

Instructor

Joe LeClair - VTrans Information Technology Specialist (IT guy) Joe has 21 years of state government experience as well as 20 years in the military.

Joe served 16 years in Europe and he retired as the Sergeant Major in 1992. He is a self taught IT professional, in the early 70's he started to take apart Atari game consoles. He also helped the Army convert its personnel and training system from paper to computer.

Joe believes when a person understands how something works, it is easier to learn and use.

About

This class is intended to inform students with a basic understanding of computers how to effectively interact with Windows 7 and/or Windows 10. This class is designed to expose students to the basic workings of Windows 7/10 and demonstrate the many user interfaces and customization features. This class is structured into 2 parts, an informal instruction block and an open discussion block to insure student questions get answered.



Learning Objectives:

- Welcome to Windows 7/10
- Getting around in Windows
- File Explorer
- Notifications
- Web Browsing
- Networking
- Favorites and Creating Shortcuts



REGISTER ONLINE AT:

www.localroads.vermont.gov

MAIL TO:

Vermont Local Roads Program
VTrans Training Center
1716 US Route 302
Berlin, VT
05633-5002

Fax:

802-828-1932

Questions please call:

802-828-3537 or 802-828-3768

Class Running Time

8:00 - 8:30 am:	Registration
8:30 am:	Workshop Begins
12:00 - 12:30 pm:	Lunch (provided by VLR)
2:30 pm:	Workshop Ends

Locations

Thursday - March 23 2017
Bennington VTrans Office

Thursday - June 29, 2017
Colchester VTrans Office

Wednesday - September 27, 2017
Mendon VTrans Office

Thursday - December 14, 2017
VTrans Training Center (VTTC)

For information on Computer Basics I please go to our website and see the VTTC schedule.

Audience

This workshop is designed for employees that would like to understand how a computer works from the time you turn it on until you turn it off.

Computer Basics II Roads Scholar Workshop: 6 Technical Hours



Disclaimer: The town acknowledges and accepts that its participating representatives are acting in their scope of employment while attending this workshop.

Cancellation Policy

If you need to cancel your registration, please call us since we often have waiting lists for classes. Someone may substitute for you at any time. We will notify registrants if the workshop needs to be cancelled for any reason. If you have any concerns about the weather or other circumstances that may affect the workshop please call 802-828-3537.

Photos/Videos: By registering for this workshop, you understand and agree that VLR will be taking photos and may publish them in any format or media without additional permission from you if you are in the photo.

2017 workshop series presented by the Vermont Local Roads Program.

Sponsored jointly by the Federal Highway Administration and the Agency of Transportation.



Please register me for the ***"Computer Basics II"*** workshop:

Name _____

Town Address _____

Municipality/District/Agency _____

Area Code/Phone _____

Email _____

- Thursday, March 23, 2017 - Bennington VTrans Office, 359 Bowen Rd, Bennington, VT
- Thursday, June 29, 2017 - Colchester VTrans Office, 189 Troy Avenue, Colchester, VT
- Wednesday, September 27, 2017 - Mendon VTrans Office, 61 Valley View, Mendon, VT
- Thursday, December 14, 2017 - VTrans Training Center (VTTC), 1716 US Route 302, Berlin, VT

Vermont Local Roads Program | VTrans Training Center | 1716 US Route 302 | Berlin, VT 05633-5002