

Learn to organize computer pictures, files, folders, and emails

DESIGNED FOR SENIOR CITIZENS



Are your files, digital pictures, emails, and information scattering everywhere on your computer? Learn to create folders and get organized during this 5-hour workshop! Instructor Mike Wilson will demonstrate how to create an orderly system and locate pictures and files. Discover how to download and copy files from the Internet. See how pictures are transferred from a cell phone to computer. Find out how to save files and projects on your computer, CDs, and flash drives, and easily find them. Learn how to copy, move, and relocate files and folders. Search for misplaced files and locate them. See a demonstration on downloading and locating email attachments. In addition, learn how to arrange, organize and delete emails.

Not for Apple/Mac users.

See what people are saying about
Mike Wilson at: www.ourseniorhelp.com



Registration Code: SFAP-1527-T0502
Date: Thursday, April 11, 2019
Time: 9:30 a.m.-3:30 p.m. (1 hour lunch, bring your lunch)
Fee: \$54.00 (includes book and materials)
Location: Auburn Hills Campus,
2900 Featherstone Road
M-TEC Building, Room 239

 **OAKLAND COMMUNITY COLLEGE™**
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