

ADULT

BASIC COMPUTER SKILLS WORKSHOP

Start your journey by learning basic computer skills through hands-on navigation of a laptop

Computer Hardware

Learn the parts of a computer and how they work (i.e. mouse–scrolling, right click, left click, etc.)

Computer Software

How and what to use

- Basic software programs to start with, such as Microsoft Office

Microsoft Outlook and Email

Learn how to set up an email address, send and receive emails, setting up contacts, creating folders, and using the calendar.

Internet and Job Searching

Learn about web browsers and search engines, build skills for navigating the Internet, and learn tips and tricks for online searching.



**Third Thursday of
every month**

1:30–2:30 pm

CareerForce Cambridge

140 Birch Street North
Cambridge, MN 55008

*Pre-registration requested but not
required. Please call 763-645-1313*

Instructor: Meg Sax

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10-25