

# Computer classes for seniors

MENTOR – Learning how to use a computer for the first time can be difficult. It can be even more difficult for seniors. The Lake County Council on Aging is taking a step in the right direction by offering two sets of classes to help seniors get ahead.

Computer training for both beginners and advanced students will take place at the Council on Aging offices at 8520 East Ave. in Mentor, and will run from October through December.

The Council on Aging provides a computer lab with desktop or laptop units and a large instructional screen where trainers personally assist seniors.

The free computer training classes are being offered through a partnership between the Council on Aging, Tech Wise, and a grant from Connect Ohio which offers the "Every Citizen Online" program to seniors. Seniors are able to take free classes on computer basics internet basics and e-mail. The free computer training provided through the program will help seniors utilize all the internet has to offer.

## **Understanding Your Computer (Free)**

In this one day class, students will be provided with an explanation about their computer, such as how to turn it on, basic functions of the mouse, how to use windows, search menus, and Microsoft Windows. All classes are 9:30 to 11:30 a.m., Monday, Dec. 3

## **Understanding the Internet (Free)**

Understanding the Internet will provide hands-on experience with search engines, browsers and other tools. Learn how to connect to the internet and how to navigate around the web. Learn how to search more effectively and avoid computer viruses. All classes are 9:30 to 11:30 a.m., Thursday, Nov. 8 and Monday, Dec. 17.

## **Understanding E-Mail (Free)**

This class will provide hands-on experience while learning the basics of e-mail with Google's free e-mail service. Find out what e-mail is and how to set up an account. Learn to read, write,

send and reply to messages. Learn how to create an address book, send attachments and more. All classes are 9:30 to 11:30 a.m., Thursday, Nov. 15 and Monday, Dec. 17.

## **Advanced Classes**

The following multi-day classes are also being offered and are available for \$60 per person plus \$15 material fee and are from 1:30 to 3:30 p.m.

## **Understanding Microsoft Office (Three 2-hour sessions)**

Day one will provide hands-on experience learning the basics of Microsoft Word, how to create new documents, edit work and more. Day two is an introduction to the basics of the spreadsheet program Microsoft Excel to balance a check book or create budget. On day three learn about Microsoft PowerPoint to create slide shows. Class dates are Nov. 16 and 30; and Dec. 7.

To register for any of these classes call Tech Wise at 9440) 942-7853. Space is limited to 12 people for each class.

*Angelle - 11/7/12*