



# Intro to Computers

Skill Level: Beginner

This class is designed for people who are brand new to computers! No computer experience is required. We start with how to turn a computer on, how to hold and use a mouse correctly, and a review of the keyboard. We cover the basic terminology, basic navigation of the desktop and start menu and how to open/close programs. We teach you the basics and show you several programs that come on every computer, so you can practice when you get home!

## Some of the things you will learn in this class:

- Computer terminology
- Operating System (Windows)
- Hardware & Software components
- Desktop and Icons
- Windows common elements
- How to open & close programs
- Solitaire
- Word Processing Basics
- Opening/Closing Programs
- Saving
- Printing
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email [info@tctrainme.com](mailto:info@tctrainme.com).