



# HOT Goodwill Class List

1700 S. New Road, Waco TX 76711 \* 254-753-7337

## Classes Offered Every Week



**COMPUTERS 1: Mousing Around**  
Mondays 9:30-11:30am

**Description:** This class will help you become comfortable using the basic components of a computer including the mouse, keyboard, and computer screen. No previous computer experience is needed.



**COMPUTERS 2: Intro and Create**  
Wednesdays 9:30-11:30am

**Description:** In this class we will talk about what digital literacy means and learn about the basic parts of a computer and how they work. Then we will talk about how to create different computer files such as word processing files and spreadsheets. In the intermediate section we will cover additional topics such as the use of files and folders, cut, copy, and paste, and other word processing skills.



**COMPUTERS 3: Connect and Communicate**  
Fridays 9:30-11:30am

**Description:** In this section we will talk about how we can use computers to connect to information available online. This includes exploring websites, search engines, and email. Additional topics taught at the intermediate level include internet security, tabbed web browsing, book marks, organizing email into folders, and email attachments.



**Microsoft Office Programs (Rotating)**  
Mondays and Wednesdays 1:00-3:00pm  
Tuesdays and Thursdays 5:30-7:30pm

**Description:** Excel and Word 2007 will be taught in a four week course cycle with topics that range from beginning to advanced skills. Please see the Microsoft Office flyer or contact Goodwill to find out the current class and topic.



# HOT Goodwill Class List

1700 S. New Road, Waco TX 76711 \* 254-753-7337

## Classes Offered Every Week



**COMPUTERS 1: Mousing Around**  
Mondays 9:30-11:30am

**Description:** This class will help you become comfortable using the basic components of a computer including the mouse, keyboard, and computer screen. No previous computer experience is needed.



**COMPUTERS 2: Intro and Create**  
Wednesdays 9:30-11:30am

**Description:** In this class we will talk about what digital literacy means and learn about the basic parts of a computer and how they work. Then we will talk about how to create different computer files such as word processing files and spreadsheets. In the intermediate section we will cover additional topics such as the use of files and folders, cut, copy, and paste, and other word processing skills.



**COMPUTERS 3: Connect and Communicate**  
Fridays 9:30-11:30am

**Description:** In this section we will talk about how we can use computers to connect to information available online. This includes exploring websites, search engines, and email. Additional topics taught at the intermediate level include internet security, tabbed web browsing, book marks, organizing email into folders, and email attachments.



**Microsoft Office Programs (Rotating)**  
Mondays and Wednesdays 1:00-3:00pm  
Tuesdays and Thursdays 5:30-7:30pm

**Description:** Excel and Word 2007 will be taught in a four week course cycle with topics that range from beginning to advanced skills. Please see the Microsoft Office flyer or contact Goodwill to find out the current class and topic.