CITY OF
TOPEKA

TSC Get
Digital
CONNECT OUR NEIGHBORS

2022 BEGINNING COMPUTER NAVIGATION CLASSES

Training offered by
Topeka & Shawnee County Public Library

Beginners Computer Navigation

Mondays
9:30am-10:30am

July 11, 18, 25
August 1, 8, 22, 29

Learn how to use a mouse, navigate a Windows 10 desktop, find and open apps and files.

- Computer overview
- How to use a mouse
- Operating system overview
- Parts of a desktop (what you see on the screen)
- Trash bin
- Find, open, close an app
- Find, open, close a file
- Resize, save

Internet Introduction

Thursdays
9:30am-10:30am

July 14, 21, 28
August 4, 11, 18, 25

Learn about browsers, search engines and how to navigate websites to find information online.

- How to find and open different browsers
- How to find and open different search engines
- Parts of a website
- Useful websites

Email for Beginners

Mondays
2:00pm-3:00pm

July 11, 25
August 8, 22, 29

Using Google's free email, Gmail, learn how to log into an email account, open, delete, reply to, compose new and forward messages.

- Email overview
- Creating an account
- Account overview
- Opening and replying
- Delete and delete without opening
- Compose new
- Attachments
- Basic safety
- Logout

Class registration: 785-368-3098
For more information pertaining to the class: 785-580-4607