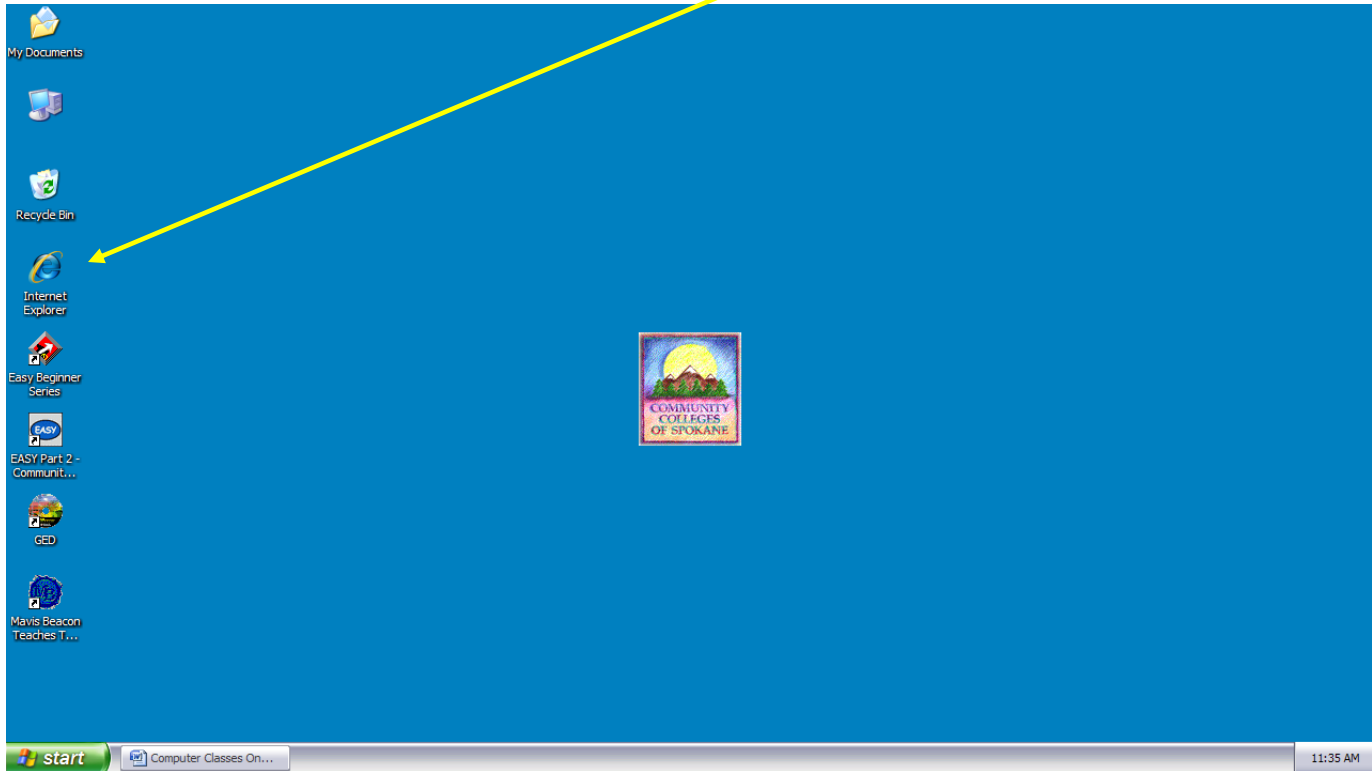


# Computer Classes Online

- Computer Classes are available on line now!

