**BASIC COMPUTER SKILLS WORKSHOPS**

This workshop will cover the basic computer skills including:

* Internet Basics
* Computer Basics
* Google
* Google Apps

**Session 1: Internet Basics**

What is the Internet; What can you do Online; How do I connect to the Internet; What is a Cloud; Using a Web Browser; Understanding Hyperlinks; Downloading & Uploading; Using Search Engines

**Session 2: Computer Basics**

What is a Computer; Basic Parts of the Computer; Buttons & Ports of a Computer; Inside a Computer; Laptop Computers; Mobile Devices; Understanding Operating Systems; Understanding Applications

**Session 3: Google**

What is Google; Creating a Google Account, What is Gmail; Key Parts of Gmail; Sending Gmail; Responding to Gmail; Managing Gmail

**Session 4: Google Apps**

What is Google Meet; Key Parts of Google Meet; What is Google Drive; Key Parts of Google Drive; What is Google Search; What is Google Maps; What is Google Calendar; What is Google Earth

**Session 5: Google Apps**

What is Google Docs; Key Parts of Google Docs; What is Google Form

**Session 6: Google Apps**

What is Google Slides; Key parts of Google Slides; What is Google Sheets; Key Parts of Google Sheets