

FREE AND LOW-COST COMPUTER TRAINING IN TUCSON!

SUMMARY:

You can take free Windows-based computer classes at the [Pima County Public Library](#). You can take low-cost computer classes at [OASIS](#) and at [Computer Adult Learning Centers](#). Finally, the Tucson Computer Society has a list of [free online training resources](#) at their Web site. With all of these great training opportunities, you have no excuse to miss out on the wonderful world of computers!

(The most up-to-date version of this article is always located at <http://aztcs.org/training/training.pdf>)

FREE COMPUTER CLASSES AT THE PIMA COUNTY PUBLIC LIBRARY



Seventeen of the twenty-seven branches of the Pima County Public Library have free computer classes. All of these classes are taught in the computer classroom of a branch library with one "Windows" computer for each student. Most of these classes are taught with "OASIS Connections" textbooks that are published by the OASIS Institute of St. Louis, Missouri. A list of courses can be found at <http://www.library.pima.gov/computerclasses/>

This Web page looks like this:

Pima County Public Library - Windows Internet Explorer

http://www.library.p... Pima County Pu...

File Edit View Favorites Tools Help

pima.gov

Pima County Public Library Contact Us About Us Locations & Hours My Account en Español

Home Catalog Library Services Research & Resources Books & Reading Your Community Calendar

Search for: in Catalog Search Have a Question? Ask a Librarian!


Improve Your Computer Skills at Your Library

The Pima County Library offers classes at local branches independently and in partnership with the [OASIS Institute](#). We're working hard to expand computer class offerings to a library near you. **All computer classes are free.**

- [Online Self-Paced Classes](#)
- [The Basics](#)
- [Job Help](#)
- [Microsoft Office](#)
- [Intermediate Topics](#)
- [IT Nation Multimedia Classes](#)
- [en Español](#)
- [Online Tutorials](#)

Baker's Dozen: Free Online Self-Paced Computer Classes about Web Topics

[Baker's Dozen](#) is 13 things to learn about on the web. The things range from music sharing to website construction and everything in between. Each week on Wednesday (for 13 weeks) a new self-paced class will be posted. Learn at your own pace, discover new things, and practice things you already know about. Throughout July there will also be drop-in sessions held at libraries around the system to get in-person help.



[Start Learning with Baker's Dozen!](#)

The Basics

Location	Class
Eckstrom-Columbus	Computer Basics
Flowing Wells	Introduction to Computers
Flowing Wells	Introduction to the Internet
Geasa-Marana	"One-on-One" Computer Tutoring
Himmel Park	Introduction to Computers
Himmel Park	Introduction to the Internet
Himmel Park	Keeping Your Email Organized

85%

You can sign up for these classes by phoning or visiting the branch of the Pima County Public Library where a particular class is being taught.

Based on the above-mentioned Web page, some of the courses that they offer include:

- Basic Email
- Computer Basics
- Computer Protection
- Computer Survival Skills
- Computer Tutoring
- Digital Downloads
- Digital Photo Editing for Teens
- Digital Photography
- Drop-In Help
- Drop-in Job Help
- E-Book Reader Series
- Exploring Google
- Exploring the Internet
- Exploring Windows
- Fantastic Photos with Picasa
- Getting Acquainted with the Computer
- Grants Databases Open Lab
- Intermediate Microsoft Word
- Introduction to Computers
- Introduction to Digital Photography
- Introduction to eBay
- Introduction to Facebook
- Introduction to Microsoft Excel
- Introduction to Microsoft PowerPoint
- Introduction to Microsoft Word
- Introduction to the Internet
- Introduction to Twitter
- Keeping Your Email Organized
- Looking at Windows
- Meet the Computer
- Microsoft Publisher

One-on-One Computer Tutoring

Online Shopping and Travel

Organizing and Editing Your Digital Photographs

Personalized Computer and Job Help / Ayuda personalizada de computación y búsqueda de empleo

Picture This: Digital Photography

Privacy and Security Online

The Complete Job Search

LOW-COST COMPUTER CLASSES AT "OASIS"



You can take low-cost computer classes at the Junior League facility of OASIS. OASIS is also known as "Tucson OASIS". "Tucson OASIS" is part of a nationwide organization called "Oasis Institute" that is headquartered in St. Louis, Missouri.

Most of the computer classes at "Tucson Oasis" are taught in a computer classroom with one "Windows" computer per student.

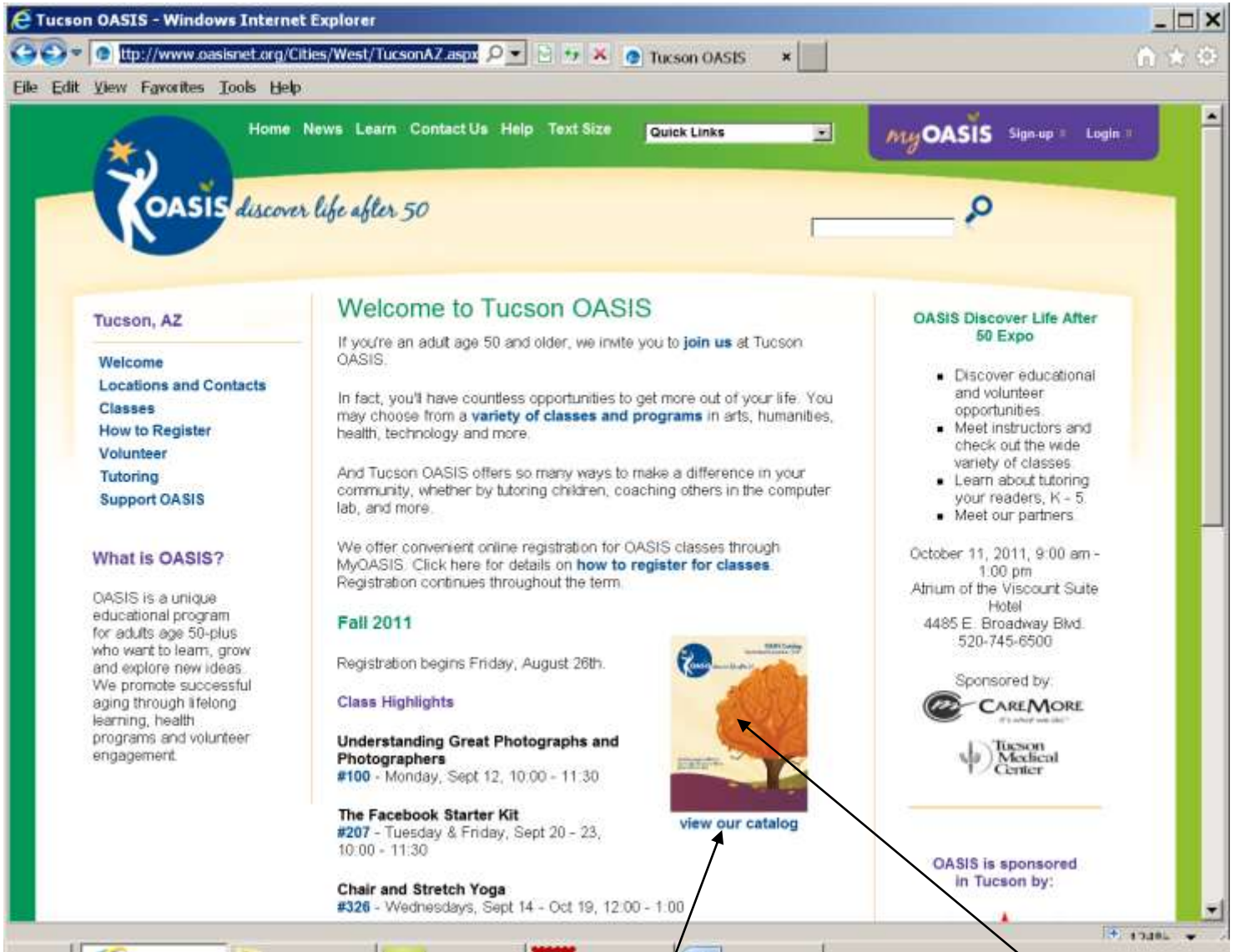
This facility is located at
2099 East River Road
Tucson, AZ 85718
Phone: (520) 322-5627
Hours: 10:00 am - 3:00 pm, Monday-Friday

Classes at OASIS are scheduled within a three-month "trimester":
The first trimester runs from January through April.
The second trimester runs from May through August.
The third trimester runs from September through December.

