

Welcome to Heights Libraries Training site!

This is the home of Heights Libraries' Computer Basics series. Whether you're a student in one of our classes or just need a refresher, learn more about computers in the following classes:

[Class 1: Computer & Mouse](#)

This class covers the basics of using the mouse, including clicking, double-clicking, using scroll bars, and filling out online forms.

[Class 2: The Computer](#)

This class covers computer parts and functions, operating systems and applications, navigating the desktop, storage devices and cloud storage, and how to properly turn a computer on and off.

[Class 3: Using the Internet](#)

This class covers understanding the Internet and the World Wide Web, navigating online, and using a web browser.

[Class 4: Internet Access](#)

This class covers accessing the Internet, types of Internet service, setting up an Internet connection, and downloading and uploading.

[Class 5: Searching the Web](#)

This class covers the basics of searching the web, including what search engines are and how to use them, tips for effective Web searching, evaluating search results, printing from the Web, and web form practice.

[Class 6: Computer & Internet Security](#)

This class covers how to stay safe online, including password protection, email security, and avoiding identity theft, computer viruses and scams.

Heights Libraries

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