

Introduction to Computers, Part I (B) with Betty Morrissey [e\\_morrissey@rogers.com](mailto:e_morrissey@rogers.com)

Wednesdays, 10:00-noon in Pointe du Chene Recreation & Community Centre

6 weeks starting on April 20, 2011

Maximum 4

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

Students are asked to bring a notepad and pens or pencils to each class.

**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 of electronic mail (e-Mail); set-up an e-mail account if desired; how to send and open an e-mail; how to send and open an attachment; using the address book; and adding names and emails to the contact/address list.

**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

**Instructor Bio:**

Betty has been teaching computers courses for several years and has taken courses at Oulton’s Business & Technology College

**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 [tsccordinator@nbnet.nb.ca](mailto:tsccordinator@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!**