

Windows 7 Tutorial

Have you ever said “I saved it on my PC and now I can’t find it”? This half-day workshop will be a tutorial on files, folders, and network drives. Topics include:

- Document and file types
- Saving and retrieving documents
- Creating shortcuts
- Getting around in your PC.

Instructor: Sandy Davis, Tax Commission

Dates: Monday, January 6 (am)

Location: Conference room 5CR3 (fifth floor) in Plaza IV –
Washington Group Complex (Tax Commission office).

Hours: 4