

Computer Class Descriptions April – June 2018

The Rampart Library District offers computer classes at no charge. Classes vary from month to month, and are posted at the circulation desk at both libraries and on our website calendar.

Patrons ***MUST*** register for each class, minimum of 3 people required to hold a class.

Computer Basics

Learn the basic parts of a computer, learn basic computer terminology and simple tasks such as how to delete, backspace and maneuver around a computer screen. Prerequisite: You must have experience using a computer mouse and/or have taken the online Mouse tutorial. Must know how to highlight, cut and paste.

Word I

Learn the basic fundamentals of writing, editing, previewing and saving your own documents using Office 2013 version of Word. Learn how to add your own customized toolbar. Prerequisite:

- 1) Experience using a computer mouse;
- 2) Basic knowledge of a computer or Computer Basics class;
- 3) Keyboarding/typing skills.

Word II

Learn how to add graphics, formatted lists, and other functions that make your documents look professional. Prerequisite: You must have taken 2013 Word I or have experience using 2013 Word and be familiar with the computer, mouse and keyboard.

Excel I

Setup, format, preview and save a basic spreadsheet using Office 2013 version of Excel. Learn how to add your own customized toolbar. Prerequisites:

- 1) Experience using a computer mouse;
- 2) Basic knowledge of a computer or Computer Basics class;
- 3) Keyboarding/typing skills; Microsoft Word recommended.

Excel II

Learn about document enhancing features such as: conditional formatting and additional mathematic functions. Prerequisite: 2013 Excel I class or have experience using Excel and designing a basic spreadsheet.

NEW CLASSES

Into to Pinterest

Learn how to use the website and app Pinterest, an easy way to organize ideas.

Intro to Instagram

Learn how to use the website and app Instagram, a service that allows you to share pictures and videos.

Intro to Snapchat

Learn how to use Snapchat, the mobile messaging app that allows users to capture videos and pictures that self-destruct after 24 hours.

Getting the Most out of Library Website

Become familiar with all the aspects of our card catalog, such as searching and requesting materials, different resources available, e-Content, etc. Participants must bring their library card.

Downloading eBooks & Audio Books

Hands-on experience on how to select, borrow, check out and download books and audio books on your device. Participants must bring library card and the device they will be using to the class. When you sign up for the class let us know what device you will be using so we can try to prepare ahead of time.