

# Windows I Training

A workshop for those who want to understand computers better

**Does your computer intimidate you? Are you afraid it will blow up? Do you need help with some of the “less intuitive” concepts of Windows?**

Windows I Training: a hands-on workshop to help students really understand their computers and feel confident using them. This course is **taught by Harold Nolte**, a Layton resident who has been in the computer industry since 1976.

Questions? [www.nitrowindows.com](http://www.nitrowindows.com) [mr\\_nolte@yahoo.com](mailto:mr_nolte@yahoo.com) (801) 928-9283

## **What to Expect From This Workshop**

- Eliminate fears and be in control of the computer
- Really understand what you're doing – have the confidence to do more
- Learn how to do things you want to do but don't know how
- Understand what's happening “under the hood” of the computer
- Learn how to find files saved earlier and how to organize them
- Do things faster with less effort and learn things even children don't know!

## **Items Covered In Windows Training**

- Main parts of a computer, what each part does, how they interact and common computer terms
- The desktop and taskbar and how to customize them
- Learn the “file system” and how to find files, how to organize files, how to attach files to emails
- Become proficient with the keyboard and mouse and learn tricks to speed operations
- Window control for maximum usability, flexibility, and much more

## **Who Should Attend**

- New computer users and people who want to learn how to use their computer better
- Those who understand some things but want to learn more
- Seasoned users who want to understand better what they are doing and learn new tricks

Starts Wednesday October 10<sup>th</sup> and is held Wednesday & Friday evenings from 7:00 pm to 9:30 pm for three weeks (15 hours total training).

Location: Universal Computer Systems, 130 N Fairfield Rd in Layton. **Fill out form below to register, or register online at [www.nitrowindows.com](http://www.nitrowindows.com). Keep top portion for reference.**

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Windows Training starting October 10<sup>th</sup>, Universal Computer Systems, Layton

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Register by October 6<sup>th</sup> and receive a \$20 discount. Bring a friend or spouse and save - sign up two or more people for \$149 each. Sign up for this and the *Nitro*Windows class together for only \$149 each. Tuition is \$189 per person.