You will find most of their computer classes in their paper catalog which is published three times a year. To make sure that you are on the mailing list for their free catalogs, you can contact them at one of their above-listed phone numbers.

You can download their current catalog at <http://www.oasisnet.org/Cities/West/TucsonAZ.aspx>

This Web page looks like this:



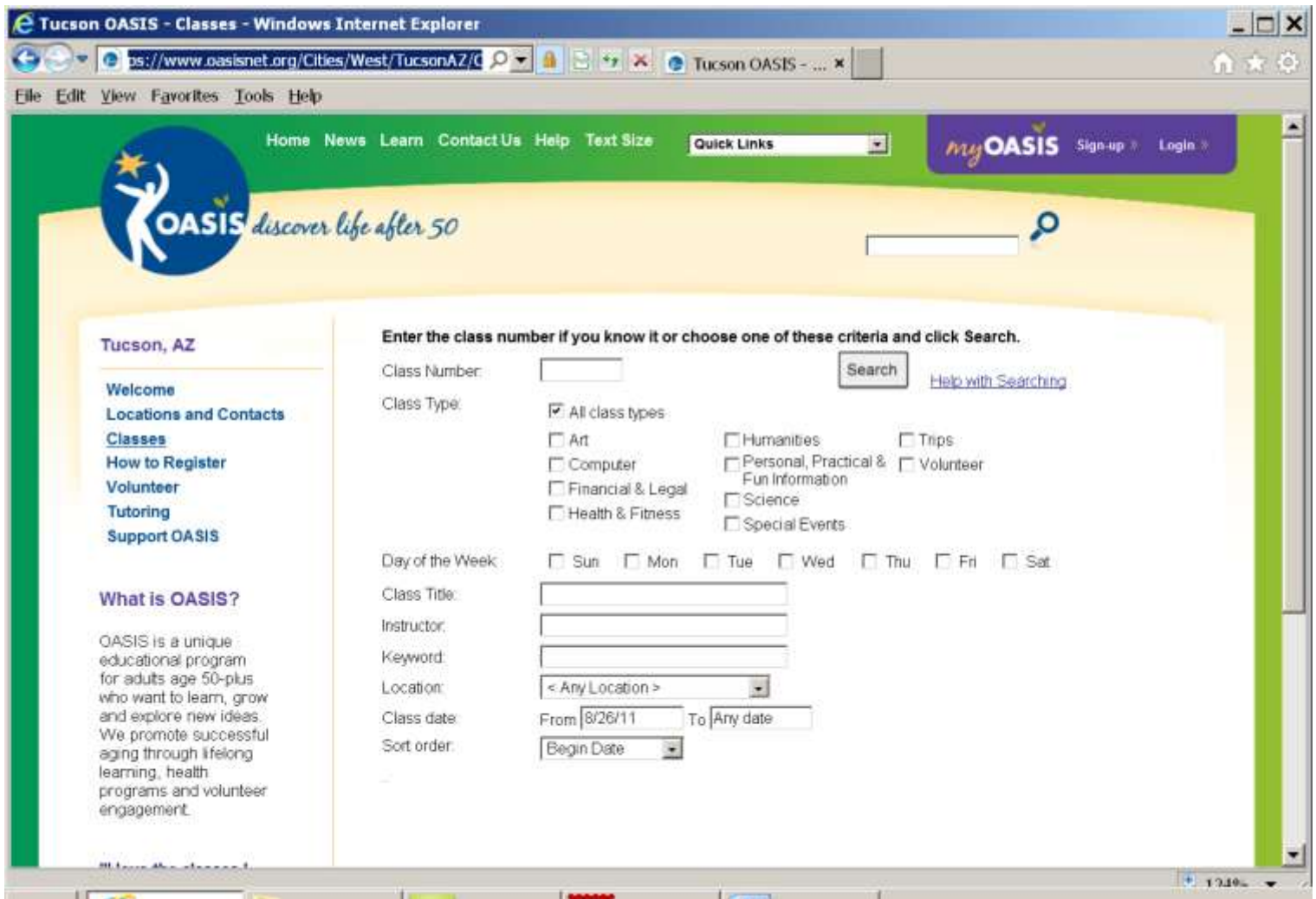
To download their catalog, click on "view our catalog" or click on the image of the cover of the catalog.

Their catalog downloads as an Adobe Acrobat .PDF file.

However, some of their computer classes are not in their paper catalog or their downloadable .PDF catalog:

You can access all of their classes online at <https://www.oasisnet.org/Cities/West/TucsonAZ/Classes.aspx>

This Web page looks like this:

