

## Beginner Computer Skills

### Who

These classes support learners with little or no computer skills. They may also serve as a refresher for learners with minimal computer skills who need more practice to feel comfortable using a computer.

### Skills

- Beginner computer skills - how to use a mouse, basic keyboard skills, introductory web searching
- Windows and email essentials
- MS Word basics
- Digital privacy/safety concepts

### This series of classes will support the following learning outcomes:

- develop basic computer knowledge and digital comfort for everyday activities:
- using a computer
- using email
- navigating the web
- performing everyday activities online securely
- using word processing

### Classes

#### [Computers for Beginners 1 - Use a Mouse](#) (TPL in person class)

A class for absolute beginners with little or no computer experience.

In this first session you will:

- Observe proper techniques of mouse handling and movement
- Learn how to operate mouse buttons and scroll wheel
- Review parts of the keyboard including Letters, Numbers, Backspace, and Enter
- Practice clicking and dragging
- Identify and understand various shapes of mouse Pointers/Cursors
- Demonstrate understanding of techniques through completion of mouse tutorials

- Review Mouse movements such as open, close, minimize, maximize and moving of open windows on desktop.

Upon completion of this class students will be able to use a computer mouse at a basic level and will be able to go online for additional practice.

**Note: this in-person class is not currently offered.** The [Class Handout](#) is available online.

#### [Mouse \(GCF Learn\)](#) [self-paced]

A free online interactive tutorial to help you learn how to use a computer mouse.

#### [Computers for Beginners 2 - Use the Keyboard](#) (TPL in person class)

A class for absolute beginners with little or no computer experience.

In this second session you will:

- Learn proper keyboarding posture
- Identify various keyboard keys including alphabet keys, number keys and symbol keys
- Learn to type by Selecting and Using Keyboard keys to develop words and sentences
- Go online for more typing practice

Upon completion of this class students will be able to use a keyboard at a beginner level and know how to go online for additional practice.

Pre-requisites: Computer for Beginners 1 or basic mouse skills

**Note: this in-person class is not currently offered.** The [Class Handout](#) is available online.

#### [Typing \(GCF Learn\)](#) [self-paced]

A free online interactive course to help you learn the basics of touch typing, then practice your new skills.

#### [Learn Typing \(Lynda\)](#) [47 min]

[Lynda.com](#) courses are free with your TPL library card. This course will give you the basics on how to type more efficiently by reviewing hand positioning and offering practice exercises to help you learn how to type for speed and accuracy. The key is practice, practice, practice!

#### [Computers for Beginners 3 - Use the Internet](#) (TPL in person class)

A class for absolute beginners with little computer experience.

In this third session you will:

- Understand web site addresses

- Practice using web site addresses to visit web sites
- Learn about different areas of a web site. Practice using a web site home page to explore the site
- Learn how search engines work and when to use them
- Conduct a simple search with the search engine Google

Upon completion of this class students will be able to use the internet at a beginner level and complete simple searches.

Pre-requisites: Computer for Beginners 1 & 2 or basic mouse and keyboarding skills

**Note: this in-person class is not currently offered.** The [Class Handout](#) is available online

#### [Internet \(GCF Learn\)](#) [self-paced]

A free online interactive series of tutorials on how to browse the internet safely and effectively.

#### [Computers for Beginners 4 - Use Google Search and Google Maps](#) (TPL in person class)

A class for absolute beginners with little computer experience.

In this fourth session you will:

- Build on lessons from Computers for Beginners 3: Use the Internet
- Use advanced search strategies such as filters and tools in Google.
- Practice new mouse skills by using scroll, zoom, tabs and help in a web browser.
- Experiment with interactive and multimedia sites
- Compare browsers and search engines

Upon completion of this class students will be able to use Google search tools more effectively to find websites, images, and news sites. Students will also be able to use Google Maps to find addresses and get directions for transit and road travel.

Pre-requisites: Basic mouse and keyboarding skills required.

**Note: this in-person class is not currently offered.** The [Class Handout](#) is available online.

#### [Digital Life Skills for Seniors: Online Travel](#) (TPL in person class)

For people who have basic internet skills, time and resources to pursue travel, but want to learn about the online tools that can make it more affordable, informed and flexible. We will cover major transportation and accommodation websites and provide tips about booking online safely and securely. With these skills you can design a personalized vacation based on your schedule, budget and varied interests! Resource handout provided.

**Note: this in-person class is not currently offered.**

### [Digital Life Skills for Seniors: Online Entertainment](#) (TPL in person class)

For people who have basic internet skills, and want to learn how to access online videos, music and magazines. With your valid Toronto Public Library card, you can access and read popular magazines from RB Digital on your computer, tablet or smartphone. Hoopla offers full length feature movies, television episodes and music albums. There's so much more and it's free with your library card. We also look at free apps and paid subscription services such as Netflix. Resource handout provided.

**Note: this in-person class is not currently offered.**

### [Digital Life Skills for Seniors: Online Shopping](#) (TPL in person class)

For people who have basic internet skills, and want to learn how to shop online with confidence. Whether you need groceries or home appliances, almost anything can be purchased and delivered to your home. We teach you how to find goods and services online, look for customer reviews or consumer testing results and provide tips and guidelines on how to shop safely, securely and with confidence. Resource handout provided.

