



Location
925 Beville Road, Suite# 9
(Twin Fountains Center)
S. Daytona, FL. 32119
386-304-0847

A Personalized training Class, one on one with your computer or ours.

This class can be tailored to meet your
specific needs or general productivity as
noted below.



Section 1: **Start menu:** Quick launch, Task bar, notification area, Special Keys, short cuts, type of connections,, USB, firewire, Moving windows around, maximize, minimize, cascade, file type and what are the does and don't pertaining to file types

Section 2: **Menus:** file, help, view, new, open, save, save as, print, undo, control keys to save you time, find and replace, adding icons, short cuts, send to options, explorer tool bar, back forward, stop, home, search, internet options, cache, different engines, why favorites, wireless connections, available networks

Section 3: **Manipulating Files and Folders:** Finding files and folders by names, dates, sizes etc., Adding and removing programs, deleting programs and folders, making backups, nt backup program

Section 4: **Troubleshooting:** The use of utilities, Which free spyware programs, antivirus programs to help, use of USB flash keys, This section will keep you out of trouble.

**This is a two (2) hour class in our classroom for \$64.00
We also offer onsite training at \$84.00 per hour**

Call 304-0847 to reserve your seat and time.