



HVAC & Metals Institute

Basic Computers

Course Requirements:

This course has no requirements.



Course Description:

This course will give participants an opportunity to learn the fundamental basics of a computer and how it works. Participants will learn what Drives are in a computer and how the work. How to change Desktop Settings and Views. Create Folders, Transfer Data, Cut, Copy and Paste, and Save Files and Documents. This class is intended for those who have had little or no exposure to computers.

Schedule:

- October 21st 5:00pm – 8:00pm