

# Computer Classes

## *Computer Basics for Adults*

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

Wednesday, November 1, 9:30 a.m. Ben May Main Library

Wednesday, November 1, 9:30 a.m. West Regional Branch

Thursday, November 2, 6 p.m. West Regional Branch

Wednesday, November 15, 9:30 a.m. Ben May Main Library

## *Surfing the Net*

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

Wednesday, November 8, 9:30 a.m. West Regional Branch

Thursday, November 9, 6 p.m. West Regional Branch

## *Email 101*

Learn the basics of setting up and using email. Must have basic knowledge of computers.

Tuesday, November 21, 6 p.m. Moorer/Spring Hill Branch

## *Basics of Word*

The very basics of word processing with Microsoft Word.

Wednesday, November 8, 10 a.m. Parkway Branch

Thursday, November 9, 6 p.m. Ben May Main Library

Wednesday, November 15, 9:30 a.m. West Regional Branch

## *Advanced Word*

Tips and tricks for those with some Word experience.

Wednesday, November 29, 9:30 a.m. West Regional Branch

## *Basics of Excel I*

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

Tuesday, November 28, 9:30 a.m. Ben May Main Library

## *Basics of Excel II*

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

Wednesday, November 29, 9:30 a.m. Ben May Main Library

## *Basics of Powerpoint*

Learn the basics of Microsoft Powerpoint presentation software.

Tuesday, November 21, 9:30 a.m. Ben May Main Library

## *Advanced Publisher*

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

Tuesday, November 7, 9 a.m. - Noon Ben May Main Library