

BASIC COMPUTER SKILLS CLASS

*6 weeks

*4 hours per week

*Small class size

*Learner-centered

*Experienced instructor

Choose Your Time

*10am - 12noon

*1pm - 3pm

*6:30pm - 8:30pm

Tuesday & Thursday

Content

Intro to Windows, Microsoft Office, Internet use, typing & Email use, etc.

For Registration:

780.539.6077

lifelongadmin@gppsd.ab.ca

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- **Apr 9 - May 16**
- **May 21 - Jun 27**



Basic Computer Skills For Beginners

Maira Stephen



Basic Computer Skills For Beginners:

Custom Basic Computer Skills Course Technology,2015-06-08 **Directory of Distance Learning Opportunities** Modoc Press, Inc.,2003-02-28 This book provides an overview of current K 12 courses and programs offered in the United States as correspondence study or via such electronic delivery systems as satellite cable or the Internet The Directory includes over 6 000 courses offered by 154 institutions or distance learning consortium members Following an introduction that describes existing practices and delivery methods the Directory offers three indexes Subject Index of Courses Offered by Level Course Level Index Geographic Index All information was supplied by the institutions Entries include current contact information a description of the institution and the courses offered grade level and admission information tuition and fee information enrollment periods delivery information equipment requirements credit and grading information library services and accreditation Professional Development of Officers Study: Development periods and reserve components United States. Department of the Army. Professional Development of Officers Study Group,1985 **Being an E-learner in Health and Social Care** Julie Santy,Liz Smith,2007-04-12 E learning is a new exciting and increasingly popular way of learning for health and social care professionals both in the pre and post qualification stages However many people are apprehensive about what it involves and whether they will be able to study effectively in this way This book is designed to help students and their tutors to become acquainted with the issues and methods around being an online learner in health and social care It gives practical advice and provides guidance on developing skills and attitudes for successful online learning within health and social care Based on the authors experience of teaching online the book includes numerous tips and case studies Topics discussed include skills and responsibilities for successful online learning the virtual learning environment and using online resources clinical professional and communication skills online assessment and evaluation Being an E learner in Health and Social Care is essential reading for all students undertaking online courses or continuing professional development in nursing public health social work social care and health psychology **Professional Development of Officers Study: Development periods** Charles W. Bagnal,1985 *Basic Computer Skills* Moira Stephen,2008 *Level 1 Student Edition* MaryJo Fante Milburn,McGraw Hill,2000-06-23 Basic Computer Skills is not a software program It is an easy to use textbook series designed to teach students how the use the software already on your school s computer If your school uses Microsoft Works R ClarisWorks R and Microsoft Office R then this program is perfect for your classroom Both teachers and students alike will learn Computer Basics Keyboarding Word Processing Graphics and Multimedia Spreadsheet Database and Internet and Electronic Reference at every grade level K 6 A complete textbook introduction to the power of the computer **Icando Basic Computer Skills** Nancy Hadley,2004-01-01 **Online Student Skills and Strategies Handbook** Loyd R. Ganey, Frank L. Christ, Victor R. Hurt,2006 Online Student Skills and Strategies Handbook a brief guide to studying and learning online offers step by step tutorials to help students master the computer competencies and the skills and strategies

necessary to succeed in the online environment This Online Student Skills and Strategies Handbook uses a diagnostic approach to help students assess their competencies in online learning followed by detailed step by step tutorials that walk students through the skills necessary to study and learn with a computer Topics include using email effectively online netiquette using the course syllabus avoiding plagiarism online dealing with online learning difficulties like eye strain managing time and creating effective learning environments This handbook is useful as an ancillary text for all courses that incorporate online learning tools

Computing Made Easy Jaxon Emberwood, 2023-12-11 Embark on a seamless journey into the world of computing with *Computing Made Easy* a comprehensive guide designed for beginners eager to master fundamental computer skills Whether you re navigating the digital landscape for the first time or looking to solidify your foundational knowledge this book is your key to unlocking the potential of your computer

Getting to Know Your Computer Begin your journey by demystifying the components of your computer from hardware to software and understand how they work together to create a powerful tool for productivity and entertainment

Understanding Operating Systems Dive into the heart of your computer as you explore different operating systems gaining insights into their functions and learning how to choose the one that suits your needs

Navigating the Desktop and Start Menu Navigate the digital terrain with confidence as you familiarize yourself with the desktop environment and master the intricacies of the Start Menu

Mastering the Mouse and Keyboard Unlock the full potential of your computer by honing your skills with the mouse and keyboard the primary tools for interacting with your digital world

Organizing and Managing Files and Folders Efficiently manage your digital space by organizing files and folders ensuring that you can easily locate and access your documents whenever you need them

Exploring the Internet and Web Browsers Embark on a virtual journey through the vast expanse of the internet discovering the basics of web browsers and effective ways to navigate online

Sending and Receiving Emails Communicate effectively in the digital age by mastering the art of sending and receiving emails exploring email etiquette and organizational strategies

Word Processing Basics Transform your ideas into written form with word processing basics learning essential tools and functions to create and edit documents effortlessly

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commands Glossary Provides a detailed list of all key terms covered in the book complete with definitions Serves as a quick reference to basic computer term and definitions *Financial Mail* ,1990-08

Unveiling the Energy of Verbal Art: An Mental Sojourn through **Basic Computer Skills For Beginners**

In some sort of inundated with monitors and the cacophony of instant conversation, the profound power and psychological resonance of verbal art often diminish into obscurity, eclipsed by the regular barrage of sound and distractions. Yet, set within the lyrical pages of **Basic Computer Skills For Beginners**, a interesting work of fictional elegance that pulses with natural emotions, lies an unforgettable journey waiting to be embarked upon. Written by a virtuoso wordsmith, this magical opus guides viewers on a mental odyssey, delicately exposing the latent potential and profound influence embedded within the intricate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we can embark upon an introspective exploration of the book is key themes, dissect its charming publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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