

# Computer Bootcamp!

Ever Feel Like  
You're The  
Only One  
that Doesn't  
Know How  
to Use a  
Computer?



Computer Bootcamp is a hands-on course designed with you in mind. We know that learning to use a computer can be a frustrating experience. We start from the beginning and build on your skills so that by the end of the course you'll comfortably know how to use the software used in today's workforce, Windows 10 and Microsoft Office 2016. You'll also learn how to use the internet to effectively find the information you need.



**Offered**  
**Spring Summer and Fall**  
**Day and Night Hours**



**Reg Fee \$180 – no book**

**Call 222-6200 to Sign Up Now!!**

# What Will I Learn in This Class?

## Computer Fundamentals

Develop foundational understanding of computing, including knowledge and use of computer hardware, software, and Windows 10 operating systems.

- Learn the different ways files or folders display and explore how to manipulate them.
- Learn about the different types of computers available, and learn basic hardware terminology.
- Learn what software is, how it is created, and look at different application programs and explore the typical ways software can be used.
- Learn what troubleshooting means and what steps you can take to ensure the maximum performance of the hardware and software set up on the computer.

## Key Applications

You'll use Microsoft Office 2016:

- Learn basic skills to create simple documents using Word, including letters, reports, and a brochure.
- Learn basic skills for working with a spreadsheet application, including how to enter and format text and formulas, navigate and manage worksheets, filter and sort data, create and modify charts and set printing options.
- Learn skills for working with an application designed to manage presentations, set up presentations, and create and edit slides that include text, images, charts, tables, or multimedia.
- Learn relational database management tool you can use to organize and retrieve large amounts of information.

## Living Online

You'll learn the aspects of working in an Internet or networked environment, skills in specific applications such as email software and Web browsers:

- Learn to perform tasks using a web browser.
- Learn different communication methods and means of sharing information, with an emphasis on using electronic mail.
- Learn the practices of good digital citizenship and online safety.