

COMPUTER CLASS DESCRIPTIONS

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.

Database 101

Learn about the databases and eResources the library currently offers.

Email Basics

Learn why and how to set up an email account and tips to manage your inbox. We will go over common features, setting up contacts, and email safety concerns. This class is for new or inexperienced email users.

Internet Searching

Web Browser or Search Engine...Secure or Unsecure site... COM, ORG, or GOV - what does all of that mean? Join us in this class to discover the differences and find the information you want, quickly and safely.

Intro to Pinterest

An introduction to the social media website and mobile app designed to allow users to save and discover new information from across the internet in an organized and easy to access space.

Microsoft PowerPoint: Basic

Come discover the many uses of PowerPoint and begin a basic presentation of your own. Learn to create slides, insert text and pictures, and set up a presentation about your hobby or a topic of your choice.

Microsoft Publisher: Basic

Introduces the basics of Microsoft Publisher, a desktop publishing program. Learn how to design and produce your own publications using pre-designed templates available in Publisher. Prerequisite: Familiarity with Microsoft Word, mouse and keyboarding experience.

Microsoft Word: Basic

MS Word is a word processing computer software program. In this basic class, learn how to create, edit, save, and print documents such as letters, lists and resumes.

Prerequisite: Computer, mouse and keyboarding experience required.

Using the Library Catalog

Learn all the aspects of our card catalog, such as searching and requesting materials, placing a hold, using databases, etc. Participants must bring their library card.



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