



# Computer Basics

LEARN to navigate your way around in 11 weeks. Call (760) 753-7376 for information.

Time: 2:00pm-4:00pm every Monday

Location: Encinitas Library  
540 Cornish Drive  
Encinitas, CA

## Schedule:

- January 4: Computer Vocabulary, Mouse, Keyboard
- January 11: Accessing and Using Start Menu & Programs
- January 18: **Martin Luther King Jr. Day—Library Closed**
- January 25: Microsoft Word: Creating and Saving Documents
- February 1: Microsoft Word: Formatting Options & Printing
- February 8: Computer Vocabulary, Mouse, Keyboard
- February 15: **President's Day—Library Closed**
- February 22: **Class cancelled**
- March 1: Internet: Vocab, Web Addresses, Search Engines and Popular Sites
- March 8: Setting up an Email Account (Yahoo/Gmail): Send and Reply
- March 15: Email: Address Book, Forwards, Attachments
- March 22: Open Lab for Enrolled Students to Practice

# LEARN