Computer Training Survey

St. Mary's is offering computer classes for those who are interested in learning more about the technical devices that surround our daily lives. We were fortunate to receive a number of computers donated to us through the TechEd organization. We have configured a number of these systems and are ready to offer training programs to our parishioners and the surrounding community. **These are for your personal knowledge and are not a certification or credited program.** If you are interested in gaining computer related knowledge, please take a minute to fill out the following survey or go to our web site (www.stmaryslockport.org) to fill out the online form. Surveys can be returned through the weekend collection. Our goal is to provide programs that will meet your needs. Check all courses that would be of interest:

____ Windows Operating System: This program would cover the Windows operating system explaining the basics of navigation, while answering questions you might have. Whether you are using Windows 95, 98, XP, Vista or 7 we will cover the basics to help guide you.

____ Microsoft Word: Learn the basics of Microsoft's powerful word processor. This session will guide you through the navigation of the software and basics of word processing.

____ Microsoft Excel: Learn the basics of Excel and how to easily begin creating spreadsheets for your own purposes. This session will guide you through navigating the software including simple calculations and formulas.

____ PC Security: Today's technology continuously focuses on security and protecting your data. This course would review the different software packages and the steps to be taken to help protect your personal data. This class is an instructional class only.

____ Internet Connectivity: This session will discuss the different options available for ordering and setting up a home internet. This class is an instructional class only.

____ Photo Editing and Management: This session will review managing your photos, best practices and some of the free utilities available to edit photos.

____ Purchasing and Setting up of Your Computer: Did you ever want to purchase a computer but don't know where to begin? Are you confused about bits and bytes and what it all means? This session will cover places to purchase, what you need and answer any questions you might have. This class is an instructional class only.

____ Other: _____

Time of Day Preference: ____ Weekday (____ Daytime ____ Evening)
____ Weekend (____ Daytime ____ Evening)

Course Duration : ___ 1 Hour ___ 2 Hours ___ 3 Hours ___ Any

So that we may contact you about the course schedule:

Name: _____ Phone: _____ Email: _____

Each of these classes will be formatted to what you would like to get out of the session and the questions that are asked by the group. Our goal is to help you better understand the technology. If you have further questions about this program you can reach Bernie or Sheila Winter at 433-4071.