

Computer Class Descriptions January - March 2016

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 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 Mouse class or online Mouse tutorial. Must know how to highlight, cut and paste.

Internet Basics

Never explored the World Wide Web? Are you hesitant to try? This course will give you a basic overview of how to use the internet and help you search effectively for information on virtually any topic. Prerequisite: You must have experience using a computer mouse and keyboard and/or have taken the Mouse Basics or online Mouse tutorial and Computer Basics class.

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.

Publisher

Want to learn how to make your own cards, invitations, or brochures? Learn how to make publications with pictures, text and fun! Prerequisite: You must have basic computer skills – experience using a computer mouse and keyboard and/or have taken the Mouse Basics or online Mouse tutorial and Computer Basics class. Microsoft Word experience needed.

Google Apps

Learn to use the best cloud service available! This course teaches the basics of Gmail, Google Calendar, Drive, and Contacts. Requires basic computer knowledge and internet access. Users will need to own or create a Gmail account.

Windows 10

This class teaches some of the new features of Windows 10 for users that are already familiar with Windows. You will learn how to use new navigation features, searching, using new apps, and the new Edge browser.

Intro to Facebook

This class will introduce you to the basics of Facebook. Create an account, make friends, and follow other people and groups. Share pictures and posts with your friends. Requires basic computer knowledge and an active email account that you can access online.

PowerPoint

Need to give a presentation? Already familiar with computers and Microsoft Word? Then this class is for you! Learn how to add pictures, graphs, and information to make your presentation POP! Prerequisite: You must have basic computer skills – experience using a computer mouse and keyboard and/or have taken the Mouse Basics or online Mouse tutorial and Computer Basics class. Microsoft Word experience needed.

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.

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