



**This is a series of 3 workshops held every other week. Attendance is required at all three classes. For more information and to register, call 314.743.3787.**

**TUESDAY**  
9 a.m. - 12 p.m.  
The Keyboard & Mouse

**WEDNESDAY**  
9 a.m. - 12 p.m.  
The Internet & E-mail

**THURSDAY**  
9 a.m. - 12 p.m.  
Software Applications

# "THE BASICS" COMPUTER SKILLS CLASS



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The funds received from the Family Support Division are all federally funded.



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**CONTACT COMMUNITY ACTION AGENCY**  
Address: 2709 Woodson Road. Saint Louis. MO 63114 Phone: 314.863.0014

A COMMUNITY ACTION  
AGENCY CLASS



**This course will review various parts of the computer including important keys on the keyboard, saving documents, creating folders, and overview of setting up an email account, navigating through the internet, email etiquette, sending an email, cut, copy, & paste files, attaching a file, using a browser, filling out an online job application and search engines.**

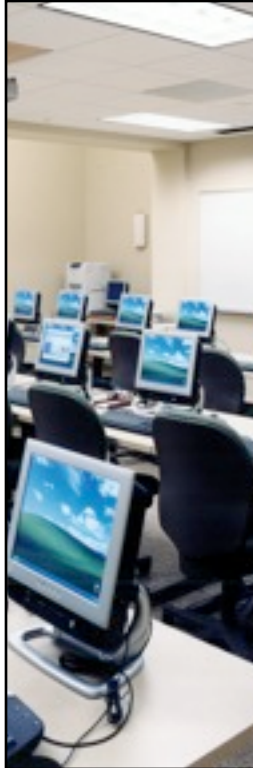
**Classes are filled on a first come/first serve basis and limited to 9 participants. Please call ahead to register for the workshops.**



### COMPUTER QUIZ

- 1) Can I minimize a window?
- 2) Can I save a document easily?
- 3) Can I use the "My Computer" folder?
- 4) Do I know how to highlight text?
- 5) Do I know the difference between A, C, & F drives?
- 6) Do I know what a Folder is?
- 7) Do I know how to access the internet?
- 8) Do I know how to apply for a job online?

If you answered NO to 3 or more of the above questions, you would benefit by taking "The Basics"



**"THE BASICS" Computer class is a three day course which meets three hours per day for a total of nine hours. You must attend all nine hours if you enroll.**

The scope of this course includes a historical background that traces the development of the modern computer and it's place in society. This course will also provide the basic knowledge and instruction needed to search and apply for jobs online.

Upon successful completion, the student will also gain an understanding of hardware and software concepts, how they are used in information systems and a certificate of completion.

### COVERED TOPICS:

- Important keys on the keyboard
- saving documents
- creating folders
- setting up an email
- the internet
- email etiquette
- sending an email
- cut, copy, and paste files
- attaching a file
- using a browser
- filling out an online job application



**"If you have never used a PC or have limited knowledge, this class is free for all income-eligible St. Louis County residents."**

