

## Digital Literacy Course Menu

- (001) Appointment** Meet one-on-one with a Tech Coach to get answers to your questions or help with your project.
- (101) Computer Basics** This course is designed for new computer users. You'll get comfortable with the different parts of a computer and how to use a mouse and keyboard.
- (102) Windows 10 Basics** Learn how to navigate, use the task manager, manage your files, and more with Microsoft's latest operating system, Windows 10. Also learn how to find electronic files quickly and easily by creating folders, organizing files into folders, and managing content in this class.
- (202) Windows 10: Beyond the Basics** Learn more about interacting with Windows 10 including adding desktop icons, exploring settings, using task manager, understanding Windows defender, uninstalling programs, tips and tricks for improving your computer's performance, stability and speed through common maintenance tasks in this class.
- (103) Make the Internet Work for You: Basics** Learn basic internet terminology, how to navigate a browser, locate a website, identify common domains, and stay safe while searching the internet in this class.
- (104) Make the Internet Work for You: Safety and Security** Learn about common viruses, email and Internet safety, firewalls, and other security features and practices in this class.
- (203) Make the Internet Work for You: Google** Create a free Google account and learn how to use the free tools it includes like Chrome for convenient but secure internet browsing and Gmail for sending receiving, and organizing email messages.
- (303) Make the Internet Work for You: Google Workspace** Using your Google account, take advantage of applications like Sheets, Slides, Gmail, Meet, and more. Learn how to use these apps to work from home and utilize the variety of apps to improve your workflow.
- (105) How to Zoom: Basics** Learn how to connect with others using the most popular video conferencing app.
- (205) How to Zoom: Beyond the Basics** Learn how to schedule a Zoom meeting, invite others to your meeting, and more advanced features within the popular video-conferencing tool.
- (106) Microsoft Word: Basics** Learn how to create text-based documents using Microsoft Word, as well as how to complete simple actions like saving, opening, and printing documents in this class. Also, learn how to format and align text, apply bullets or numbers, and adjust spacing within your Word documents in this class.
- (206) Microsoft Word: Beyond the Basics** Learn how to use Word's built-in editing features like cut and paste, spell check, grammar suggestions, and adding comments to documents. Also learn how to use tables, borders, backgrounds, and WordArt to make your documents pop in this class.
- (107) Microsoft Excel: Basics** Learn how Microsoft Excel's cells, worksheets, and workbooks easily allow users to manipulate, calculate, and format numbers and other types of data in this class.

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**(207) Microsoft Excel: Beyond the Basics** Learn how to add visual interest and tell stories by displaying numbers and data sets in chart or graph format in this class. Also, learn how to use formulas to automatically calculate and manipulate totals, percentages, averages, and ranges in this class.

**(307) Microsoft Excel: Advanced Skills** Learn how to quickly highlight important numbers using conditional formatting, work with multiple sheets in an Excel file, calculate percentages, and use the PMT and VLOOKUP functions in this class.

**(110) Android Phone Basics** Learn basic information about your Android phone including changing settings, downloading or deleting apps, and using common apps like text messages, camera, and files.

**(111) iPhone Basics** Learn basic information about your Apple phone including changing settings, downloading or deleting apps, and using common apps like text messages, camera, and files.

**(112) Tablets: Basics** Learn basic features and functions of your tablet like how to navigate, connect to WiFi, adjust settings and how to review and download some of the best apps for enhancing your life and having fun with your tablet.

**(113) Apple Products Basics** Learn basic information about your Apple devices, including iPhones, iPads, Apple watch, and Mac laptops including changing settings, downloading or deleting apps, and ask questions about your devices.

**(114) Using the Internet to Stay in Touch** From email, to direct messaging, to posting on someone's wall or feed... there's so many ways to talk to people you know and meet people from all around the world using the Internet! This course will walk through some of the most common ways that people use the Internet to connect to each other.