

60+ digital literacy

A partnership with Marion County Council on Aging

Digital Literacy May 3 - June 7

Registration April 1

Series = 6 classes. Class size limited to 10

Pick from 10-11:30am or 2-3:30pm

Follow the Yellow Brick Road Series

Lesson 1: May 3

I Don't Think We're in Kansas Any More

Objective: To introduce the computer and the many reasons to use the technology.

- Vocabulary of computer use
- Reasons to use the computer
- Addressing Anxiety
- Safety Concerns (briefly)
- Using the mouse

Participants will demonstrate mouse use and basic desktop navigation.

Lesson 2: May 10

There's No Place Like Home

Objective: To understand use of the Home Page and general navigation.

- Navigating vocabulary
- Establishing an e-mail account
- Setting up a password
- Using the mouse to navigate while completing the set-up

Participants will establish and e-mail account with a User Name and Password.

over for rest of series >>>

Lesson 3: May 17

You've Always Had the Power!

Objective: To combine technology and keyboarding skills through practical application

- Introduce Word
 - Write a short letter
 - Save and retrieve letter
 - Place content in an email and send to instructor
- Participants will use keyboard skills and will send an email.*

Lesson 4: May 24

Files and Folders and Icons, Oh My

Objective: To introduce saving and organizing documents

- Use Google Icon to access internet
- Open letter from previous lesson
- Save letter in a created subfolder
- Send an email to a friend, loved one, or the instructor

Participants will experience sending and receiving e-mail and accessing the internet.

Followed by:

Series of 2 classes that take an in-depth walk-through of life-relevant situations.

Lesson 5: digital privacy May 31

Lesson 6: ordering groceries & food June 7



MarionLibrary.org/DigitalLiteracy

Digital Literacy Registration

for full 6-week series May 3 - June 7

(circle one) **10-11:30 am** or **2-3:30 pm**

Name _____

Birthday _____
(Applicant must be 60 years or older)

Address _____

City _____ Zip _____

Phone _____

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