

# Computer Classes

## *Computer Basics for Adults*

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

Wednesday, May 3<sup>rd</sup>, 9 a.m. Ben May Main Library

Wednesday, May 17<sup>th</sup>, 9:30 a.m. Ben May Main Library

Thursday, May 25<sup>th</sup>, 6 p.m. West Regional Branch

Wednesday, May 31<sup>st</sup>, 9:30 a.m. West Regional Branch

## *Basics of Word*

The very basics of word processing with Microsoft Word.

Wednesday, May 3<sup>rd</sup>, 9:30 a.m. West Regional Branch

Thursday, May 11<sup>th</sup>, 6 p.m. Ben May Main Library

## *Advanced Word*

Tips and tricks for those with some Word experience.

Wednesday, May 10<sup>th</sup>, 9:30 a.m. West Regional Branch

## *Basics of Excel I*

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

Thursday, May 11<sup>th</sup>, 6 p.m. West Regional Branch

Tuesday, May 23<sup>rd</sup>, 9:30 a.m. Ben May Main Library

## *Basics of Excel II*

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

Thursday, May 18<sup>th</sup>, 6 p.m. West Regional Branch

Wednesday, May 24<sup>th</sup>, 9:30 a.m. Ben May Main Library

## *Basics of Powerpoint*

Learn the basics of Microsoft Powerpoint presentation software.

Thursday, May 4<sup>th</sup>, 6 p.m. West Regional Branch

Tuesday, May 16<sup>th</sup>, 9:30 a.m. Ben May Main Library

Wednesday, May 17<sup>th</sup>, 9:30 a.m. West Regional Branch

## *Advanced Publisher*

Learn how to use Microsoft Publisher 2007 to design signs, flyers, bookmarks, business cards and more!

Tuesday, May 9<sup>th</sup>, 9 a.m. – 12 Noon Ben May Main Library