



COMPUTER TUTOR WORKSHOPS

DeVil Training Connection
Tobin@DeVilTraining.com
337-459-4270



LIBRARY COMPUTER TRAINING



Give your patrons skills they can use now...basic computer training

- *Stay safe while online
- *Make a household budget
- *Manage computer files, folders, and pictures

- *Write, edit, and format a letter
- *Create secure passwords

bonus: train your staff to help patrons with basic computers skills



NONPROFIT COMPUTER TRAINING



All nonprofit members can benefit from computer skills

- *Churches
- *Youth organizations
- *Senior support groups

- *Service organizations
- *Chambers of commerce
- *Philanthropic organizations



These special two-hour workshops are designed for beginners of all ages to learn basic computer skills

Libraries and nonprofits enjoy special **discounted rates**

Classes include use of a mobile computer lab

Practice with hands-on activities

Microsoft Certified instructor

Learn in a slow-paced, relaxed classroom

Email Tobin@DeVilTraining.com
to learn how you can help your community stay current with computer training

| WORKSHOP TITLE | TOPICS COVERED | |
|---|---|---|
| Computer Basics Step 1 Introducing Computers | Computer terms Storage devices Software vs. hardware | Mouse and keyboard operations What is an operating system? Navigating the desktop and Windows |
| Computer Basics Step 2 Tips and Tricks | User questions Desktop shortcuts-files/sites/apps Control Panel-power/mouse/users | Ribbons-File Explorer/Office Computer stats Task bar |
| Computer Security Step 1 Using Your Computer at Home | What should be secured Good computer practices Windows settings for security | File security with backups User accounts Anti-virus protection |
| Computer Security Step 2 Using Your Computer Online | Digital footprint WiFi security Browser settings | Passwords Email security Social engineering |
| Computer Tutor | Microsoft Office Certified Instructor available to answer questions in Word, PowerPoint, Excel, Outlook, Windows, Email, Internet usage and tablets | <i>Very effective personalized workshop in which participants can bring their own devices</i> |
| Email 101 | Creating email Sending, receiving and replying to messages Email providers | Adding attachments Email etiquette Email security |
| Excel Step 1 | Introduction to spreadsheets and terminology Getting around Excel Inputting data | Adjusting data layout Building a contact list Sorting & filtering data |
| Excel Step 2 | Formatting a worksheet Editing data Writing a formula | Creating a budget Introducing functions Final project |
| Internet Step 1 | What is the Internet How do we use the Internet? Introducing browsers | Search engines and how to use them Internet security Final project |
| Internet Step 2 | Browser tools Bookmarks/favorites Search history | Tab browsing Setting a home page Capturing data from the internet |
| Microsoft Office Step 1 An Introduction to the Suite | Microsoft Word Navigating/typing/spell check/printing | Microsoft Excel Navigating/inputting data/calculations |
| Microsoft Office Step 2 An Introduction to the Suite | Microsoft PowerPoint Navigation/slide creation/running a presentation | Microsoft Publisher Navigation/templates/creating a publication |

| WORKSHOP TITLE | TOPICS COVERED | |
|---|--|--|
| PowerPoint Step 1 | Getting around PowerPoint Creating slides Inserting objects | Running a presentation Creating a photo album slide show Final project |
| PowerPoint Step 2 | Using templates Formatting slides Formatting objects | Introducing animation Using transitions Final project |
| Publisher Step 1 | Introduction to desktop publishing Getting around Publisher Creating a publication | Adding content Adjusting the layout Final project |
| Publisher Step 2 | Using templates Formatting text Working with objects | Working with pictures Saving a publication Final project |
| Tablets/Smartphones Step 1 | What are these devices and how do we use them? Navigating a hand-held device Powering off vs. putting to sleep | Connecting to Wi-Fi/broadband What are apps and how do I get them? *participants bring personal devices *workshop runs slowly due to multiple devices |
| Tablets/Smartphones Step 2 | Browser apps Tab browsing Bookmarking Closing apps | Capturing and saving images eBooks *participants bring personal devices *workshop runs slowly due to multiple devices |
| Virtual Calls/Meetings An Introduction to Zoom | Zoom accounts Navigation User settings | Making calls Using meeting features Tips on virtual meetings |
| Windows Step 1 Apps & Settings | The Start Screen Desktop vs universal apps Using desktop apps (snipping tool/sticky notes/etc.) | Control panel Programs and features Power options |
| Windows Step 2 Files and Folders | Navigating File Explorer Creating files and folders Moving files and pictures | Searching Using flash drives (provided for workshop use) *applicable to all Windows versions |
| Word Step 1 | Getting around Word Creating a new document Entering and editing text | Proofing a document Saving and printing a document Final project |
| Word Step 2 | Formatting text Formatting page layout Inserting objects and pictures | Formatting objects and pictures Business letters Final project |