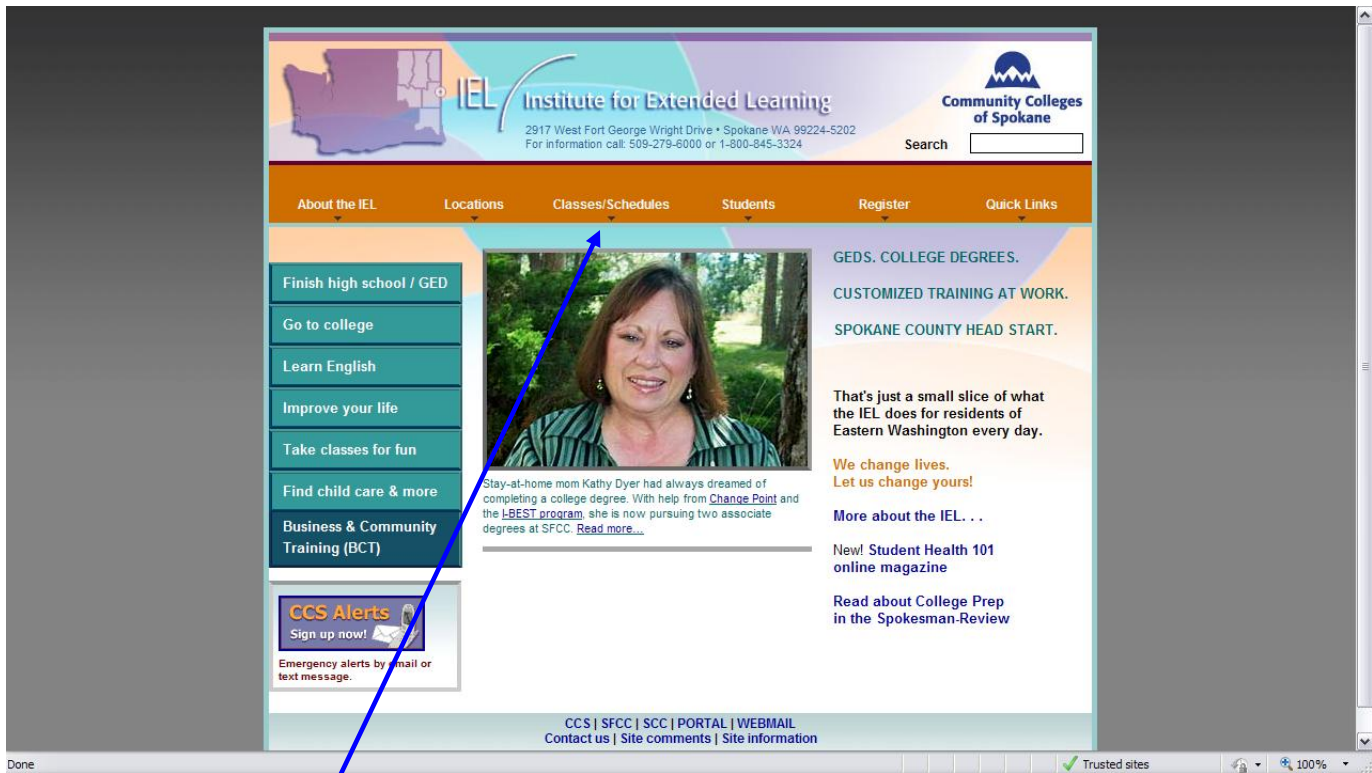
The desktop will look like this: Double click Internet Explorer:



