



Introduction to Computers

Instructor: Robert McKinniss

The City library offers free introductory computer classes on Monday and Tuesday from 9 to 10 a.m. Basic computer classes cover fundamental aspects such as:

- Use of the mouse
- Keyboard layout
- Windows basics
- File management
- Browsers
- Internet search strategies
- Web-based email
- Avoiding problems with computer viruses, spyware, phishing, etc.

All classes start at the beginning of each month and continue for four weeks. The only requirement is an Altamonte Springs City Library card.

Monday	Tuesday
<p>Use of the mouse. Keyboard layout, monitor features and computer drives.</p> <p>Basic computer concepts: hardware, software, operating systems. Introduction to the internet.</p>	<p>Windows desktop: start menu, icons, desktop background, shortcuts, desktop properties, drag & drop, name, rename.</p> <p>Windows: maximize, minimize, restore. Navigating Windows 8.</p>
<p>Using files: open, save, name, rename, search, folders, directories, shortcuts, file extensions.</p>	<p>Program types: spreadsheet, word processing, graphics.</p> <p>Introduction to word processors: select, cut, copy, paste, undo.</p>
<p>Using the internet: browsers, addresses, search engines. Internet search strategies. Internet resources.</p>	<p>Web-based email: creating an account. Composing, sending and reading messages. Attaching files.</p>
<p>Handling with hardware and software problems.</p>	<p>Protection against: viruses, spyware, phishing and identity theft.</p>

For More Information:

(407) 571-8830 | library@altamonte.org

<http://altamonte.mysurpass.net>

Library Hours of Operation:

Monday - Thursday: 10 a.m. - 7 p.m.

Friday & Saturday: 10 a.m. - 4 p.m.