

# Application Form for Computer Classes

## San Mateo Senior Center Computer Group

2645 Alameda de las Pulgas: San Mateo, CA 94403

(650) 522-7490

sanmateosccg@yahoo.com

Please Print:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail (if appropriate) \_\_\_\_\_

<b>Class</b>	<b>When Given</b>	<b>I want this class</b>
Introduction to Computers	Monday 9 AM – noon	
Email and the Internet	Wednesday 9:30 AM – noon	

Eligible registrants will be placed on a waiting list and will be called for placement according to date of application.

How did you hear about us? \_\_\_\_\_

Other comments or questions:

\_\_\_\_\_  
\_\_\_\_\_

Please return this application form to a member of the **San Mateo Senior Center Computer Group** or to the Senior Center Reception Desk.

Date of Application \_\_\_\_\_



**DETAILS OF THE VARIOUS CLASSES ARE ON THE REVERSE SIDE**

**“Introduction to Computers”** (Monday morning) is a course of instructions in the basic steps of using a computer, including:

- The desktop and pointer shapes
- How to use the mouse
- Identification of the document window
- Selecting text, deleting text, inserting text
- Files and folders, naming and saving a file
- Copy and paste, and cut and paste

In the **“E-Mail and the Internet”** class (Wednesday morning), you will learn how to send and receive e-mail and surf the internet, including:

- Finding information and shopping on the internet
- Getting maps and directions, travel sites, online banking and stock information, news, radio stations, and games on the internet
- Downloading pictures and other files from the internet
- Sending and receiving mail
- Sending, downloading, and printing pictures via e-mail

**Cost of classes:** \$30