

# FIRST STEPS TO COMPUTING

Saturday, July 28, 2018

9:00 a.m. - 12:00 p.m.

**UT MARTIN**  
SOMERVILLE CENTER

## Description:

This course is the first steps to becoming comfortable with using a computer. No previous experience is necessary. You will be introduced to a personal computer. Basics skills are taught to allow you to get around comfortably in a windows environment. If you have a desire to learn software skills using spreadsheets, document software and presentation software then this is the class for you. Have you wanted to use email but were not sure how to go about setting up an account, then this is the class for you. If you have ever wanted to shop, surf or do research on the web, here is your chance.

If you have never used a computer before or it has been a long time since you have, this class is for you. If you are a student and need to prepare yourself for higher education, this class is for you. If you are an older adult that would like to learn the basics to get started, this class is for you.

## Instructor Name: Martha McNabb

McNabb has a Management Information Systems degree from The University of Memphis and a Master of Science in Information Systems from Strayer University. She is currently the IT Manager ALSAC/St. Jude Children's Research Hospital.

## REGISTRATION FEE

\$60 per person

## REGISTER ONLINE

[utm.edu/outreach](http://utm.edu/outreach)  
Select "Non Degree Programs," "General Classes," & "Somerville."

## COMING SOON

MS Word and  
MS Excel classes

## ADDITIONAL INFORMATION

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