



north star computing

COMPUTER RESOURCE CENTER

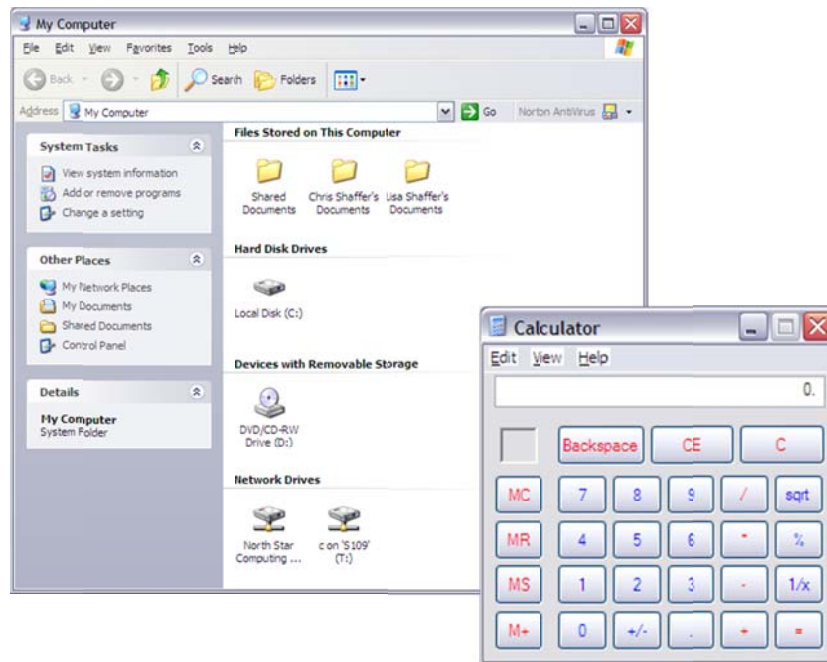


# Beginners

## Computer Basics (up to 6 Hours)

Price: \$195 or 2 vouchers

Students will learn the fundamentals of using the mouse and keyboard, logging on to a computer, and working with windows: closing minimizing, maximizing, sizing, and moving. They will also practice: working with programs (using toolbars and menus, filling out dialog boxes, editing text, saving and opening files, using undo, printing and using help); working with files and folders (understanding files and folders, creating and renaming folders, opening, renaming, and deleting files, finding a file using search); customizing a window, the taskbar and the desktop; learning what programs come free with Windows, and browsing the internet, using tabs, what is a pop-up blocker, and using favorites and the history. Sending, receiving, replying and forwarding email and more.



**Training • Consulting • Rentals • Testing Center**

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