



“I need a Job!”

“I don’t know how to use a computer or how to get around on the Internet! I have to look for work and everything is online!”

HELP!

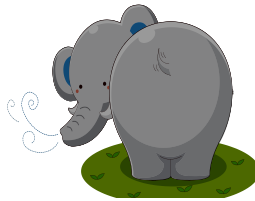


NEVER FEAR



The COMPUTER LAB is here!

Don't be shy!



YOU CAN LEARN

How to use the Internet
and
Computer Fundamentals

Use our interactive online tutorials to learn about

Navigating and Exploring the Internet

- Learn about the World Wide Web
- Connecting to the Internet
- Looking at browsers
- Understanding E-mail
- Searching the World Wide Web

Utilizing the Internet

- Learn about E-mail accounts
 - Reading E-mail messages
 - Sending E-mail attachments
 - Finding job banks
 - Finding directions
- and much more!**

Learn Beginning Microsoft Word 2007

- Basics – How to set margins, bold, cut and paste
- Type documents and create flyers

Computer Fundamentals

How does a computer talk to me and me to it?

- Recognize system components
 - Examine the computer
 - Identify input/output devices
 - Understand software
 - Understand Microsoft Windows XP
 - Boot the computer (turn it on)
 - Use the mouse
 - Explore the Start Menu
 - Examine My Computer
 - Explore Menus
 - Navigate Toolbars
 - Examine the Desktop
- and much more!**

Keyboarding

- Learn to keyboard (type)
- Typing certificate preparation