

Computer Class Descriptions April - June 2017

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.

NEW CLASS

Basics of Internet Security

Learn techniques and strategies to protect yourself online from malware, phishing, spam, and other threats to your computer and your privacy.

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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