

# BEGINNING COMPUTERS 2

(NOW APPLY YOUR COMPUTER KNOWLEDGE)

**Location:** Our Lady of the Lakes Catholic School Technology Center

**Time:** 6:30p.m. – 8:00p.m.

**Dates:** Tuesdays: April 6, 13, 20, 27, May 4

**Instructor:** Mr. Robb Holden – *Technology Instructor @ Our Lady of the Lakes School*

**Cost:** \$50.00

**ARE YOU AFRAID TO USE OR EVEN GO NEAR A COMPUTER? OR DO YOU WISH YOU KNEW MORE ABOUT HOW TO USE A COMPUTER? WELL THEN WE HAVE THE CLASS FOR YOU. CALL THE SCHOOL OFFICE TO ENROLL.**

Topics of the Class:

## ■ Brief review of general computer use topics

- ✗ How to access files you saved on a flash drive
- ✗ Adding shortcuts to your desktop (Managing your desktop)
- ✗ Digital Camera use with the computer
- ✗ Games you can play on the computer
- ✗ Watching TV on your computer and hooking your computer up to your flat screen TV.
- ✗ The last 20 – 30 minutes of the last session will be a general any question asked time period. No question is too dumb.

## ■ Internet Usage

- What use for? What is out there? (Maps, Directions, phone numbers, news, shopping, researching)
- How to use the Internet Explorer Program
- Good Searching Techniques / Strategies
- Website reliability / Accuracy
- How to buy things on the Internet

## ■ “Microsoft Word” – A word processing program

- How to “spruce up your documents”
  - Word Art
  - Page Borders
  - Fancy Writing
  - Backgrounds
  - Color
  - How to make charts or tables
  - Etc.
- Templates – files that are set up for you, and you just need to change the info to your own (such as recipe cards, mailing labels, and envelopes)

## ■ “Microsoft Publisher”

- To create greeting cards
- Signs
- Flyers
- Brochures
- Calendars
- Banners
- Certificates

## ■ Other

*This class is perfect for those of you who have taken the Beginning Computer Class 1 (but it is not necessary that you have taken the first course).*