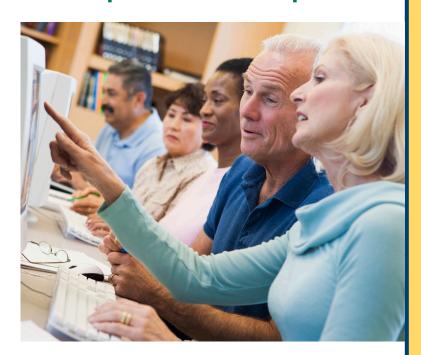# Computers Made EASY

Learn the basics of how computers work, how to use the Internet to find work, and how to use a computer in the workplace.

- **How to start and shut down a computer with a Windows operating system**
- **Mouse control**
- **Single and double clicking**
- **How to open and close programs**
- **Basic File Management**
- **Moving and resizing windows**
- **Using the Recycle Bin**
- **Creating and Using folders**
- **Using Help and Support features**
- **Browsers, Search Engines, Job Search Engines**
- **How to identify secure sites**

The perfect workshop for individuals who have never used a computer or who need a refresher on basic computer use.

This is a 3-hour, hands-on workshop.
NO computer experience required.