

Senior Community Service Employment Program



Right-click, choose properties, and then click on the Desktop tab." "Triple click and then click on the highlight button on the toolbar." "Press and hold Shift, Control, and End then click on the Format menu, scroll to Font."

Do these commands seem foreign to

you?

Well not to the recent graduates of CCAP's Senior Community Service Employment Computer Training. The training, provided by David M. Blais of CCAP's IT department, was held every Wednesday for 12 weeks in 1 ½ hour sessions. The training focused on how to use and work with Windows XP Professional, Word XP, Excel XP, and Outlook XP.

Participants were intrigued by everything the computer could do for them in day to day operations, while meeting the objectives required for job placement. They covered such topics as; how to log on to Windows, Create and Save Word Documents and Excel Spreadsheets, How to modify and format their documents and spreadsheets, as well as, How to send and receive email, and How to create Formulas within Excel.

Michael J. Coppola, Case Manager of CCAP'S Senior Community Service Employment Program noted,

"Instructor David Blais' Basic Computer Training class has been a wonderful opportunity for the participants in

Social Services

311 Doric Avenue
Cranston, RI 02910
401.467.9610

Doric Center

311 Doric Avenue
Cranston, RI 02910
401.781.3990
401.461.4640

Family Health Services

1090 Cranston Street
Cranston, RI 02920
401.943.1981

191 MacArthur Blvd.
Coventry, RI 02816
401.828.5335

226 Buttonwoods Avenue
Warwick, RI 02885
401.732.9090
Fax: 401.732.2790

Child Development Centers

848 Atwood Avenue
Cranston, RI 02920
401.943.5160

155 Gansett Avenue
Cranston, RI 02910
401.275.5808

Edgewood Highlands
Elementary School
160 Pawtuxet Avenue
Cranston, RI 02905
401.467.5196

www.comcap.org

CCAP'S Senior Community Service Employment Program to learn the fundamental skills of using a personal computer and help prepare them for the computer skills they will need to be successful in today's workforce. David's entertaining way of presenting the class always made the class fun and interesting while meeting the objectives of the course criteria. I highly recommend this class for anyone interested in learning how to use a computer or those who need to enhance their basic P.C. skills."

We wish our graduates luck as they take their new found knowledge of computers with them in their job placements and look forward to the next computer training sessions for our Senior Community Service Employment Program.



State of Rhode Island
Department of Elderly Affairs

CCAP's Senior Community Services Employment Program is funded by a grant from the [RI Department of Elderly Affairs](#).

The program is designed to foster and promote useful part-time opportunities in community service activities for unemployed low-income persons who are 55 years of age and older; to foster individual economic self-sufficiency; to increase the number of older persons who may enjoy the benefits of unsubsidized employment in both public and private sectors.

For more information about CCAP's Senior Employment Program call Michael Coppola at 467-9610 extension 162.

For more information about any of CCAP's programs and services click here to visit our web site:
<http://www.comcap.org>

To Unsubscribe please click here:
<http://enewsletter.embolden.com/users/unsub.php?Mem=28475&ConfirmCode=682eb7a13406325b852eb13a60079f2e>