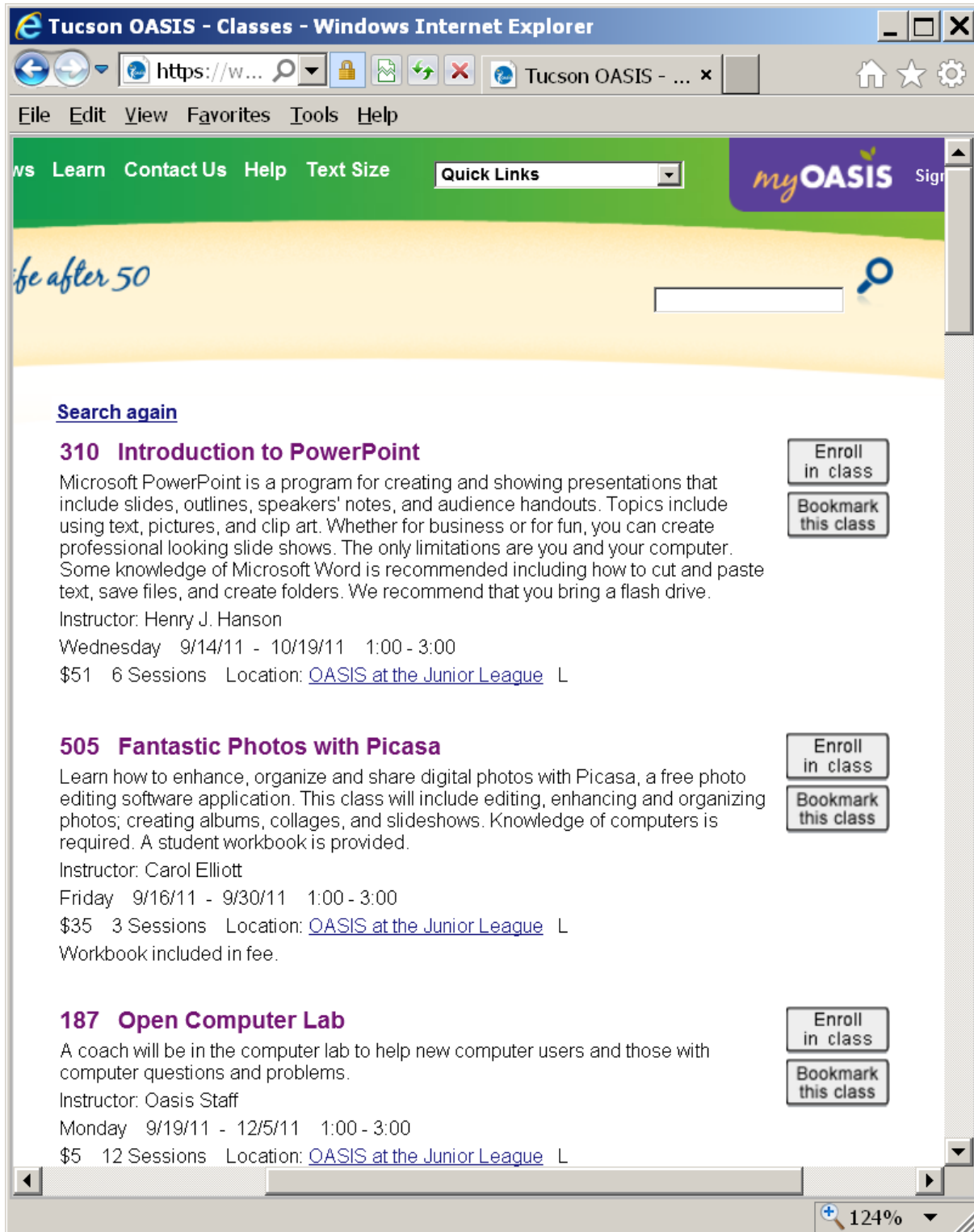


To locate only computer classes, place a checkmark in the "Computer" category:

The screenshot shows the Tucson OASIS website search interface. The browser title is "Tucson OASIS - Classes - Windows Internet Explorer". The address bar shows "https://www.oasish...". The page has a green header with "Learn Contact Us Help Text Size" and a "Quick Links" dropdown. A purple "myOASIS" banner contains "Sign-up" and "Login" links. Below the banner is a search bar with a magnifying glass icon. The main content area has the heading "Enter the class number if you know it or choose one of these criteria and click Search." and a "Search" button. The "Class Type" section includes checkboxes for "All class types", "Art", "Computer" (checked), "Financial & Legal", "Health & Fitness", "Humanities", "Personal, Practical & Fun Information", "Science", "Special Events", "Trips", and "Volunteer". Other search criteria include "Day of the Week" (Sun-Sat), "Class Title", "Instructor", "Keyword", "Location" (Any Location), "Class date" (From 8/26/11 To Any date), and "Sort order" (Begin Date). The browser status bar shows "124%" zoom.

Then use your left mouse button to click on the rectangular "Search" button.

Some of their currently-offered computer classes will be displayed.
The rest of their currently-offered computer classes will be displayed when you scroll or page down vertically:



SIGNING UP FOR COMPUTER CLASSES AT "OASIS"

There are four ways for you to register for computer classes at Tucson Oasis:

Method 1:

You can sign up online at their [Web site](#).

Method 2:

You can visit their offices at the
Junior League facility at
2099 East River Road
Tucson, AZ 85718

Phone: (520) 322-5607 or (520) 322-5627

Office Hours: 10:00 am - 3:00 pm, Monday-Friday

Method 3:

You can mail ("snail mail") one of the application forms at the back of their catalog.

Method 4:

Finally, you can fax one of the application forms at the back of their catalog.

LOW-COST COMPUTER CLASSES AT "COMPUTER ADULT LEARNING CENTERS"



"Computer Adult Learning Centers" used to be called "Tucson SeniorNet" but they broke away from their parent organization in 2009. All of their classes are taught in computer classrooms with one desktop "Windows" computer for each student.

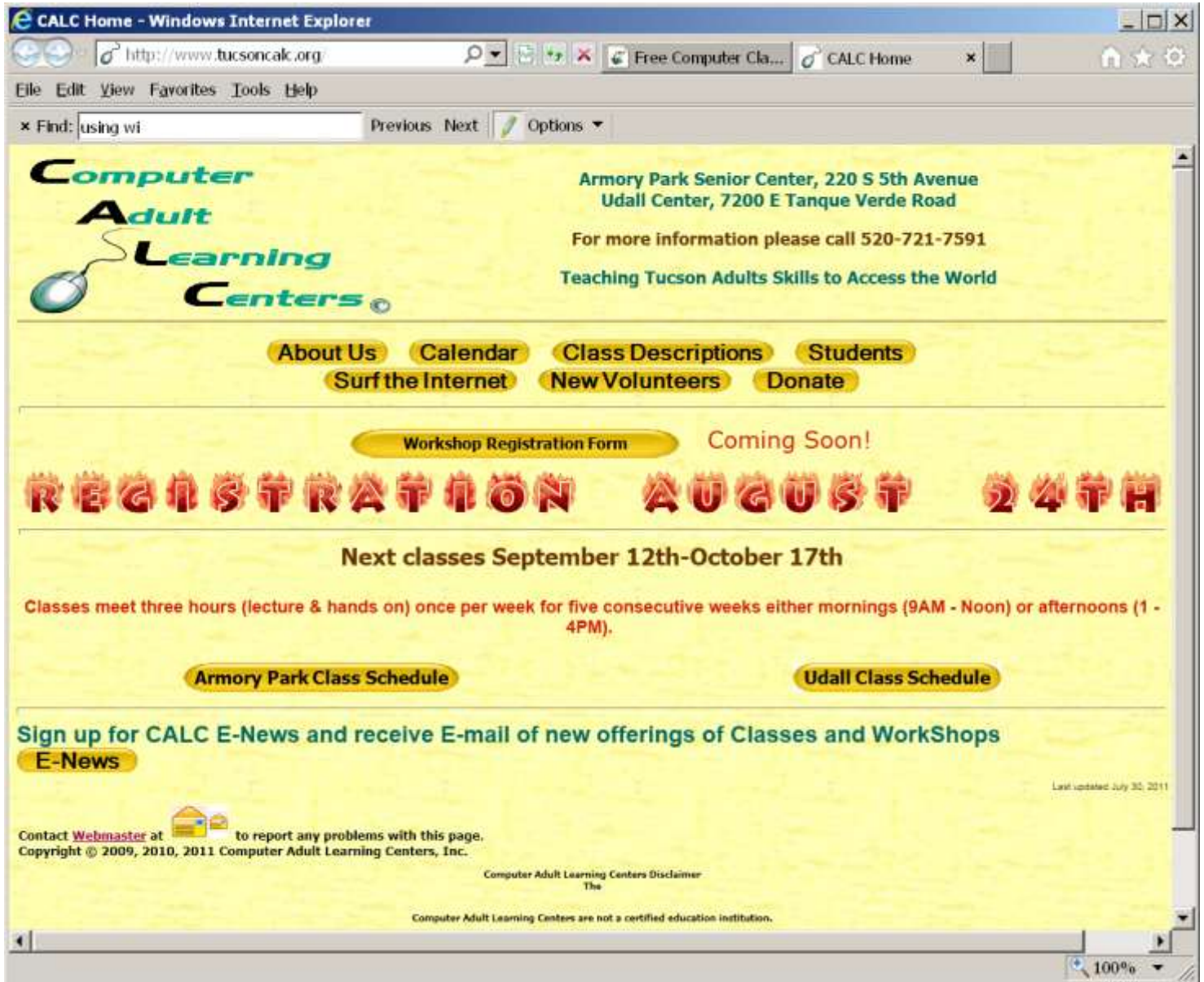
They offer computer classes at two locations:

Armory Park Senior Center, 220 South 5th Avenue
and
Udall Center, 7200 East Tanque Verde Road

For a information about their classes, phone them at (520) 721-7591 or see their Web site.

