

## **Woburn Adult Education – Computer 101**

**Joseph Leto** is a Technical Specialist working for over twenty-five years in the computer field. His relaxed but effective teaching abilities proved worthwhile to students and others in businesses, organizations, and college campuses.

From moving satellites in space, to employing videoconferencing services around the world, along with his Audio Visual technological background, his IT specialties have earned him awards and kudos throughout his career.

If you're looking for a job, but your computer skills are holding you back, or you want to learn more to get a serious understanding of everything you can do with a computer these entry level classes are for you!

Join with our "Learning Computer 101" class and Mr. Leto will show you how to understand and get comfortable using a computer with varied software.

He will show you how easy it is to learn the basics of all softwares, and begin to sample some like Microsoft Word for writing, Outlook to manage emails, and Photoshop to make slide presentations for a company. He will set you up a solid platform to spring from.

So bring your interests and all your questions that you feel you need answered. Bring a pencil and notepad to write down notes. This class will also be a hands-on class using a computer. Each 1½ hour class 6:30-8:00PM, will also have Q&A's.

### **Class Syllabus:**

1. The Introduction class. A gist of all the main parts to know using a computer! What is a computer? How is it set up? The styles and formats. Why do you need to put your ideas, files, and pictures on it?
  - a. This class is to bring the student in on what a computer is all about and to get them comfortable playing with it and understanding its many different abilities and peripherals.

**Hard Drive and sizes, Fan, Dirt, Operating Software, RAM, Application Software Like a room, mouse, keyboard, ports, Speakers, Printers, Stay away from what!**

2. What are softwares. How are they related to a computer? The similarities and ways you can learn any new software.
  - a. This class is to bring the student in on what software is about and to get them comfortable using any software.

**Application Softwares, versions, File menu, Edit, New, Format, Pull downs, Text, sizes, sizing! Shortcuts, Spell Check**

3. What is Microsoft Word. What is it for? How you can use it.
  - a. This class is an instruction on starting to use MS Word

**Beginning a document, set up, fonts, the look, templates, saving, .doc**

4. Using Microsoft Word II. Getting more comfortable and deeper into it.
  - a. This class is more instructional on using MS Word.

**Formatting, using the tool bar, customizing, tables, labels, setting a template**

5. Using Microsoft Outlook for email. Getting comfortable sending and receiving emails.

a. This class shows the student how to understand and how to email **Inbox, Drafts, Sent, Junk Mail, Trash, Email account, Contacts, Reply, attaching**

6. Using Microsoft Outlook II . Getting more comfortable and deeper into Outlook.

a. This class shows the student how to manipulate Outlook, and scheduling. **Going over emailing, Calendar, Reminders, Meetings**

7. Using Microsoft PowerPoint. A different perspective on softwares. It is also an important software that businesses use every day, that will boost any resume!

a. This class will present a twist on and will easily teach students an important, but fun software that all businesses use. It gives them an expanded view of using software, the computer, and its different uses.

**What's a slide presentation, pull downs, themes, inserting a slide, inserting a picture, using a PowerPoint Presentation.**

8. Putting it all together!

a. Using the web effectively. Using Thumb Drives. Sorting and saving information, taking images off a camera, storage files, backing up, setting up your personal computer and files.

**Having a Web account, browsing the web, Using external drives, Images off your camera, setting up your personal file system.**

*hand*  
9. Your completion of a worthwhile computer project.

a. Writing a document from information somebody sent to you or you found online. Inserting an image into that document, Printing it and emailing it to a friend, all while listening to music!

b. The carry over to smart phones and tablets.

c. Final Q&A on all.

**Using everything to get the results you or your boss wants!**

*Hand*  
**Hand Completion**