



## Beginning Computers

[aadl.org/handouts](http://aadl.org/handouts)

### Ann Arbor District Library Computer Classes

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AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: [aadl.org/classes](http://aadl.org/classes)

Review online skills-building resources: [aadl.org/services](http://aadl.org/services)

Review online research resources: [aadl.org/research](http://aadl.org/research)

### Beginning Computers

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Learn computer terms, mouse and keyboard skills, and receive an introduction to Microsoft Word and Internet Explorer.

### Learning Goals

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Go to [aadl.org/handouts](http://aadl.org/handouts), choose a class, and click on a learning goal for step-by-step instructions:

[Computer Basics](#)

[How to Use a Mouse](#)

[Learn to Type](#)

[Typing Practice](#)

[Computer Terms](#)

[More Computer Terms](#)

[Windows Task Bar](#)

[Minimize and Restore Windows](#)

[What is a Screensaver?](#)

[What is the Desktop?](#)

[Windows XP Basics](#)

[Windows Vista Basics](#)

[Windows 7 Basics](#)

[Windows Keyboard Shortcuts](#)

[Computer Devices](#)

[How to Use a USB Flash Drive](#)

[What is Wireless?](#)

[What is Ethernet?](#)

[What is the difference between Mac and PC?](#)

[What is an Operating System?](#)

[Microsoft Windows Operating System](#)

[Apple Operating Systems](#)

[Internet Browsers](#)

[Google Search Basics](#)

[Tabbed Browsing](#)

### Books

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[The Seniors Guide to PC Basics](#), by Gateway Press, Call number: 004.084 Se  
["Is this thing on?": a computer handbook for late bloomers, technophobes, and the kicking & screaming](#), by Abigail Stokes, Call number: 004.16 St

[Complete idiot's guide to computer basics](#), by Joe Kraynak, Call number: 004.16 Kr