



# The Training Place

**Mission: Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability, and growth.**

## **Level I: Exploring Your Computer** **February 3, 2010**

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- Introduction to computers
- Using your mouse and keyboard
- Drives and storage
- Turning off your computer properly
- Protecting your computer
- The desktop and taskbar (overview)
- Working with Windows
- Menus, buttons, bars, boxes, ribbons, tabs, groups
- Brief history of the Internet and its services
- Connecting to and exploring the Internet
- Internet Explorer and browsers
- Using Paint, Calculator, WordPad
- Getting started with email
- The Inbox, Send/Receive command
- Replying to messages

## **Level III: Finding & Organizing Files & Info.** **February 17, 2010**

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- Working with files and folders for organization
- Saving, moving, and deleting files
- Working with CDs and USB storage drives
- Windows backgrounds/wallpaper and screen savers
- The Windows Control Panel
- Microsoft Word and Adobe Reader
- Mastering the Clipboard
- Picnik 2 (photo editing with the computer)
- Internet search engines
- Searching directories
- Printing and saving Web pages
- Using Favorites shortcuts to the Internet
- Web Libraries and Museums
- Books and magazines on the Web
- Organizing email and sending attachments
- Instant Messaging

## **Level II: Using Software & the Internet** **February 10, 2010**

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- Understanding the parts of your computer
- Common program features
- Computer menus
- Basic editing techniques
- Highlighting text and working with fonts
- Use of undo and redo
- Navigating the Web with links
- Navigating the Web with addresses
- Browser navigation controls
- Web magazines and books
- Creating computer shortcuts
- Using Webmail and Web Programs
- Managing e-mail contacts
- Picnik 1 (photo editing with the computer)
- Exploring computer entertainment & multimedia

## **Level IV: Windows Application Software** **February 24, 2010**

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- Personalizing your Computer
- Zipping and unzipping files
- Understanding security and safe computing
- Understanding computer user accounts
- Windows accessibility options
- Diagnosing problems and getting help
- Updating drivers and restoring files
- Windows Media Player
- Computer movies and music
- Working with digital images
- Saving, displaying, and sharing photos
- Windows Vista Sidebars and Gadgets
- Burning files to a CD or DVD
- Creating web pages with Microsoft Word
- Inserting hyperlinks
- Using the Web for shopping and auctions
- Using Web phone books and classified ads
- Getting driving directions and maps from the Web

**\$45 per session**

**To register call Butte College: The Training Place (530) 895-9015**