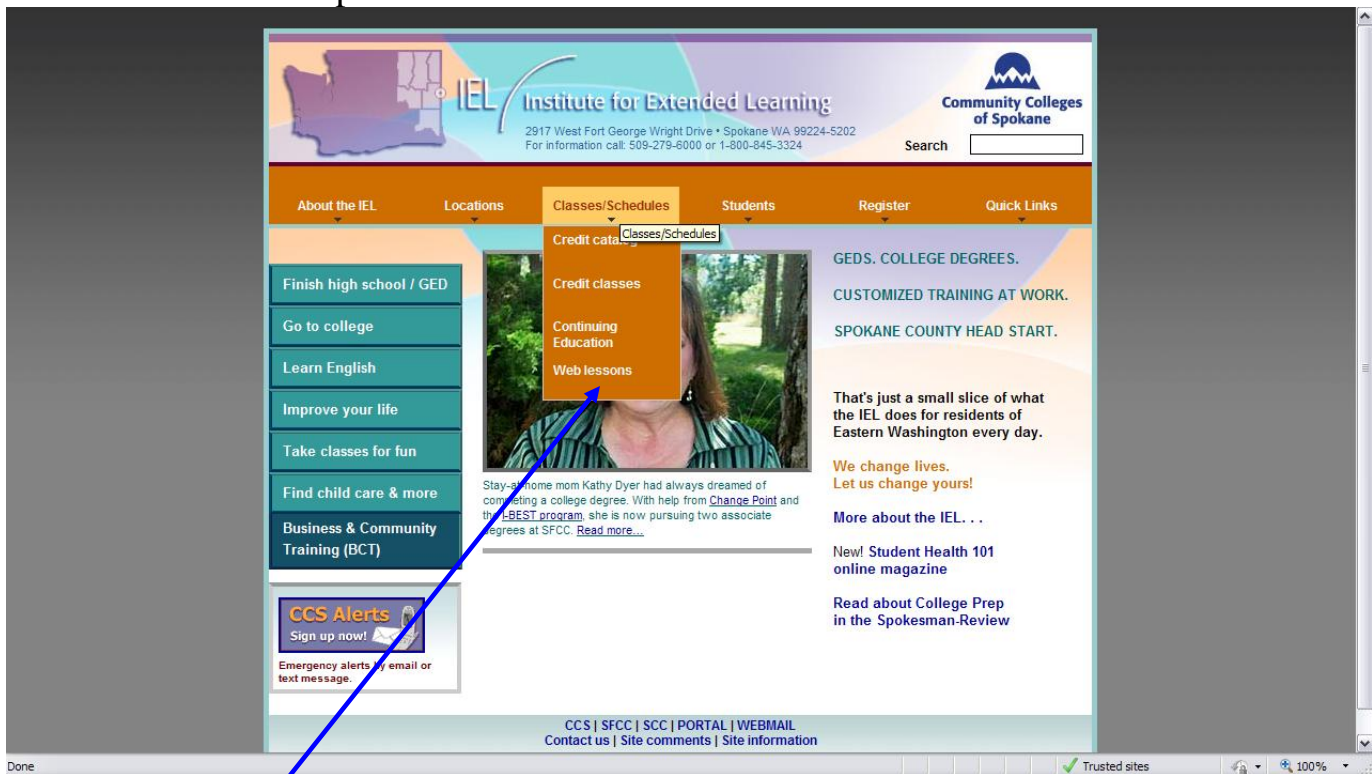
Or click on Start and choose “Internet”  
The home page will start.

In the address bar type:

