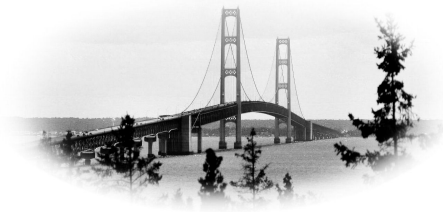


GREAT WATERS CENTER FOR LIFELONG LEARNING

YOUR BRIDGE TO THE FUTURE



Community Computer Class (C³)

Monday Evenings: February 1st, 8th, 15th, & 22nd

7:00 to 9:00 PM

Location: LaSalle High School

Fee: \$100

Course Outline

Week One – Introduction to Computer / Internet

- Basic Functions
 - Define: Monitor, CPU, Keyboard, Mouse, Printer
 - Startup/Shutdown
 - Open/Close Programs (Double Click / Red X in Windows)
 - Right-Click
 - Printing
- Internet Explorer / Apple's Safari
 - Search – Hyperlinks
 - Downloads
 - Video (Streaming / Downloading)
 - Bookmarks / History
 - Cookies
 - Phishing Websites / Pop-up Ads
 - Security (https:// or "Paddle Lock" on Program)
 - Printing

Week Three – MS Word

- Open/Save
- Copy/Paste
- Formatting
- Margins
- Tables
- Activities

Week Four - Other Programs

- MS Excel
- MS PowerPoint
- New Programs
- iTunes
- Instant Messengers
- Web Communities
- Ebay
- Games

Week Two – Email

- Discuss Web-based vs. IMAP or POP3
- Setup Account or Use Existing
- Send/Receive
- Create New Mail
- Forward/Reply
- Attachments (Download/Upload)
- Address Books

REGISTRATION

A minimum of six students is necessary to hold the class. Contact the Chamber of Commerce to reserve your place.

**A DEPOSIT OF \$25 WILL BE REQUIRED BEFORE
THE FIRST CLASS SESSION**

For Information or To Register Contact:

Great Waters Center for Lifelong Learning
c/o Saint Ignace Chamber of Commerce
560 North State
Saint Ignace, MI 49781

906 643-8717
www.greatwaterscenter.org
email: learn@greatwaterscenter.org