

**Introduction to Computers with Shelley Murphy**

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**Wednesdays 3:15-5:15pm in Port Elgin Community Adult Learning Centre**

**6 weeks starting on Oct 13, 2010**

Maximum 10

**Storm Policy: No classes when schools are closed in Sackville**

This is a 6 week course to introduce new computer users to basic computer operations such as preparing documents; accessing and navigating the internet; sending and receiving e-mail; and basic computer maintenance

Week one: discussion of computer components and basic vocabulary; how to use a computer mouse; the “Start” menu; usage of keyboard keys; various exercises and practical applications

Week two: Review of week one; Opening a “MS Word” document; basic tool bar buttons; how to create a file, save the file and retrieve the file

Week three: review and continue with MS Word; how to “copy” and “paste”; changing the print style (font); printing your document

Week four: Accessing the internet; utilizing the navigation tool bar; using a search engine; adding a website to “Favourites”; setting a “home page”; using the internet options

Week five: this week will be discussion and application electronic mail (e-mail). Set-up of email account if desired. How to send an e-mail and open an e-mail. How to send an attachment and open an attachment; using the address book

Week six: this week will be on basic computer maintenance. How to delete unnecessary files; using the “recycle bin”; clearing the internet “history”; how to do a system clean-up and defragmentation. Care of your mouse and monitor. Course review and evaluation.

**Note:** Please bring a notebook and pen or pencil to each class.

**Instructor Bio:**

Shelley is married and mother of two boys. She gives private piano instruction and loves scrapbooking. She has been the computer access centre manager since 2006. She enjoys working with seniors and helping them learn a new skill.

**Some people are very sensitive to perfumes and other scents. Please respect a scent free environment by not using scented products. Thank you.**

**A note to seniors about class attendance and absenteeism....**

As you know, our instructors are all volunteers, who work very hard at putting courses together. Your cooperation is appreciated in letting them know if you are unable to attend any of the classes as most instructors plan weekly classes that are appropriate to the number of registered students in the course.

If circumstances change between registration and the first class, or if you decide to withdraw after the first or second class, please email [tscordinator@nbnet.nb.ca](mailto:tscordinator@nbnet.nb.ca) or call 364-2780. Many courses have a wait list and this could allow someone else to take your place.

Sometimes, seniors have travel plans or medical appointments made in advance. It would help instructors to know this at registration, if possible, so that class material may be adjusted accordingly. Illness, as well as other unanticipated and unavoidable conflicts can occur. If you are able, please let your instructor know as soon as possible if you will miss a class.

**Thank you!**