The Web site of Computer Adult Learning Centers is located at <http://www.tucsoncalc.org/>

It looks like this:



Their classes are scheduled within 5 "cycles" that cover the non-summer months of the year. They do not have classes during June, July, and August of each year. Their yearly calendar is shown at <http://www.tucsoncalc.org/calendar.htm>

APPLE/MACINTOSH TRAINING IN TUCSON

To get free and low-cost training for Apple "Mac" computers, see

<http://aztcs.org/apple/apple.htm>

FREE WEB-BASED ONLINE TRAINING AND TECHNICAL ADVICE FOR "WINDOWS" COMPUTERS

Hundreds of hours of free training and technical advice can be obtained online with an Internet-connected "Windows" computer. The online training is almost as good as training in a traditional classroom setting. Most computer users get the best training experience by combining instructor-led classroom training and online self-directed training since the two modes of training reinforce each other.



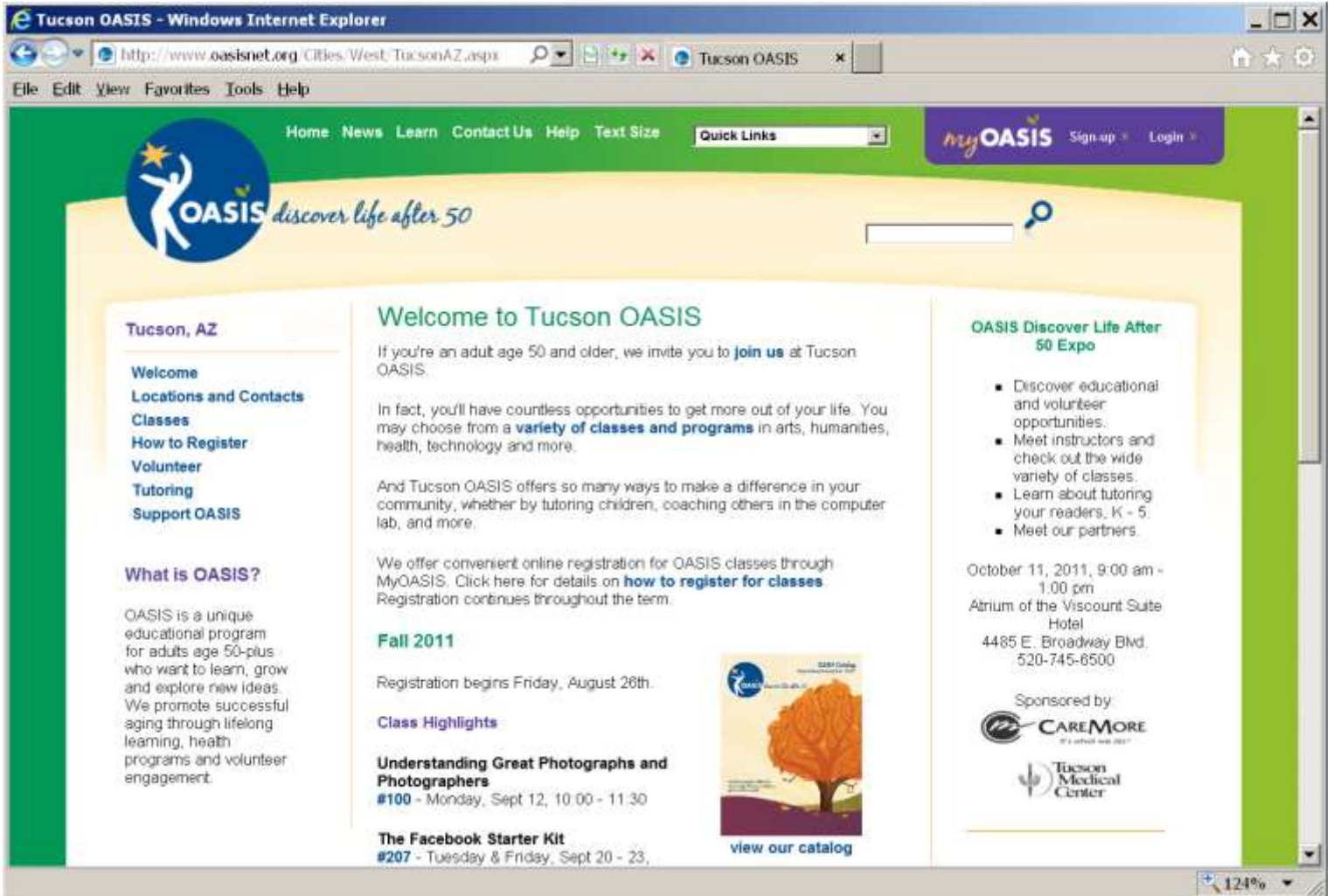
The [Tucson Computer Society](#) has a collection of categorized shortcuts to Web sites that have free computer training:

To access free online computer training, please do the following:

Step 1:

Open a Web browser such as "Internet Explorer" or "FireFox".

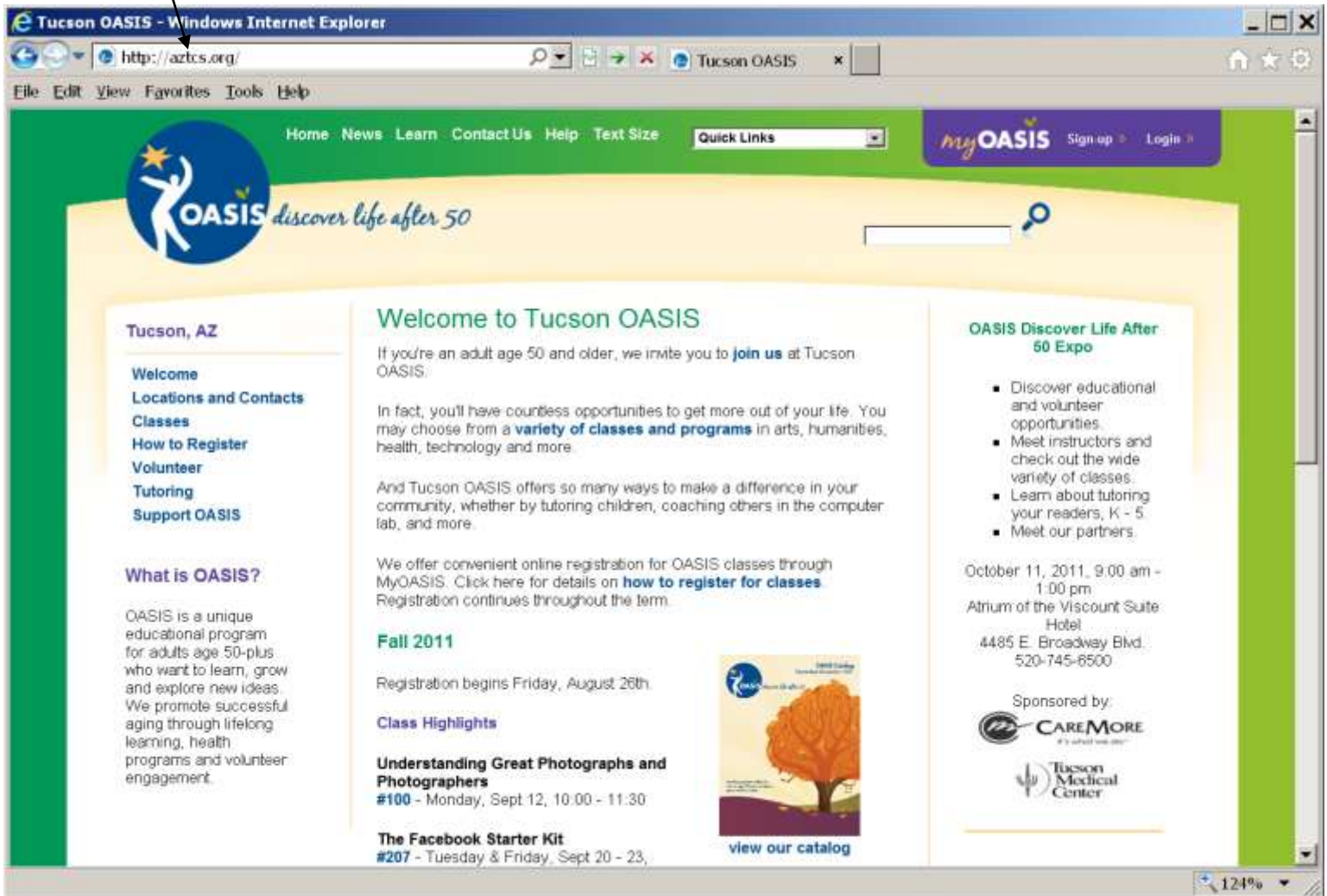
(At the present time, the "Safari" and "Google Chrome" Web browsers do not work with the "Tech Support" Web pages of the "Tucson Computer Society".)



