

Hello computer class graduates—

My email address is hauckmah@hotmail.com and you can email me anytime.

I like to hear from you and how you are doing. Barb Hauck-Mah

Here are the directions to find the free Microsoft Office Word, Excel, PowerPoint and more computer class lessons on the internet.

1. Go to the internet and type rtmlibrary.org in the Search box (www.rtmlibrary.org)

2. Scroll down to Quick Links and click this button



3. On right side, click Register under New User Registration

4. Create a username and password you will remember (write it down)

Type in your full email address _____@hotmail.com for example

5. Click register and print out your confirmation page, if you can

6. Log out



7. Go back to rtmlibrary.org and click the button again

8. Type your username and password on the left side (Returning User login)

9. Click OK to turn off the popup blocker

10. Click on the blue Tests and Courses tab on the right

11. Look under skills improvement for Computer Skills. The direct link is

<http://www.learnatest.com/LEL/index.cfm/learningCenter/computerSkills/>

12. Click computer skills and see a blue list of courses

13. Click on the computer program (eg. Microsoft Word) to open the menu

14. Click on the version of the program you want (Word 2007)

15. Click on the level you want (Basic, intermediate, Advanced)

16. Click on Start to begin a course. The classes have sound and video in English. The Menu of

topics is on the left side. You can select the topics you want. Watch the videos as often as you want.

18. You can skip ahead to any topic on the list on the left.

GOOD LUCK. KEEP PRACTICING!