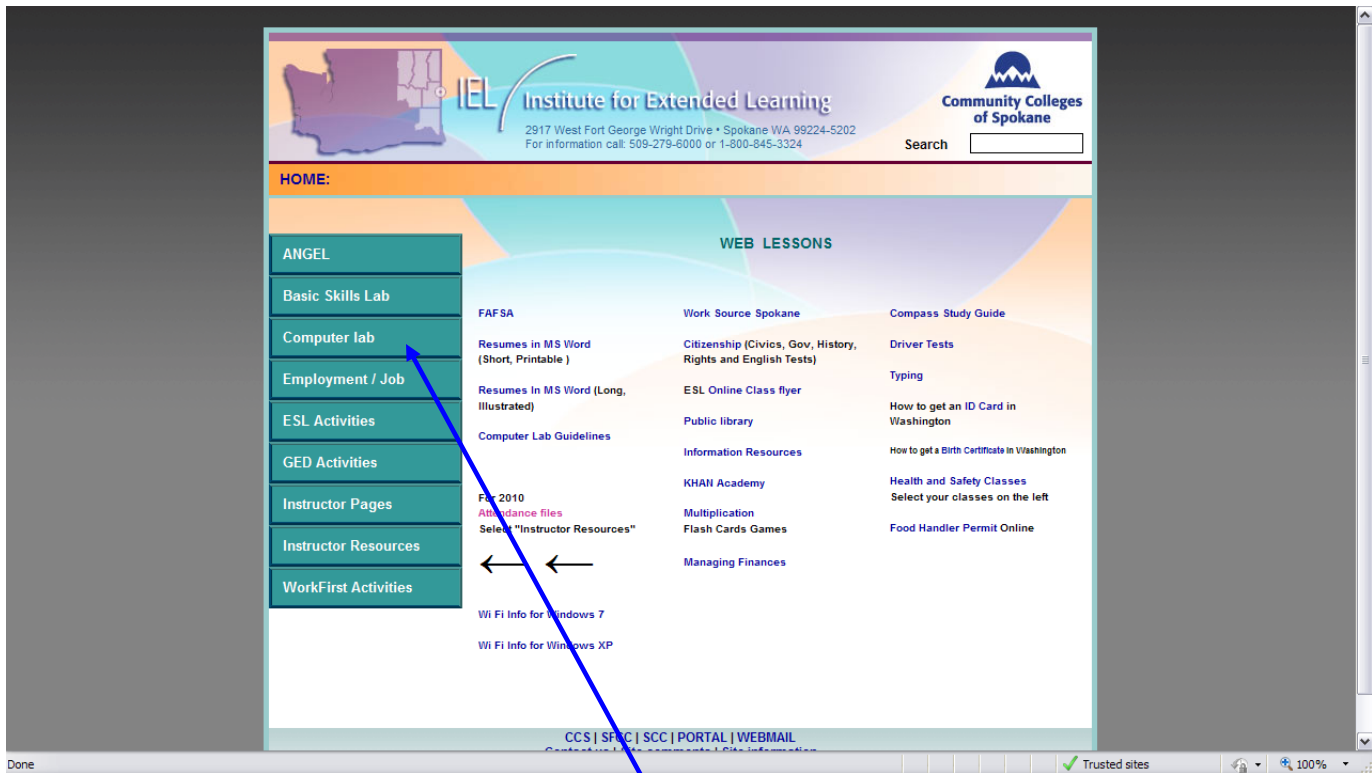
<http://www.iel.spokane.edu>



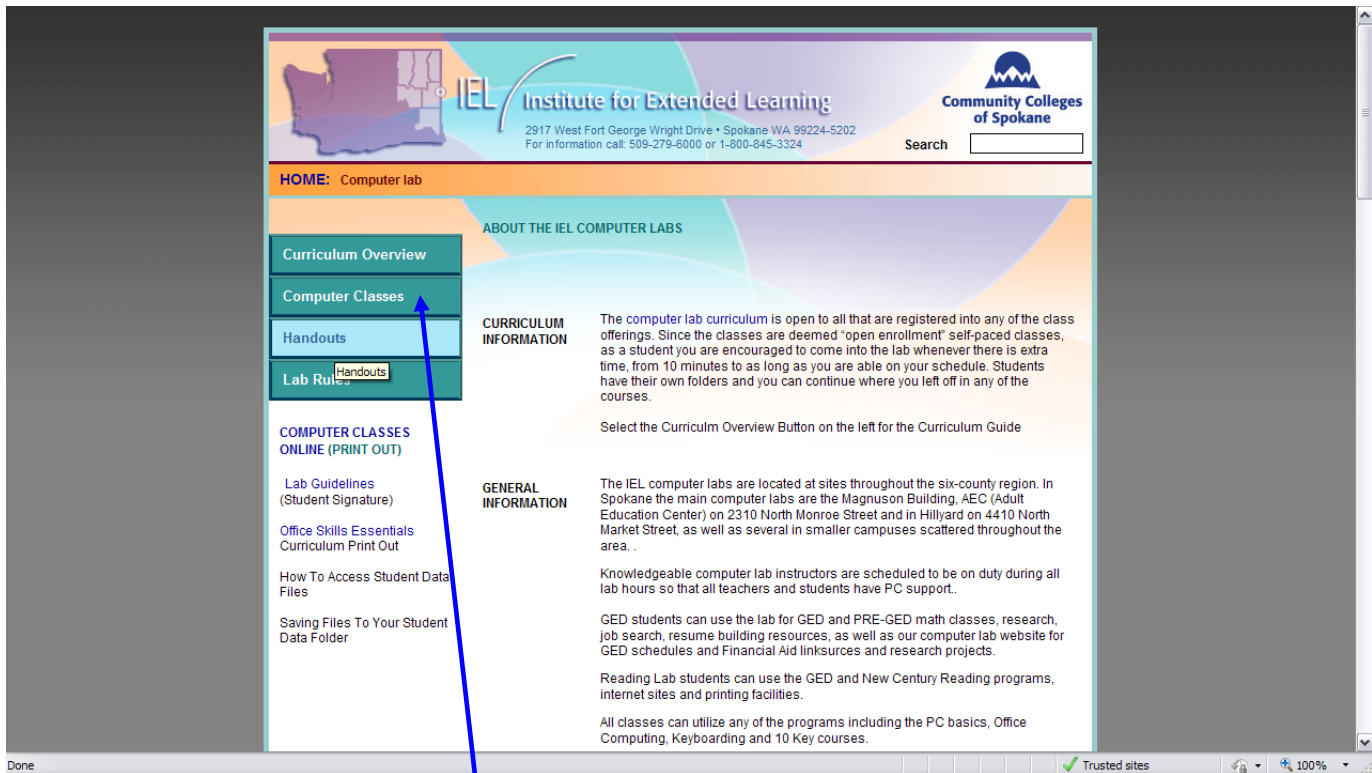
Click once on the Drop Down Menu



Select "Web Lessons" from the list



Click one time on the “Computer Lab” button.



