



**Abbey Road Computer Lab**

**Abbey Road Christian Church (Disciples of Christ)**

**2411 Abbey Road**

**Cape Girardeau, MO 63701**

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**(573) 335-3422**

<https://www.facebook.com/#!/pages/Abbey-Road-Christian-Church/332270383559624?fref=ts>

**COMPUTER CLASS ENROLLMENT FORM**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Referred by \_\_\_\_\_

Do you currently use/own your own computer? Yes No

Desktop \_\_\_\_\_ Laptop \_\_\_\_\_ iPad \_\_\_\_\_

Brand and year purchased: \_\_\_\_\_

Operating system on your computer \_\_\_\_\_

(Windows) Windows 8, Windows 7, Vista, XP Don't know?

(Apple/Macintosh) \_\_\_\_\_ List Model \_\_\_\_\_

Do you have Microsoft Office 2007/2010/2013 Software Program installed on your computer? \_\_\_\_\_

*Areas you would like to learn about in the class...*

Basically learn to operate a computer \_\_\_\_\_

Mainly for E-mail \_\_\_\_\_

All about the Internet \_\_\_\_\_

Word Processing Skills (letters & documents) \_\_\_\_\_

(Must have Correct Software installed on home computer for Word Processing Class)

**Other things you want to know about...please check list on back of this sheet**

I could attend class on (please circle all that apply):

Monday Tuesday Wednesday Thursday Friday

I could attend (please circle all that apply):

Morning Afternoon Evening only  
9-12 1-4 6-8

Please complete and return this form to Church Office at address above.

To fill out electronically email us at [capearcc@gmail.com](mailto:capearcc@gmail.com) and we can send that to you. Then return your completed form by email to the church. Or you can print the form, fill it out, and mail it to the church.

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**Classes Available**

Classes last 1 to 1½ hrs. per week --Sessions are 4-6 weeks

Class times and teachers are being organized now for next session.

Register now. You will be notified of date and time of your selected class(es).

**Basic Computer #100/101**

Review/update keyboard skills; basic computer terminology; desktop; open programs; mouse skills; set up email; intro to internet

**All About Email #102**

Forward/reply email; clean email; change fonts; spell-check; print; disk clean-up; opening attachments; address book/contacts

**Connect The Dots #103**

How to Surf the World Wide Web (www), understanding your **Browser**, Search Engines, Home page, Group Contacts, Flash/travel Drive, making folders, organizing your files, Attachments (how to open, send and save), antivirus, (more)

**#104**

For those who want to forge ahead into ADDITIONAL and Advanced areas.

**Microsoft Word #105 (2007/2010/2013)**

Use MSWord processing program to create documents; save/save as; folders; format text; apply text effects; create labels

**Excel #106 (2007/2010/2013)**

Create in MS Excel Basic spreadsheet program; enter data into a form; prepare and format spreadsheet; create charts; utilize formulas

.....  
**Other Topics... (1 or 2 sessions per class) Offered by request**

\_\_\_ **Digital Photography** learn to download your pictures; organize in folders; send pictures via email

\_\_\_ **Genealogy/Ancestry Group**  
(Meets 2 x a month)

\_\_\_ **Store your Photos in Shutterfly**  
(Make professional looking albums)

\_\_\_ **All About Anti Virus Protection**

\_\_\_ **Kindle (All about what it will do)**

\_\_\_ **Travel Reservations**

\_\_\_ **Recipes**

\_\_\_ **Make your own Greeting Cards**

\_\_\_ **Facebook How to Set Up**

\_\_\_ **All About Gmail**