

FIVE-DAY TRAINING CLASS

St. George Regional Family History Training Center

410 South 200 East, St. George, UT 84770, Phone (435) 673-4591

Registration must be made at least 21 days prior to the date of the requested class

Registration Request for the Five-day training class beginning _____ **2008**

Registration is not confirmed until the training center receives:

1. A **\$40 fee** (make checks payable to the St. George Regional FHTC)
2. A filled-in **Registration Form** (below)
3. A completed **Computer Experience Survey** (reverse side)

REGISTRATION FORM

Name (Print) _____ Male Female

Mailing Address: _____
Street City State Zip

Phone _____
Home phone Work phone Cellular phone

Email address: _____

Age: _____ Under 30 _____ 31 to 50 _____ 51 to 70 _____ Over 70

Ward _____ Stake _____ Other faith _____

Do you live in St. George area only part of the year (as a snowbird, etc.)? Yes _____ No _____

Are you a Family History Consultant? Yes _____ No _____

What has been your previous experience in Family History? _____

How did you hear about this course? _____

Do you have any special physical needs that we will need to accommodate? _____

Computer skills classes: provide essential preparation for the 5-day course, especially when skills are low.

- When: the three Thursdays (5:30 p.m. to 7:30 p.m.) prior to each training week
- Where: St. George Regional Family History Training Center

Call (435) 673-4591 to register for the computer skills classes, or for more information.

(Be sure to complete the Computer Experience Survey on the reverse side)

Computer Experience Survey

NAME: _____

Date: _____

Please indicate your level of computer experience on a scale from **0** to **2** for each item.

Possible Levels of Experience: **0** = None; **1** = Beginning level; **2** = Intermediate (or higher)

Circle One

Experience with a Word Processor (Word, WordPerfect or WordPad)

- 0 1 2 Opening a file
- 0 1 2 Saving a file to a desired location on the hard drive
- 0 1 2 Highlighting text
- 0 1 2 Copying and pasting text
- 0 1 2 Pasting text with Paste Special
- 0 1 2 Changing font size
- 0 1 2 Changing line spacing
- 0 1 2 Aligning text to the right or left or center
- 0 1 2 Formatting text with bold
- 0 1 2 Using Find and Replace

Experience with Windows

- 0 1 2 Opening Applications (e.g., PAF, Internet Explorer, etc.)
- 0 1 2 Minimizing, restoring, maximizing, closing Windows screens
- 0 1 2 Switching applications by clicking Taskbar buttons
- 0 1 2 Installing programs (e.g., PAF)
- 0 1 2 Uninstalling programs

Experience with File Management - Windows Explorer (or My Computer)

- 0 1 2 Viewing list of files in a given folder
- 0 1 2 Finding files or folders on the hard drive by Name
- 0 1 2 Finding files on the hard drive by Date
- 0 1 2 Creating files and folders
- 0 1 2 Renaming files and folders
- 0 1 2 Viewing files by Icon or Details
- 0 1 2 Sorting a list of files by Name, (Date) Modified or Type
- 0 1 2 Copying files from drive A (or Flash Disk) to the Hard Drive
- 0 1 2 Copying files from the Hard Drive to drive A (or Flash Disk)
- 0 1 2 Checking free space on floppy disks
- 0 1 2 Creating shortcuts to applications, folders or files
- 0 1 2 Moving shortcuts to the Quick Launch Bar

Experience with the Internet

- 0 1 2 Searching for names in FamilySearch (LDS Church Web Site)
- 0 1 2 Searching for names on other Web Sites
- 0 1 2 Downloading names to files (e.g., GEDCOM files)
- 0 1 2 Creating favorites

Total number of: 0's = _____ 1's = _____ 2's = _____

Non-computer question: 0 1 2 **Experience Using PAF 5.2**