



Center for Continuing Education

Computers for Beginners

Basic Skills and Concepts

This hands-on friendly and fun introductory class addresses what a computer is, what it can do for you, and how to accomplish basic tasks. Topics include computer terminology, managing files and folders, copying and pasting, customizing settings, printing and scanning, and more. Windows XP will be used in the class, but most concepts will apply to various operating systems. **This course is for those with little or no experience using a computer.**

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 NO to most of these questions, take this course!

The following will be discussed during class:

- *Creating a personal email account
- *Attaching a file or picture to an email
- *Composing and sending an email message
- *Adding contacts to an address book
- *Opening and responding to email messages
- *Creating a Simple letter
- *Saving documents to desired folder(s)
- *Using Windows Explorer
- *Using search engines such as Google and Yahoo
- *Sending files to recycle bin and restoring files from recycle bin
- *Emptying recycle bin

Dates: Thursday evenings (4 sessions)
• March 15th – April 5th, 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.