Computer Basics III

Roads Scholar Workshop:

5 Technical Hours

Vermont Local Roads

VTrans *Working to Get You There*

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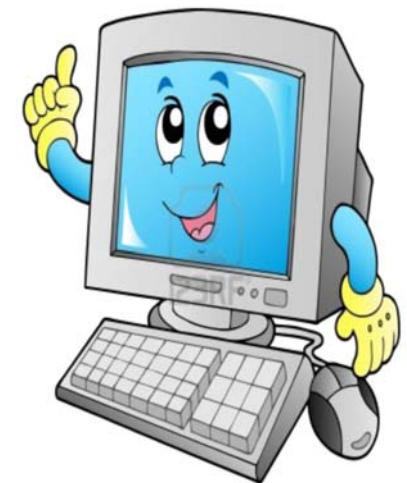
Disclaimer: The town acknowledges and accepts that its participating representatives are acting in their scope of employment while attending this workshop.

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.

2018 workshop series presented by the Vermont Local Roads Program.

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

VERMONT LOCAL ROADS

U.S. Department of Transportation
Federal Highway Administration

Name_____

Town Address_____

Municipality/District/Agency_____

Area Code/Phone_____

Email_____

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

☐ Thursday, July 19, 2018 - Mendon VTrans Office, 61 Valley View, Mendon, VT

☐ Thursday, August 9, 2018 - Bennington VTrans Office, 359 Bowen Road, Bennington, VT

☐ Thursday, September 27, 2018 - Derby VTrans Office, 4611 US Route 5, Newport, VT

☐ Thursday, November 29, 2018 - Colchester VTrans Office, 189 Troy Avenue, Colchester, VT

Vermont Local Roads Program | VTrans Training Center | 1716 US Route 302 | Berlin, VT 05633-5001

Instructor

Joe LeClair - *VTrans Information Technology Specialist (IT guy) Joe has 22 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

Computer Basic III gives you the knowledge to use the tools provided by Windows 10 and the software installed when the computer is built. You will learn how to customize your desktop to your liking, change text sizes and use other built in "Ease of Accessibility" tools. We will explore what each program installed on the standard computer is designed to do, and how to customize some of their features, making it friendlier for you to use. You will learn IT professional secrets to free, safe, available software and upgrades available to you, all about virus protection, Ransom Ware, Spam and Phishing Attacks. Computer Basics III provides a solid foundation in today's computer dominated world to help you in your job and personal life.

Learning Objectives:

- Welcome to Windows 10 Basics
- Searching Your Computer
- Speech Recognition
- Office 365
- Learning Management System (LMS)
- Training Sources
- Saving Files

REGISTER ONLINE AT:
www.localroads.vermont.gov

MAIL TO:
Vermont Local Roads Program
VTrans Training Center
1716 US Route 302
Berlin, VT
05633-5001

Fax:
802-828-1932

Questions please call:
802-828-3537 or 802-828-3768

Class Running Time

8:15 - 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 - July 19 2018
Mendon VTrans Office

Thursday - August 9, 2018
Bennington VTrans Office

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For information on Computer Basics I and Computer Basics II **State employees** can go to the Learning Management System (LMS). **Municipal employees** can call 802-828-3537.

Audience

This workshop is designed for employees that would like to understand how to locate files once saved and learn about some new features.