

# Computer Classes

## *Computer Basics for Adults*

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

Wednesday Mar 7, 9:30 AM Ben May Main Library

Wednesday Mar 7, 9:30 AM West Regional Branch

Wednesday Mar 21, 9:30 AM Ben May Main Library

## *Email 101*

Learn how to effectively set up your email, compose and send emails, and more!

Friday Mar 9, 3 PM Moorer/Spring Hill Branch

## *Surfing the Net*

Learn how to use the Internet. Must have a basic knowledge of computers.

Wednesday Mar 14, 9:30 AM West Regional Branch

## *Basics of Word*

The very basics of word processing with Microsoft Word.

Thursday Mar 15, 6 PM Ben May Main Library

Wednesday Mar 21, 9:30 AM West Regional Branch

## *Advanced Word*

Tips and tricks for those with some Word experience.

Thursday Mar 1, 6 PM West Regional Branch

Wednesday Mar 28, 9:30 AM West Regional Branch

## *Basics of Excel I*

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

Thursday Mar 15, 6 PM West Regional Branch

Tuesday Mar 27, 9:30 AM Ben May Main Library

## *Basics of Excel II*

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

Thursday Mar 22, 6 PM West Regional Branch

Wednesday Mar 28, 9:30 AM Ben May Main Library

## *Basics of Powerpoint*

Learn the basics of Microsoft Powerpoint presentation software.

Tuesday Mar 6, 9:30 AM Ben May Main Library

Thursday Mar 8, 6 PM West Regional Branch

## *Advanced Publisher*

Learn how to design signs, flyers, bookmarks, business cards and more! Publisher 101 is required

Tuesday Mar 20, 9 AM - Noon Ben May Main Library