The screenshot shows the Tucson OASIS website in a Windows Internet Explorer browser window. The address bar displays the URL <http://www.oasisnet.org/Cities/West/TucsonAZ.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's header features a navigation menu with links for Home, News, Learn, Contact Us, and Help, along with a Text Size dropdown and a Quick Links dropdown. The myOASIS logo is visible with Sign up and Login options. The main content area is divided into three columns. The left column, titled "Tucson, AZ", contains a list of links: Welcome, Locations and Contacts, Classes, How to Register, Volunteer, Tutoring, and Support OASIS. Below this is a section titled "What is OASIS?" which describes the program as a unique educational program for adults age 50-plus. The middle column, titled "Welcome to Tucson OASIS", contains introductory text and information about registration for classes. It includes a "Fall 2011" section with registration details and a "Class Highlights" section listing "Understanding Great Photographs and Photographers" and "The Facebook Starter Kit". A "view our catalog" link is provided next to a small image of a catalog cover. The right column, titled "OASIS Discover Life After 50 Expo", lists bullet points about educational and volunteer opportunities, meeting instructors, learning about tutoring, and meeting partners. It also provides the event date and time (October 11, 2011, 9:00 am - 1:00 pm), the location (Atrium of the Viscount Suite Hotel, 4485 E. Broadway Blvd., 520-745-8500), and sponsors (CAREMORE and Tucson Medical Center). The browser's status bar at the bottom right shows a zoom level of 124%.

Step 2:

Locate the (topmost) address box and type in aztcs.org



The screenshot shows a Windows Internet Explorer browser window displaying the Tucson OASIS website. The address bar contains the URL <http://aztcs.org/>. The website features a green header with navigation links: Home, News, Learn, Contact Us, Help, and Text Size. A search bar is located in the top right corner. The main content area is divided into three columns. The left column contains a sidebar with links for Welcome, Locations and Contacts, Classes, How to Register, Volunteer, Tutoring, and Support OASIS. The middle column is titled "Welcome to Tucson OASIS" and provides information about the program, including a "Fall 2011" registration period starting on August 26th. It lists class highlights such as "Understanding Great Photographs and Photographers" and "The Facebook Starter Kit". A "view our catalog" link is provided. The right column is titled "OASIS Discover Life After 50 Expo" and lists details for an event on October 11, 2011, at the Atrium of the Viscount Suite Hotel. Sponsors listed include CAREMORE and Tucson Medical Center. The browser's status bar at the bottom right shows a zoom level of 124%.

Step 3:

Press the Enter key of your keyboard.

Step 4:

The Web page at aztcs.org looks like this:

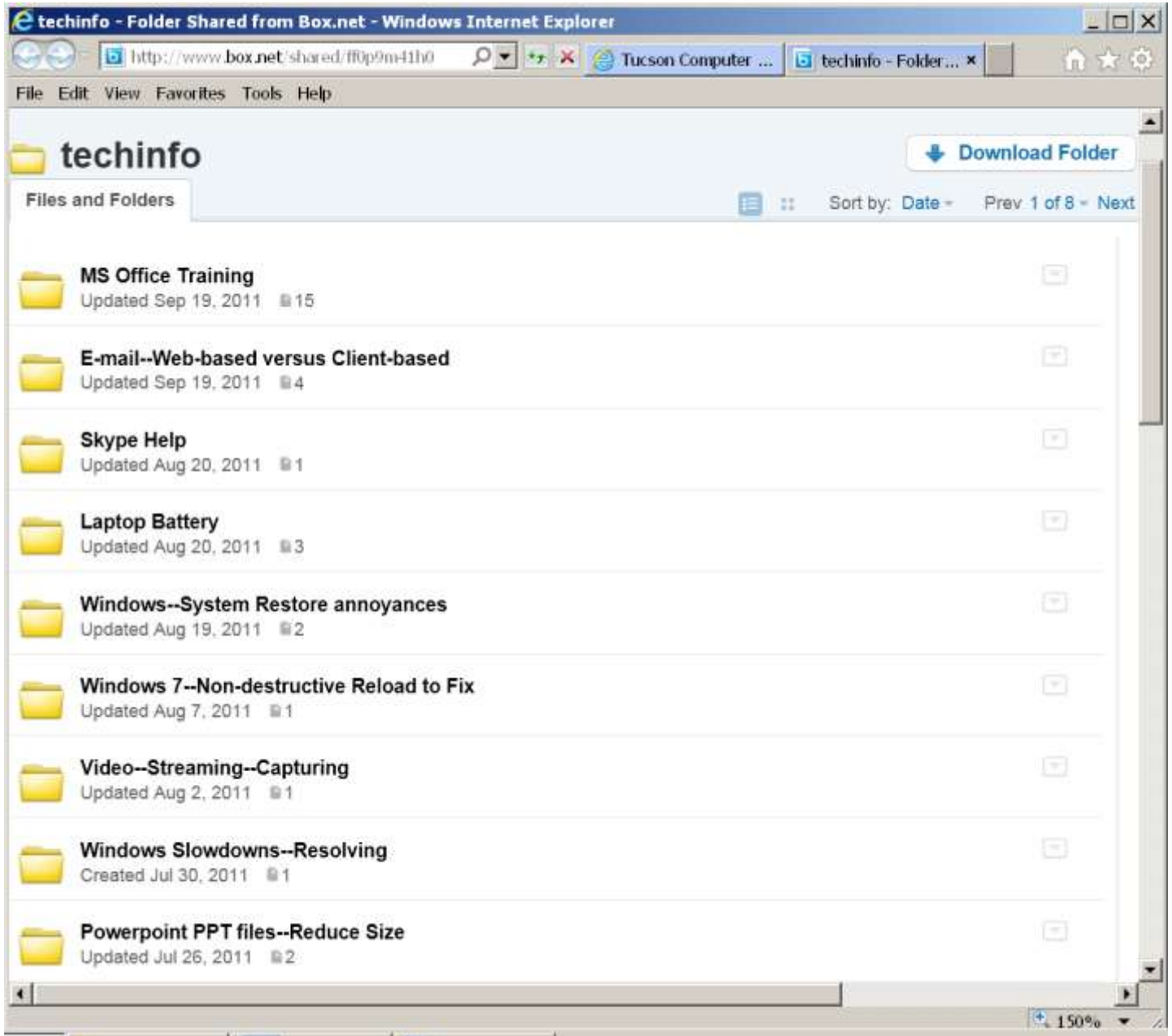


Step 5:

Click on "Tech Support" on the left menu bar. (You might have to scroll down or page down, since the "Tech Support" hyperlink is near the bottom of the left menu bar.)

