messages?

If you answer YES to most of these questions, take this course!

The following will be discussed during class:

- Burning CD's
- Setting Windows to auto update or manually update windows
- Troubleshooting hardware issues – installing drivers
- Uploading pictures from a camera – via USB cable and via media card
- Windows task manager (Control – alt – delete)
- Installing and removing applications

Dates: Thursday evenings (4 sessions)
April 12th – May 3rd, 2012

Time: 5:00 pm– 7:00pm

Cost: \$99

Location: Edison State College, Fort Myers Campus, room TBA

Instructor: Scott Keith

Advance registration and payment to Cont. Ed. is required
Seats are limited for group session, so register today!
For registration form and information, call 239-489-9235,
Email celee@edison.edu OR download from www.edison.edu/lee/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.