

Quest

Computers - Next Step

8 Weeks, FREE



If you are no longer an absolute beginner and you've picked up some experience of using the computer but you want to learn more about computers without necessarily choosing a particular topic like Word Processing or Spreadsheets. Then this eight week course could be for you.

You will learn from a broad range of topics some of which we'll skim the surface others we will look at in more depth.

All of our Quest courses are flexible and student-driven, however the following areas will be covered on the course:

- File Management and using Windows Explorer
- Using flash drives, external drives and creating backups
- Copying, cutting and pasting
- Control Panel
- Using a Scanner and sending attachments by email
- TV and radio on the net and using YouTube
- Advanced Searching of the net
- Burning CDs and DVDs
- Awareness of threats on line and recognising the hoaxes

For information on dates, times and locations, please see our latest [Quest](#) timetable and booking forms - available in all libraries or online at www.libraryonline.org.uk

