

# Computer Classes

## *Computer Basics for Adults*

Computer Basics is a class for adult novice users and includes information on the keyboard and mouse.

Wednesday, August 2, 9:30 a.m. Ben May Main Library

Wednesday, August 16, 9:30 a.m. Ben May Main Library

Wednesday, August 16, 9:30 a.m. West Regional Branch

## *Surfing the Net*

Learn how to use the Internet.

Wednesday, August 23, 9:30 a.m. West Regional Branch

## *Basics of Word*

The very basics of word processing with Microsoft Word.

Thursday, August 3, 6 p.m. West Regional Branch

Thursday, August 10, 6 p.m. Ben May Main Library

Wednesday, August 30, 9:30 a.m. West Regional Branch

## *Advanced Word*

Tips and tricks for those with some Word experience.

Thursday, August 10, 6 p.m. West Regional Branch

## *Basics of Excel I*

The very basics of Office Excel spreadsheet software - Part I.

Tuesday, August 22, 9:30 a.m. Ben May Main Library

Thursday, August 31, 6 p.m. West Regional Branch

## *Basics of Excel II*

The very basics of Office Excel spreadsheet software - Part II.

Wednesday, August 23, 9:30 a.m. Ben May Main Library

## *Basics of Powerpoint*

Learn the basics of Microsoft Powerpoint presentation software.

Wednesday, August 2, 9:30 a.m. West Regional Branch

Tuesday, August 15, 9:30 a.m. Ben May Main Library

Thursday, August 17, 6 p.m. West Regional Branch

## *Publisher 101*

Use Microsoft Publisher 2007 to design signs, flyers, bookmarks, business cards and more!

Tuesday, August 8, 9 a.m. - Noon Ben May Main Library