

## Courses

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As we move into the new millennium ASPIRA is implementing initiatives to help our community members, specially our youngsters and their parents, to better position themselves in this digital era. One of the new initiatives is related to bridging the digital divide, not only between the haves and have not, but also between parents and children. This electronic toolkit presents the core curriculum for ASPIRA's Community Technology Center (CTC). The courses are designed to develop a basic understanding of the most common productivity tools. This is a dynamic site, lessons will be added as necessary responding to the needs of our trainees and our community.

If you need additional information or have suggestions on how to improve our services and curriculum please call [John Villamil-Casanova](#) [2], Executive Vice President at (202) 835-3600 ext. 123 or [Marco Antonio Villafane](#) [3], Director of Technology at (202)-835-3600 ext.146

ASPIRA CTC Workshops

The following links provide access to the ASPIRA CTC workshops lessons. These courses were designed to provide a step-by-step instruction on each one of the topics. Click on any of the following links to access a .pdf (Adobe Acrobat Reader) file of the desired workshop (a fast Internet connection is required.)

## Microsoft Windows OS and Applications Courses

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### Microsoft Windows Operating System Basics

- [Introduction to Windows](#) [5], Part I - PDF file 126KB
- [Introduction to Windows](#). [6] Part II - PDF file 176KB
- [Trouble Shooting Windows](#) [7]

### Microsoft Office Applications

[Microsoft Official Tutorials](#)

[8]

## Computer Literacy for Children/Teens

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### Computer Literacy for Children/Teens

## Computer Games

- [Log in](#) [10] to post comments
- [Computer Lessons for Kids and Small Adults](#) [11]
- [Online Games for Children of All Ages](#) [12]
- [Learn how to make your own Cartoon & Animations](#) [13]
- [Keyboarding Practice \(Free online game for Children\)](#) [14]
- [Space & Technology](#) [15] (NASA) Games, Activities
- [Klick & Learn](#) [16]
- [Technology Buzz Words for Kids](#) [17]

## Computer Basics

- [Log in](#) [18] to post comments
- [Net Detectives \(Interactive Computer Game\)](#) [19]
- [Click & Learn Game \(Learn the parts of the Computer\)](#) [16]
- [Kids can Program \(Tutorial & Lesson\)](#) [20]
- [Computer Terms \( Dictionary for kids\)](#) [21]

## Computer Literacy Resources

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### Computer Literacy Resources

## Tutorials

- [Log in](#) [23] to post comments
- [Technology Tutorials on the Web](#) [24]
- [Tech Tutorials](#) [25]-A directory for computer technology and related tutorials.
- [Computer Tutorials.org](#) [26]- Computer tutorials in networking, wireless, graphic design, programming, windows, linux
- [Computer Internet Tutorials](#) [27]
- [Laynetworks](#) [28]-Offers tutorials, computer tutorials about all technologies present today and also provides the management tutorials and tips worldwide
- [Learning Computer.com](#) [29]-Free computer help with Microsoft products like Word, Excel, PowerPoint, Access, Visual Basic
- [Website 101](#) [30]- Web/Internet Tutorials
- [Computer Tutorials](#) [31]
- [TutorViaComputer](#) [32]- Free online resources

## Keyboarding

- [Log in](#) [33] to post comments
- [Free Online Keyboarding Program](#) [34] (Tutorial)
- [Typing Tutor \(Practice Game\)](#) [35]

- [Keyboarding Literacy Resources](#) [36]
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- [Typing Class](#) [43] (online game)
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## Computer Basics

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- [Computer Help-Site \( over 2,000 online manuals\)](#) [46]
- [Computer Literacy & Vocabulary](#) [47]
- [Computer Basics: IBM/PC: 8 Things You Should Know Before You Get Started](#) [48]
- [Beginners Guide to Computers](#) [49]
- [Computer Literacy resources](#) [50]
- [Everything about computers](#) [51]
- [Computer Basics tutorials](#) [52]

- [Basic computer operations](#) [53] (tutorial)

**Source URL:** <http://www.aspira.org/en/courses>

**Links:**

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- [4] <http://www.aspira.org/en/user/login?destination=comment/reply/702%23comment-form>
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- [13] <http://www.kidzdom.com/flash5.html>
- [14] [http://funschool.com/games\\_popup.php?g=arcade/typememenu](http://funschool.com/games_popup.php?g=arcade/typememenu)
- [15] <http://spaceplace.jpl.nasa.gov/>
- [16] [http://www.kids-online.net/learn/c\\_n\\_l.html](http://www.kids-online.net/learn/c_n_l.html)
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- [24] <http://www.internet4classrooms.com/on-line2.htm>
- [25] <http://www.techtutorials.info/>
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- [27] <http://www.anniston.lib.al.us/computerinternettutorial.htm>
- [28] <http://www.laynetworks.com/tutorial1.htm>
- [29] <http://www.learningcomputer.com/>
- [30] <http://website101.com/SpamFilter/index.html>
- [31] [http://southingtonlibrary.org/computer\\_tutorials.htm](http://southingtonlibrary.org/computer_tutorials.htm)
- [32] <http://www.baycongroup.com/tutorials.htm>
- [33] <http://www.aspira.org/en/user/login?destination=comment/reply/508%23comment-form>
- [34] <http://www.leesummit.k12.mo.us/ITS/keyboarding.htm>
- [35] <http://www-2.cs.cmu.edu/~rvirga/TypingTutor.html>
- [36] <http://www.leesummit.k12.mo.us/its/keyboarding.htm>
- [37] <http://www.typingpal.com/Exercises/notions.html>
- [38] <http://www.jegsworks.com/lessons/lesson3/lesson3-2.htm>
- [39] <http://www.buffalolib.org/ComputerTraining/tutorials/keyboardmouse/index.asp?section=1>
- [40] [http://www.nimblefingers.com/index\\_1.html](http://www.nimblefingers.com/index_1.html)
- [41] <http://www.leesummit.k12.mo.us/its/images/Colored%20Keyboard.pdf>
- [42] <http://www.leesummit.k12.mo.us/its/images/Technique.pdf>
- [43] <http://www.sunmoonusa.com/TryAI.htm>

- [44] <http://library.thinkquest.org/18709/data/contents.html>
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- [49] <http://beginnersguide.com/computers/>
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- [52] <http://www.queenslibrary.org/techhelp/comptutorial.asp>
- [53] [http://www.wcu.edu/ccenter\\_inf/CatOnline/Basics/index.html](http://www.wcu.edu/ccenter_inf/CatOnline/Basics/index.html)