

Computer Classes Spring 2010

These classes can give you a great introduction to some fabulous new learning. Spring is the time for a fresh start! Please check what computer skills are required to attend each class.

BEGINNER

BEGINNER CLASSES

Just unpacked your new computer and unsure where to start? These classes are for you!

Introduction to Microsoft Word

Tuesday, March 9
10:00-11:30 am

If you are still using your computer as a typewriter, this hands-on class will help you make the most of Word. Learn the basics of setting up a document, formatting text, and cutting and pasting. (2003 version)

Must have mouse and typing skills to attend this class

Introduction to the Internet

Saturday, April 10
10:00-11:30 am

Discover all the fun and interesting features of the Internet, including menus and toolbars, and learn how to navigate the Web.

Must have mouse and typing skills to attend this class

INTERMEDIATE

INTERMEDIATE CLASSES

Fun and practical classes for those with some computer knowledge and skill.

Email Basics

Tuesday, March 16 *or*
Tuesday, May 4
10:00-11:30 am

A librarian will help you set up an email account and develop some basic email skills using Yahoo!

Must have mouse and typing skills to attend this class

Facebook-New Class!!!

Monday, April 5 7:00-8:30 pm *or*
Saturday, May 1 10:00-11:30 am

Wouldn't you love to learn how to use all the wonderful features on Facebook? Learn how to set up an account, develop your profile information, load pictures and communicate with friends & family.

Note: If you do not have a Facebook

account already, you must have an email account to sign up.

Must have mouse and typing skills to attend this class

Genealogical Resources on the Internet

Wednesday, April 7
10:00-11:30 am

If you have always wanted to research your family tree or find information on your ancestors, this is the class for you! This workshop will show you how to use Heritage Quest Online and Ancestry.com, which are databases accessible at the library.

Must have mouse and typing skills to attend this class

See next page for more classes

Computer Classes Continued

INTERMEDIATE
continued

Travel Resources on the Internet

Thursday, May 6
10:00-11:30 am

Right now can be the best time to fly and travel! This hands-on class teaches

you to navigate the vast array of Internet resources for the best prices for travel. Learn also how to book tickets online and make hotel reservations.

Must have mouse and typing skills to attend this class

Advanced

Ready to bump up your skills to the next level?

Business and Investment Resources on the Internet

Wednesday, March 3
7:00-8:30 pm

Ever wonder how to find a current or historic stock price, company profile information, or the latest investment tips? Ever want to find businesses in certain geographical areas? This demonstration and hands-on class covers the basics of ReferenceUSA, Standard and Poor's, NetAdvantage, Hoover's and Yahoo! Finance, which are comprehensive sources of business and investment information here at the Library.

Must have mouse and typing skills to attend this class

Shopping Resources on the Internet

Thursday, March 25
10:00-11:30 am

If you love to shop, want to find unique items or are always looking for a bargain, this class is for you! In this hands-on class, we'll explore various online shopping resources, and discuss comparison shopping and security.

Must have mouse and typing skills to attend this class

Google Docs

Thursday, May 11
10:00-11:30 am

Google offers much more than just a search engine. Come and learn about Google's free, web-based alternatives to Word, Excel and PowerPoint and never carry a Flash drive again.

Must have mouse and typing skills to attend this class

Advanced Microsoft Word

Thursday, May 13
7:00-8:30 pm

Learn about Word's advanced capabilities such as editing photographs, creating eye-catching banners, and importing Excel graphs. (2003 version)

Must have beginning Word skills to attend this class

ADVANCED

