

INTRODUCTION TO COMPUTERS



Interested?

Seating is Limited
Call 285-1116

1. What do you want to learn about today? **This workshop will cover the following:**
2. **Introduction to the drives on the computer: A, C, D**
My Computer
3. **Introduction to the Control Panel:**
Printers/Hardware
Speech/Sound
Add/Remove Programs
Internet Connections
4. **Toolbars:**
Closing a window
minimizing and maximizing a window
Bottom and top tool bars
Toolbars inside a program: Microsoft Word
5. **Getting to the Internet**
Using Microsoft Explorer
Internet Providers
Search Engines
Searching: Hot keys & finding information
6. **Saving**
On the hard drive (c)
On the floppy drive (a)
On the disk drive (d)
7. **Shortcuts**
What they are
How to use them
8. **Copy and Pasting**