



## *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](mailto: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....