**Note: this in-person class is not currently offered.**

### [Digital Life Skills for Seniors: Online Health](#) (TPL in person class)

For people who have basic internet skills and want to learn how to find trustworthy health information online. We teach you how to evaluate websites for quality, reliability and safety by looking at 4 major areas of consideration before using any online health site. We introduce you to the best types of organizations for providing high-quality information and provide a list of recommended sites. Resource handout provided.

**Note: this in-person class is not currently offered.**

### [Computers for Beginners 5 - Use Windows](#) (TPL in person class)

A class for absolute beginners with little computer experience.

In this fifth session you will:

- Become familiar with the Windows (7) operating system
- Improve mouse and keyboard skills while you practice using common windows features: File Explorer, Desktop, Taskbar, Windows, Applications
- Explore some of the features common to most applications (File menu, Edit menu, Help)

Upon completion of this class students will be able to use make, save, move and delete a basic file, manipulate multiple windows.

Pre-requisites: Computer for Beginners 1 & 2 are recommended. Basic mouse and keyboarding skills.



**Note: this in-person class is not currently offered.** The [Class Handout](#) is available online.



**[Computer Basics \(GCF Learn\)](#)** [self-paced]

This free online interactive series of tutorials will help you become more comfortable using a computer.

**[Windows \(GCF Learn\)](#)** [self-paced]

Free online interactive tutorials on the most recent versions of Windows, one of the world's most popular operating systems. Learn how to use and organize your files with ease.

**[Working with Computers and Devices \(Lynda\)](#)** [1:43]

[Lynda.com](#) courses are free with your TPL library card. A grounding in the basics of computer use and operation will provide you with an excellent foundation upon which to build further skills. This course includes a thorough review of computers, files and folders, networks, printers, keyboards and Microsoft's Windows 10 operating system.

**[Online Safety \(GCF Learn\)](#)** [self-paced]

These free online tutorials will help you gain the skills, strategies, and mindset you need to protect your computer and your privacy online.

**[Internet Safety \(for students\) 2017 \(Lynda\)](#)** [55 min]

[Lynda.com](#) courses are free with your TPL library card. All computer users, including students, will find this tutorial invaluable as it reviews explores how you can protect yourself online. Understanding Internet safety is an essential skill. Learn about potential online threats, protection options and tools built into most web browsers and mail systems. Learn how to recognize secure and insecure web pages, malware, and adware, avoid phishing, and apply best practices for setting and maintaining a password. Also from Lynda [Learning Computer Safety and Internet Security 2018](#)

**[Email Made Easy – Gmail \(TPL in person class\)](#)**

Learn to use web-based Gmail email services. Set up a free email account and send your first message. Basic keyboarding and mouse skills required.

**Note: this in-person class is not currently offered.**

**[Email \(GCF Learn\)](#)** [self-paced]

Email is an essential skill for communication and access to online services. These free online tutorials will teach all the basics to help you get started.



### **[Word Basics 1: Create and Edit a File](#) (TPL in person class)**

In this introductory Word class you will learn how to open, create, save and delete documents. Features such as highlight, bold, underline, font colour and font size will be covered as well as how to use spell check, templates and print.

**Note: this in-person class is not currently offered.**

### **[Word Basics 2: Formatting](#) (TPL in person class)**

Learn to edit and format text, use bullets, and more. An introduction to Microsoft Word. Basic keyboarding and mouse skills required.

**Note: this in-person class is not currently offered.**

### **[Word 2016 Essential Training \(Lynda\)](#) [5:41]**

[Lynda.com](#) courses are free with your TPL library card. Lynda's Essentials series are excellent primers for learners starting out with new software. In this course you will learn how to create, format, share, and print a wide variety of documents in Word 2016. Create new documents, use templates, format text and pages, work with headers and footers, use themes and styles, add multimedia, and more.

Also available from Lynda **[Word 2019 Essential Training](#)**

### **[Google Docs Part 1](#) (TPL in person class)**

Learn how Google Docs can be a useful free tool when you don't have access to Microsoft Word. In this introductory class you will learn how to open, create, save and delete Google Docs. Features such as highlight, bold, italics, underline, font colour and font size will be covered as well as how to use spell check, print, and download as Word document.

Required: Basic keyboarding and mouse skills.

**Note: this in-person class is not currently offered.**

### **[Google Docs Part 2](#) (TPL in person class)**

Learn how Google Docs can be a useful free tool when you don't have access to Microsoft Word. In this follow-up class to Part 1 use more formatting tools such as bullets, numbered lists, text alignment, margins, page numbers, and Help. Use will also learn how to copy and paste text and images from the internet and explore templates for resumes.

Required: Basic keyboarding and mouse skills.

**Note: this in-person class is not currently offered.**



**[Google Docs Essential Training \(Lynda\)](#) [2:31]**

[Lynda.com](#) courses are free with your TPL library card. Google docs is a free online alternative to commercial word processors such as MS Word. Learn how to create documents, use formatting, add images and tables, use footnotes, headers and footers to create professional documents and take advantage of online collaboration tools.