

New Program

Specifically for Beginners

## Putting Technology to Work

New to computers? Uncertain about how to fit into today's technology obsessed workplace?

Then this program is exactly what you need to realize modern PC technology is not over your head.

Putting Technology to Work involves four days of hands-on training and learning activities designed to give beginners a jump-start toward understanding and using computer technology at home and in the workplace.

Participants gain the fundamental skills needed to tackle more advanced computer courses and the confidence to obtain modern PC qualifications.

**Get a Fresh Start (Day 1).** Begin at ground zero. Learn about different computer types, standard hardware components, and how to turn-on and begin to use a computer. Get accustomed to Windows and how items are organized. Discover how to access tools and resources like programs, folders and disk drives. Gain experience using the mouse, keyboard, window frames and working in the Windows environment. Finally, realize that all the terminology and acronyms have no impact on how successful you are at running a computer.

**Go Global (Day 2).** Extend your reach using Internet and email services. Learn how to get on-line, what to expect when you get there, how to find what you're looking for, and what you can do once you find it. Discover different ways to communicate and to exchange data files like pictures and resumes. Obtain experience browsing the internet, managing contacts, sending and receiving email. Get the scoop on popular trends like social networking in Facebook to see if there are advantages for you.

**Get Creative (Day 3).** Start to create things with popular application programs. Learn what tool is best for writing letters, managing numbers, and tracking information. Discover how to select, format, and copy and paste data. Get familiar with standard editing features and operations that save time, and work in all programs. Get an overview and hands-on experience with Word and Excel. Realize that typing is often a small part of the process and that you don't have to type 50 words a minute to succeed.

**Connect the Dots (Day 4).** Work, practice and play to review all topics and concepts through accomplishing real-world tasks. Fire up the PCs and create personal storage folders in Windows. Browse the internet to find job sites and download information. Create hot-mail email accounts to send and receive email. Develop a basic resume and send it electronically to classmates.



**WaterColor, LLC** is a technology training company and trusted education partner to thousands of individuals and hundreds of organizations throughout Western Montana since 1996.

We offer a large collection of training programs which are delivered in both flexible and convenient formats. On-site, off-site, day or night.

Our courses are designed internally with an emphasis on practical real-world applications and are taught by seasoned instructors who specialize in using the very same technologies.

### Program Dates & Times

Session	Dates	Days	Times
September	1, 8, 15, 22	W, W, W, W	8:30a - 4:30p
October	1, 7, 14, 20	F, Th, Th, W	8:30a - 4:30p
November	2, 8, 15, 22	T, M, M, M	8:30a - 4:30p
January	6, 13, 20, 27	Th, Th, Th, Th	8:30a - 4:30p

Class size limited to 6 participants to provide personal attention

Additional Sessions will be added on an as needed basis

**Program Price: \$399.00**

Call 406 542-1573 to register.