

## Computing Essentials

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Online **or** in person class options available.

### Class Description

Students with little or no computer experience will learn basic computer operations, how to navigate a Windows 10 computer, Fundamentals of Microsoft Word 2019, and how to use essential e-mail functions in a workplace environment.

### Program Description

This is a beginning course to introduce students to the basics of operating a Microsoft Windows 10 computer and to gain confidence in using essential computer application software including Microsoft Word and e-mail. This class is a stepping stone for further training in Microsoft Office Applications such as Word, Excel, PowerPoint, and Outlook.

### Topics Covered

- Microsoft Windows 10
- Microsoft Word 2019
- Introduction to Keyboarding

### Expected Student Outcomes

- Achieve competency in Word 2019 basics
- Demonstrate ability to use essential e-mail functions in a work environment
- Demonstrate Excellent Attendance and Punctuality

Led by Experienced MOS Specialist Master Instructor

Visit [www.cprf.org/programs/sact](http://www.cprf.org/programs/sact) to view our current class schedule.