Click on the “Classes” button.

IEL Institute for Extended Learning  
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 For information call: 509-279-6000 or 1-800-845-3324

Community Colleges of Spokane

HOME: Computer lab : Computer Classes

**BASIC COMPUTER CLASSES**

Print out this sheet and mark as the classes are completed.

General Topics      Windows Classes      Survival

Keyboarding      Starting Programs      Introduction to Theft - Loss

- Keyboards
- Arrow Keys
- Caps Lock Key
- Backspace and Delete Keys
- End Key and Home Key
- Page Up and Page Down Keys
- Enter Key
- Insert Key
- Blue Function Keys
- Windows / Command Key
- Keyboarding to 30 WPM (beginning Cert.) at 95% accuracy
- Keyboarding to 50 WPM (Advanced Cert) at 95% accuracy
- Keyboarding Timings
- Ten Key to 150 KSPM at 95 % accuracy

Starting Programs

- Starting Programs
- Browsing for Programs

Running Windows

- Windows Help
- Program Help
- The Find Utility
- Menus in Windows
- Tool Bar Buttons
- About Keyboard Shortcuts
- Using Keyboard Shortcuts
- Minimize and Maximize Windows
- Move and Resize Windows
- Multitasking - Switching Between Open Windows
- Tile and Cascade Windows
- Working with Scrollbars
- Arrange Contents to Avoid Scrollbars

Introduction to Theft - Loss

- Introduction to Theft & Loss
- Types of Theft
- Types of Loss

Hardware Theft

- Intro To Hardware Theft
- Hardware Theft
- Recognizing Hardware Theft
- Preventing Hardware Theft

Identity Theft

- Intro To Identity Theft
- Identity Theft
- Recognizing Identity Theft

Intermediate PC Classes

Office Classes

Keyboard Timings

INTRODUCTION TO PERSONAL COMPUTERS (PC)

- Connecting a PC
- Using the Mouse
- Mouse Aerobics
- Starting up a PC
- Using a Keyboard
- Stopping a PC
- Logging on to a PC
- Logging off of a PC
- Shutting Down a PC

Printing Documents

http://www.arconlab.com/computerlab/cbcourse/100/winPCFindUtility.html

Take all of these classes first.

To see more classes click once on the “Intermediate” button.

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Community Colleges of Spokane

HOME: Computer lab : Computer Classes : Intermediate PC Classes

REVIEW

Send Files the Fast Way

General Topics      Windows Classes      Office Classes

Working with Files      Running Programs      Intermediate Word Processing

- Create Folders and Files Quickly
- Deleting Files and Folders
- Working with Multiple Files at a Time
- Naming a File
- File Types and Extensions
- Template Files

Running Programs in Windows

- Running Programs in Windows

Starting Programs in Windows

- Starting Programs in Windows

Intermediate Word Processing

- Intermediate Word Processing

Intermediate Spreadsheets

- Intermediate Spreadsheets

Intermediate Presentations

- Intermediate Presentations

Organizing Files and Folders

- Folder Organization
- Copy and Move Using Drag and Drop
- Cut, Copy and Paste

Beginning Internet

- Introduction to the Internet

Browsing the Internet

- Browsing the Internet

Advanced Word Processing

- Advanced Word Processing

Intermediate Databases

- Intermediate Databases

File Information

- Getting Information on Files

More Internet

- Review ISPs (Internet Service Providers)
- ISP Finders

Advanced Spreadsheets

- Advanced Spreadsheets

Drives and Storage

- My Computer - Disk Drives

PC Communications

- PCs in Communications

When you are finished with the “Intermediate Classes” section go on to “Office Classes”.

Notify your instructor that you are finished with the Intermediate Classes.