

Training Days

Stewart's Monthly Computer Training Newsletter

Longer Courses Now being offered

Howdy! What a fun time we've had in the lab this last month. The **Digital Camera Class** is always one of my favorites, and we sure had a blast!

Ok, it's time for our new **NeXt Step class to begin**. This is going to be our first attempt at a longer, multi-month class. This class is meant to be a continuation for our patrons who have already completed most of the basic and intermediate classes. We'll be looking at a wide variety of things in this class—from using the **Find** function, to organizing our **Bookmarks/Favorites**, to using social networking sites like **Facebook and LinkedIn**. I think we're going to have a lot of fun in this course. If you weren't able to

sign up for it this time, we'll be offering it again this summer, starting in June.

Of course, that isn't the only class starting next month—we're also offering **Maintenance and Security, PowerPoint, and Intro to Windows in March**.

There are just a couple spots left, so let me know ASAP if you're interested.

In April, we're going to offer **Intro to the Internet, Everything Email, and Digital Cameras/Picasa**.

If all goes according to plan, we'll also offer a three-month Beginner's class this summer, starting in June—we'll look at the basics of **Windows, the Internet, and Email!**



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March Tip:

Learning the modifier keys can save you a lot of time!

A modifier key is a key that changes what another key does. For instance, if you are typing into a word processor like MS Word, hitting the "S" key makes a lowercase 's'. But if you hold down the Shift key while you hit "S", it makes an uppercase 'S'.

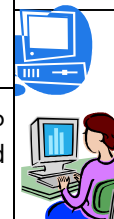
CTRL is another modifier key. If you hold down CTRL and hit S (written CTRL-S), it Saves whatever document/email you might be working on.

Some other common modifier keys;

CTRL-Z (Undo—if you make a mistake, like erasing the whole email you just wrote, CTRL-Z will undo that—like magic, the email will reappear!)

CTRL-P Print
CTRL-S Save
CTRL-C Copy
CTRL-V Paste
CTRL-A Select All
CTRL-F Find
CTRL-X Cut

This keeps you from having to go between the keyboard and the mouse!



Want to sign up for one of our free computer training seminars? Either contact *Derek Thompson* by phone (936-788-8314, ext 294) or email: derek.thompson@countylibrary.org

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