ILLINOIS STATE BAR ASSOCIATION

"COMPUTER BASICS FOR SENIOR LAWYERS"

FRIDAY, OCTOBER 18, 2013

10:00 a.m. - 1:00 p.m.

NATIONAL LOUIS UNIVERSITY

122 S. Michigan Ave. • Chicago • Room 4024

REGISTRATION FEE: 10.00 per person – Must be Pre-Paid

Sponsored by the Senior Lawyers Section Council

Join the Senior Lawyers with assistance from Young Lawyers at this BASIC workshop on becoming familiar with your computer. You will become familiar with the computer workstation, using the keyboard and the mouse, menus; Basic typing/word processing; accessing the Internet-how to do searches, "google-ing" and links; and basics of e-mail and email use.

Name _____ _____
                                  First   Last

Law Firm/Agency _____

Address _____ City _____

Zip code _____ Telephone _____ E-mail _____

	Yes	No	Not sure		Yes	No	Not sure
I want to learn how to turn on a computer	☐	☐	☐	I want to learn how to recognize "scams"	☐	☐	☐
I know how to turn on a computer	☐	☐	☐	I know how to recognize "scams"	☐	☐	☐
I want to learn how to go on internet	☐	☐	☐	I want to learn how to set up a safe password	☐	☐	☐
I know how to go on internet	☐	☐	☐	I know how to set up a safe password	☐	☐	☐
I want to learn how to read an e-mail	☐	☐	☐	I want to learn how to type	☐	☐	☐
I know how to read an e-mail	☐	☐	☐	I know how to type	☐	☐	☐
I want to learn how to write an e-mail	☐	☐	☐	I want to learn how to use a mouse	☐	☐	☐
I know how to write an e-mail	☐	☐	☐	I know how to use a mouse	☐	☐	☐
I want to learn how to send an e-mail	☐	☐	☐				
I know how to send an e-mail	☐	☐	☐				

☐ Check Enclosed

CREDIT CARD INFORMATION: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Credit Card Number: _____ Expiration Date: _____

Return Registration Form to: Katie Neal, kneal@isba.org

Contact Joyce or Katie at the Chicago Regional Office, 312-726-8775 • 20 S. Clark St., Suite 900, Chicago, Il 60603