

## Introduction to Basics of Computer Use

Learn how to turn on and login to your computer, the basic components of a computer, how to navigate browsers and introduction to passwords.

#### Searching and Learning

ONE

ALBUQUE

ROUE

Use the internet to answer all your questions, and learn how to search like a pro. The DiverseIT staff will show you search tricks and tips so you can get the best information from the world wide web.

#### **Online Safety**

Find out how to protect yourself while using the internet including how to avoid scams, phishing emails, and fraud. This will help you keep your computer virus-free and keep your personal information safe.

### Learning Forever

Continue learning and growing as a computer user. What else do you want to do or accomplish with your computer? We'll help you find ways to promote your own learning, so your computer will be a tool you can use with confidence.

### Meet G Suite - Gmail, GMeet, GDrive

Learn to use the free Google tools of G Suite to write emails, organize documents, and create video gatherings and use GMeet (video conferencing). Learn to Use a Computer or Improve Your Skills for FREE

# Digital Literacy Classes

The Department of Senior Affairs has teamed up with Adelante DiverseIT to offer a series of FREE digital literacy group classes designed to take your computer skills to the next level. Below are the dates for December 2020. Stay tuned to our newsletter for dates into 2021.

- Dec. 17 at 1 pm: Introduction to Basics of Computer Use
- Dec. 17 at 3 pm: Introduction to Basics of Computer Use
- Dec. 22 at 1 pm: Online Safety
- Dec. 22 at 3 pm: Searching and Learning
- Dec. 23 at 10 am: Online Safety
- Dec. 29 at 1 pm: Introduction to Basics of Computer Use (*en Español*)
- Dec. 29 at 3 pm: Searching and Learning
- Dec. 30 at 10 am: Meet G Suite Gmail, Gmeet, GDrive
- Dec. 30 at 2 pm: Meet G Suite Gmail, Gmeet, GDrive
- Dec. 31 at 1 pm: Online Safety

Presentations offered via Zoom Group size is limited Call 505-764-6400 to register