

2012 Computer Classes at Glatfelter Memorial Library

Class Descriptions:

Mouse/Keyboard

Learn to click, double click, drag and drop and right click with the mouse and examine what all of the keys on the computer keyboard do. Although this is not a typing class, there will be lots of practice.

Windows Skills

Learn some of the basics of the Windows 7 operating system. Class covers the desktop, taskbar, Start menu, customizing the desktop, navigating through menus and opening and saving files.

Basic Internet Skills

Learn how to navigate and search on the Internet. We'll visit several top sites and learn what the Internet is all about.

Email

We'll use our practice email accounts to learn about sending and receiving mail, attaching files and photos, and managing your inbox and contact list. Bring your email address and password for your current email account, or set up a new free account in the class.

Facebook

Learn what Facebook is all about including managing privacy settings, setting up your profile and adding friends and photos. **Note:** If you have an account, bring your **Facebook** user name and password. If you'd like to set up a new Facebook account, **you must have an email account to do so.** Bring your email user name and password to the class to set up a new free Facebook account.

Gadgets

Learn about smart phones, eReaders, tablets iPods and cameras. Bring your gadget along or just come to find out what it's all about.

MS Word/3-part class

Learn the basics of creating and saving a document. Participants should have basic Mouse and keyboarding skills.

MS PowerPoint/2 part class

Open a presentation and run a slideshow. Create a new slideshow with pictures and transitions.

Dates and times:

Tuesday 10-12noon

Mouse/Keyboard: 1/10, 3/6

Windows: 1/17, 3/13

Internet: 1/24, 3/20

Email: 1/31, 3/27

Gadgets: 2/7

Word Pt 1: 2/14

Word Pt 2: 2/21

Word Pt 3: 2/28

Facebook: 4/3

Tuesday 6-8pm

Facebook: 1/31

Gadgets: 2/28

Power Point Pt 1: 3/27

Power Point Pt 2: 4/3

\$25 payment must be received at time of registration to hold a place in the class.

Classes are limited to 6 people and are designed for beginners.

Students will use library laptops with the Windows 7 operating system.