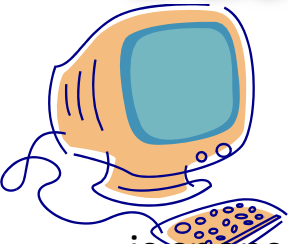


# Basic Computer Training



## Spreading Joy Corporation

is sponsoring a free computer class teaching the basics of the computer as well as internet basics. If you are a beginner with computers, this class is designed to get you comfortable with all aspects of your computer. We will be covering the basics and if time allows we will teach you how to set up a free gmail – email account along with safety and basics of the internet. This FREE class is July 16<sup>th</sup> from 1pm to 5pm and is limited to 14 seats.

**Please call Marie Wikle at 704-931-8864**

and leave your name and contact number if you would like to reserve a spot. This class will be held at the **Comfort Inn in Lincolnton – just off of Hwy 321**. 1550 E. Main St. , Lincolnton, NC, US, 28092 *For more information on Spreading Joy and how easy making a difference for others is, please visit us at <http://www.spreading-joy.org>*

### Basic Computer Skills:

- Desk top
- Mouse & keyboard
- Start bar
- Quick launch tool bar
- System tray
- CD Rom – Flash drive/jump drive
- Opening & closing/saving files
- Scroll bar
- Finding saved files
- Copy and paste
- Finding/Creating Folders

### Web Skills:

- Browsers IE, Google Chrome
- Home pages
- Specific Web Address
- Scrolling thru a page
- Clicking links
- Search Engines
- Print Web Page

*There's No Joy Like Spreading Joy!*