Step 6:

A new Web browser window or Web browser tab will be displayed.
This window will display our "techinfo" page at the "box.net" Web site:



Step 7:

If "Sort by:" is not set to "Name", click on "Date" and change it to "Name":



Step 8:

"Sort By" should now have "Name" to the right of it.
It should now look like this:



Step 9:

Inside each folder, you will find a bunch of shortcuts to Websites with free online training:



Step 10:

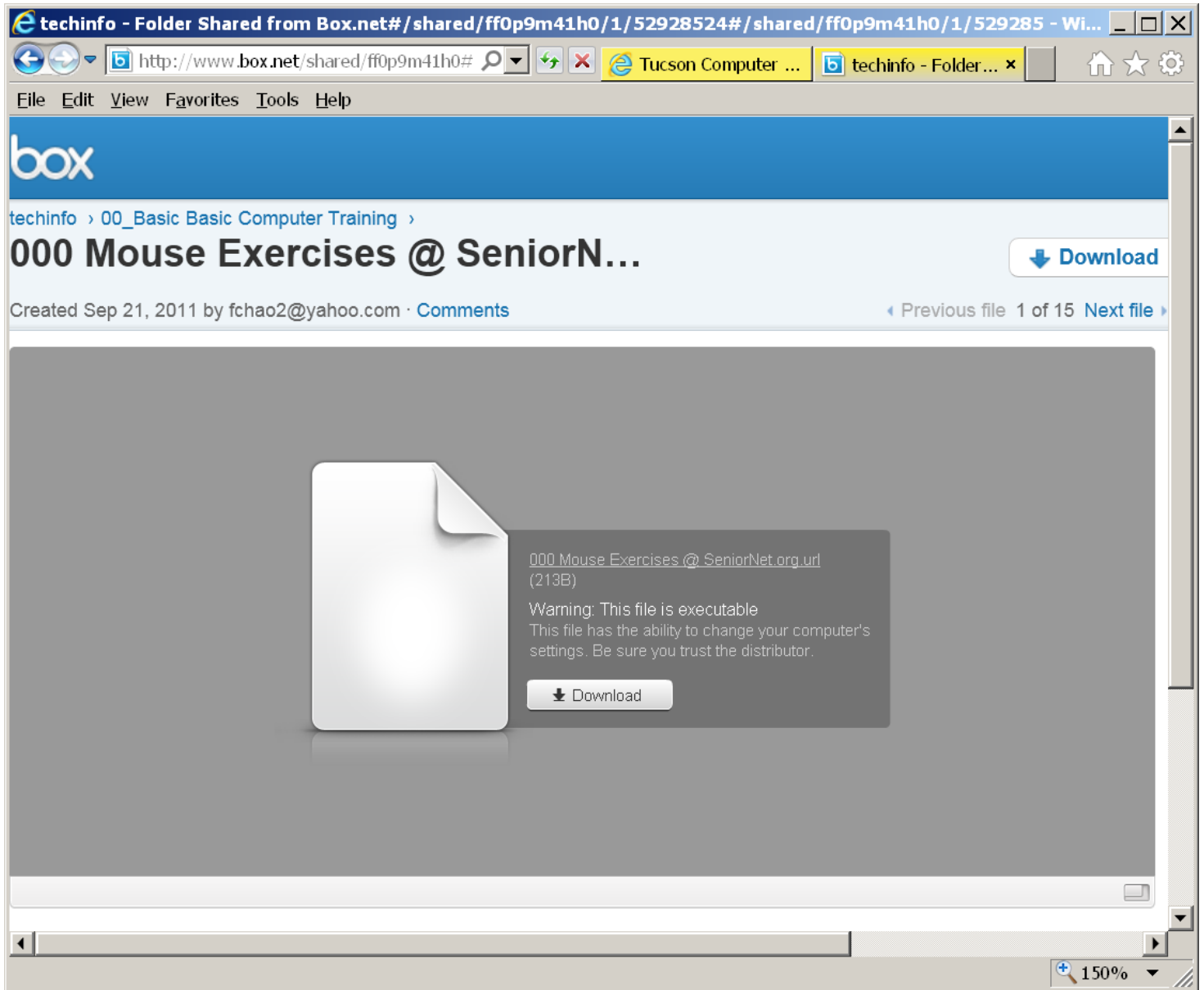
For example, if you click on the folder called 00_Basic Basic Computer Training it will opens up as follows:

The screenshot shows a Windows Internet Explorer browser window displaying a Box.net folder. The browser's address bar shows the URL: <http://www.box.net/shared/ff0p9m41h0#/s>. The page title is "techinfo - Folder Shared from Box.net#/shared/ff0p9m41h0/1/52928524 - Windows Internet Explorer". The folder name is "00_Basic Basic Computer Training". A "Download Folder" button is visible in the top right corner. The folder contains the following files:

File Name	Created	Size	Download	Comments
000 Mouse Exercises @ SeniorNet.org.url	Sep 21, 2011	213B	Download	0
000_Senior Computer Skills Index Learn basic computer skills.url	Jun 29, 2011	135B	Download	0
005 Abby & Me - Is This Thing On A Computer Handbook.url	Dec 26, 2010	110B	Download	0
010 Beginners Guide.url	Oct 5, 2010	191B	Download	2
020_Senior Computer Skills Index Learn basic computer skills.url	Sep 21, 2011	135B	Download	0
030 Learn Mouse Skills.url	Oct 5, 2010	165B	Download	0
040 Computer hardware Keyboard.url	Oct 5, 2010	162B	Download	0
050 MouseProgram.Com - Practice Using The Mouse on The Computer.url			Download	0

