

Quest

Computers for the Absolute Beginner

8 Weeks, FREE



This 8 week course is aimed at Absolute Beginners; you will learn the basics of how to use a computer, the basics of using the internet and email and how not to be afraid!

All of our Quest courses are flexible and student-driven, however the following areas will be covered on the course:

- **Introduction:** Covering general PC orientation, working with Windows, using the mouse to open and close programmes to help familiarise you with your PC.
- **The Keyboard:** Learn editing techniques using the keyboard by typing a simple letter. Demonstrate the basics of saving and storing files on the computer or flash drive.
- **Surf and Search the Internet:** Using 'Internet Explorer' to browse the Internet, you'll learn about using web addresses and 'hyperlinks' to surf the net. Using Search Engines like Google and Yahoo to find information on the Internet when you don't know where to look
- **Email:** Open an e-mail account with Yahoo and learn how to send and receive your first e-mails.

For information on dates, times and locations, please see our latest [Quest](#) timetable and booking forms - available in all libraries or online at www.west-dunbarton.gov.uk/quest

