



Senior Computer Training

Ved Mandir, will be offering beginner's level computer classes to introduce basic computer skills to seniors.

- Classes meet every Sunday 9 a.m. to 11:00 a.m. starting from February 7th.

Enrollment is **limited to 10 people** on first come first serve basis so please register by February 7th!

Computers for the classes will be provided by Ved Mandir.

To register, please contact....

Aakash Parwani

551-225-9572

aakash.parwani@gmail.com

Courses will be held at....

Ved Mandir,

Kitchen area





Curriculum

- GETTING STARTED
 - Class Overview
 - What You Will Learn
- ERGONOMICS
 - Push your hips as far back as they can go in the chair
 - Adjust the seat height so your feet are flat on the floor and your knees equal to or slightly lower than, your hips.
 - Adjust the back of the chair to a 100 -110 reclined angle...
 - Adjust the armrest (if fitted) so that your shoulders are relaxed.
- BASIC COMPUTER SKILLS
 - Anatomy of a Computer
 - How Computers Work
 - Turning the Computer On and Logging On
 - The Desktop
- THE KEYBOARD AND MOUSE
 - Keyboard commands
 - The Mouse
 - Left-Clicking, Double-Clicking, and Right Clicking
- OPERATING SYSTEM AND SOFTWARES
 - The Operating System
 - The Start menu
 - Managing Windows
 - Buying a Computer
 - Other Programs and Software
- SHUTTING DOWN THE COMPUTER
 - Logging OFF vs. Shutting Down
 - Finding More Help
 - Vocabulary to Know

Curriculum will be modified/enhanced based on feedback....