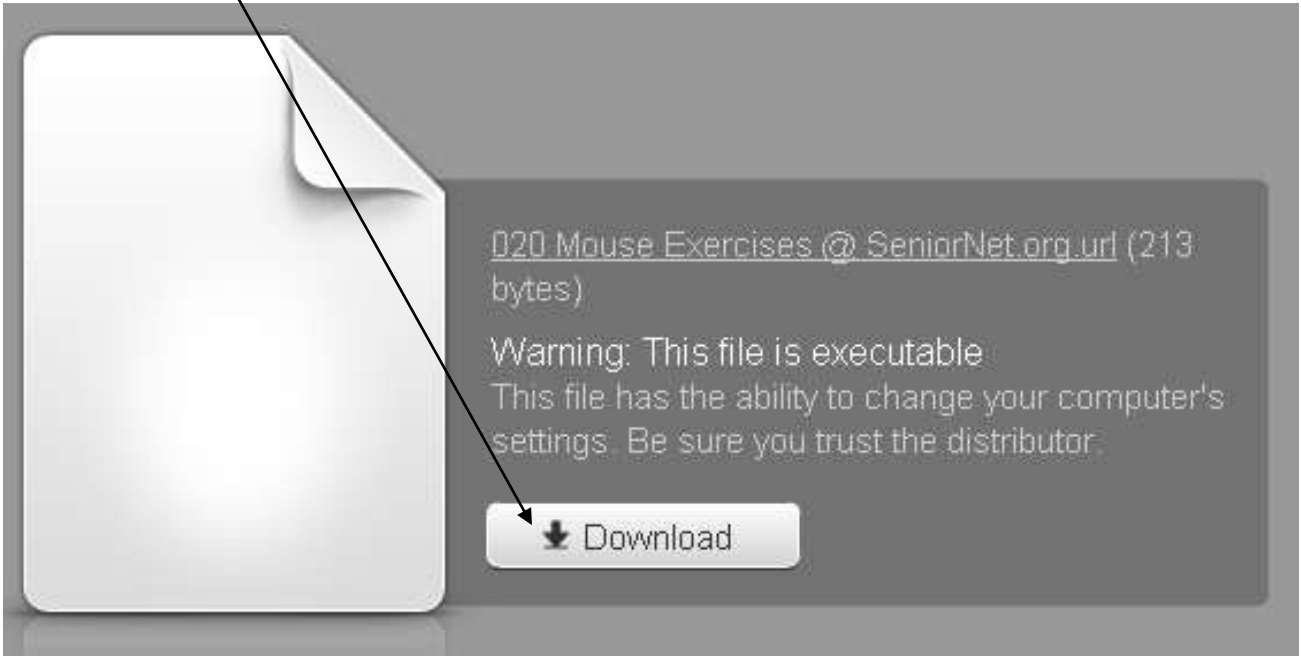
Step 11:

If you then click on
000 Mouse Exercises @ SeniorNet.org.url
the following Web page will be displayed:



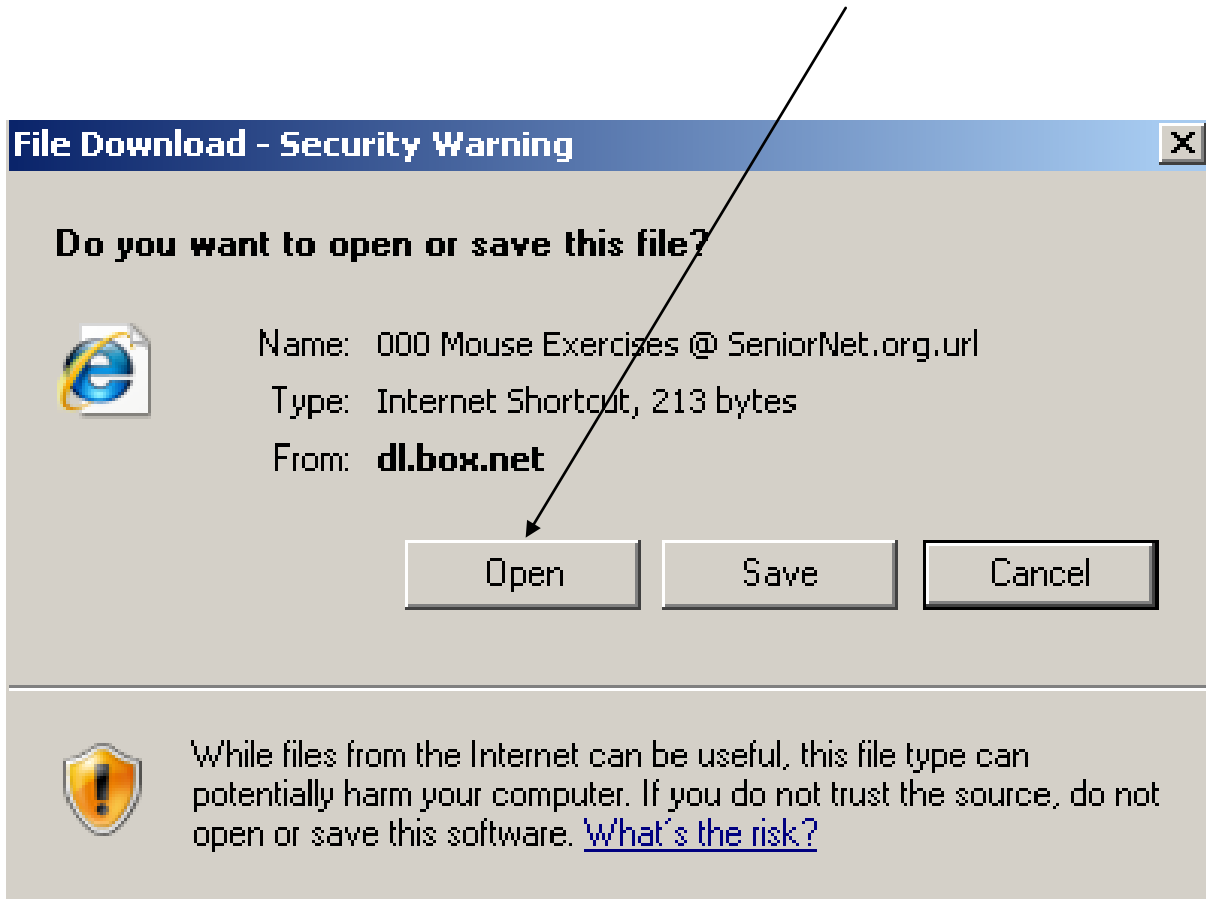
Step 12:

Click on the "Download" button that is under the "Warning..":

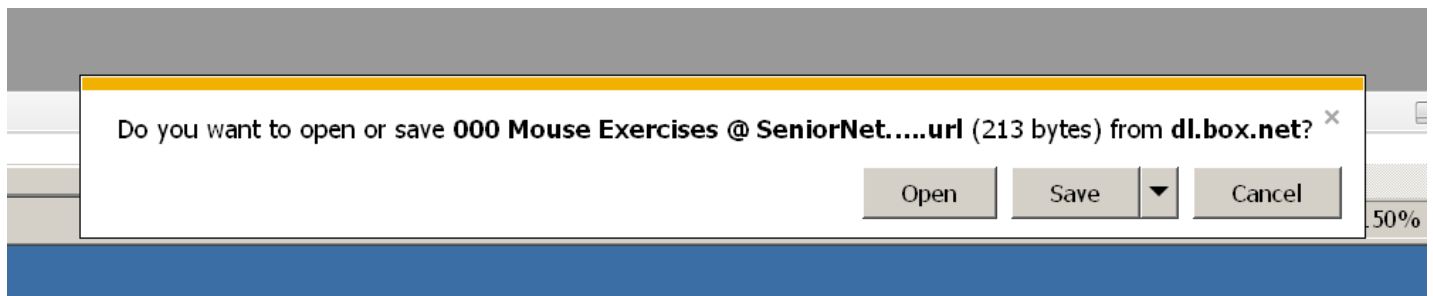


Step 13:

If a "..Security Warning.." box pops up, click on it's "Open" button:

