

Beginning Computers

For those who have little or no experiencing using computers.

What You Will Learn

- Cover basic computer concepts
- Learn basic computer terminology
- Explore Windows features
- Practice file management
- Introduces the Internet, the WEB, and E-mail
- Introduces Word Processing
- Introduces Spreadsheets
- Tips on purchasing a computer

Who Should Attend

Those who know virtually nothing about the computer and want to know how to use it