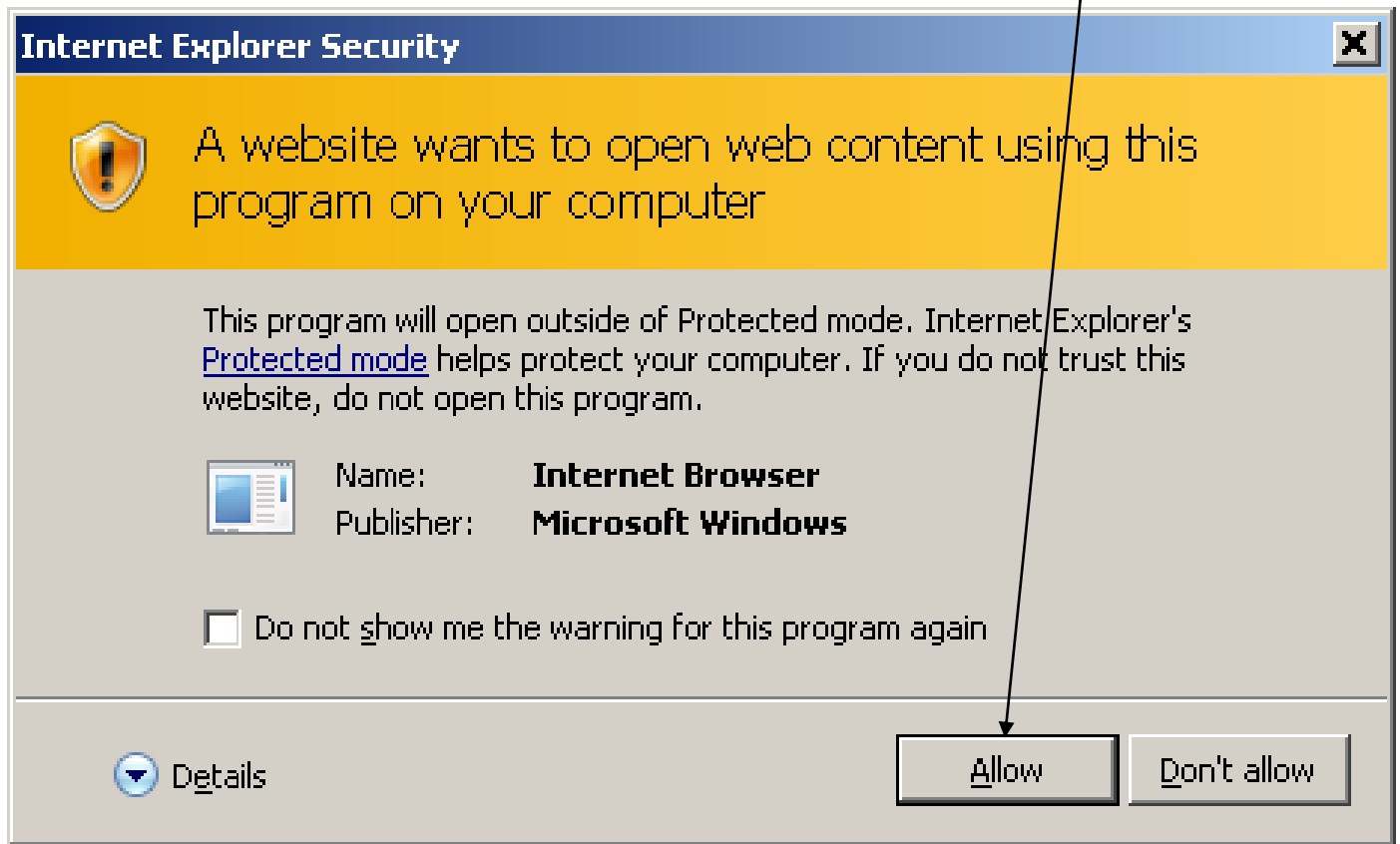


If you see a box like this, click on its "Open" button:



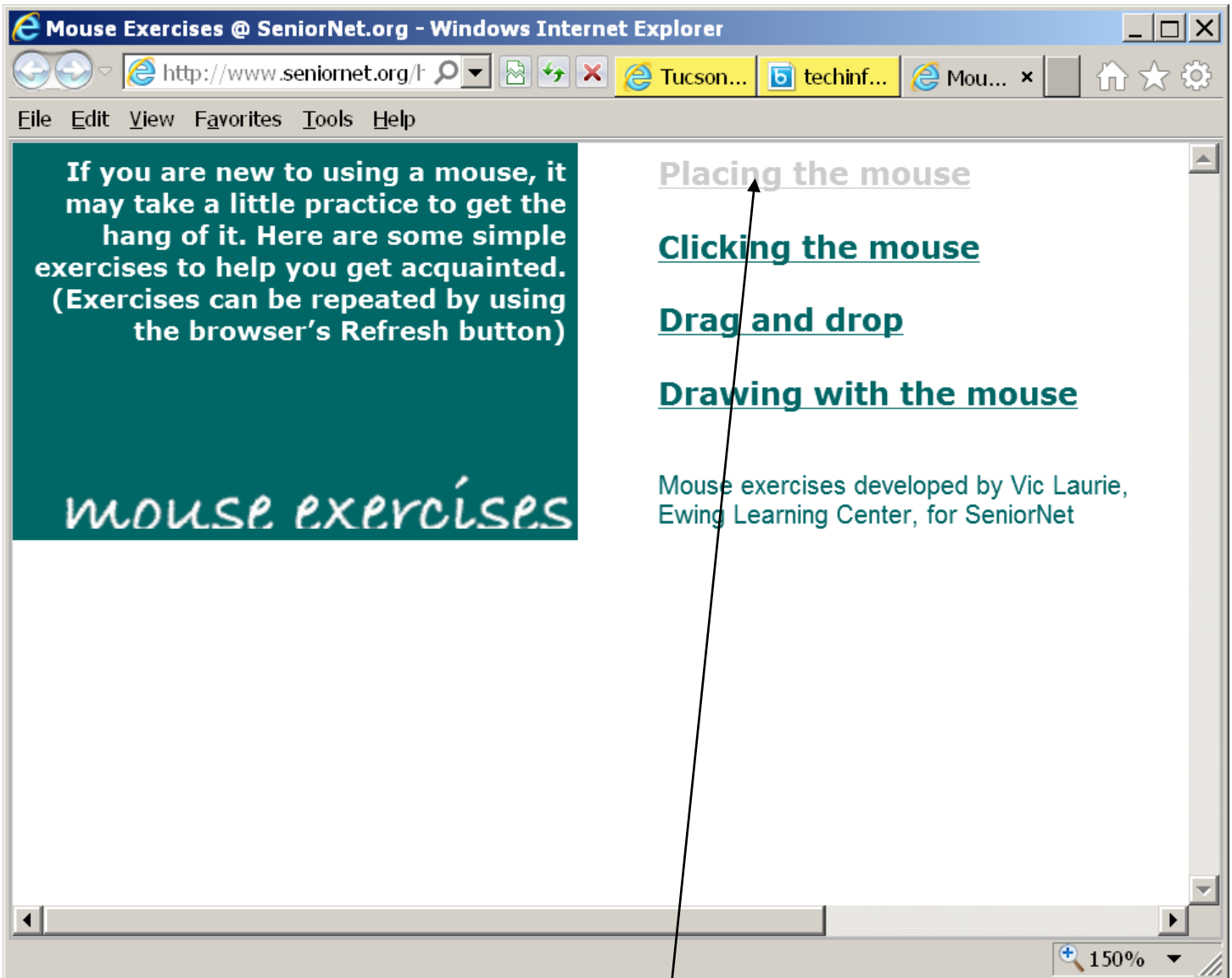
Step 14:

If an "Internet Explorer Security" box pops up, click on its "Allow" button.



Step 15:

Your Web browser software will now display a Web site that has online training on the use of a mouse:



Step 16:

Use the left mouse button to click on "Placing the Mouse" to start a training session on using the mouse of your computer:

Step 17:

The start of the "Placing the mouse" training exercise looks like this:

