

Computer Training

@ the Anderson
Main Library

Schedule for March, April, & May

Get hands-on help with a variety of **FREE** computer and technology classes.

Teens to Adult. Classes are limited to 12 participants.

Call (864) 260-4500 x126 to sign up.

Computer/Internet Basics

Thu, Mar 1 | 10am - 1pm
Thu, Apr 12 | 10am - 1pm
Thu, May 24 | 3pm - 6pm

Email Essentials

Thu, Mar 1 | 3pm - 6pm

MS Word Basics

Thu, Mar 15 | 10am - 1pm
Thu, Apr 19 | 3pm - 6pm
Thu, May 17 | 10am - 1pm
Thu, May 31 | 10am - 1pm

Intermediate MS Word

Thu, Mar 15 | 10am - 1pm
Thu, Apr 26 | 10am - 1pm
Sat, Apr 28 | 11am - 1pm

MS Publisher Basics

Thu, Mar 29 | 10am - 1pm

MS Excel Basics

Thu, Mar 22 | 10am - 1pm
Thu, May 3 | 10am - 1pm
Sat, May 19 | 11am - 1pm

MS PowerPoint Basics

Mon, Apr 23 | 4pm - 7pm

Introduction to Facebook

Thu, Apr 19 | 10am - 1pm

Android Phone & Tablet Basics

Thu, May 31 | 3pm - 6pm

iPad & iPhone Basics

Mon, Apr 30 | 4pm - 7pm
Thu, May 24 | 10am - 1pm

Library Digital Resources

Mon, May 7 | 4pm - 7pm

Mousing Basics/OPEN LAB

Thu, May 3 | 3pm - 6pm

Keyboarding Basics/OPEN LAB

Mon, May 14 | 4pm - 7pm

Library Digital Resources/ OPEN LAB

Thu, Mar 29 | 3pm - 6pm

Resume & Job Search Workshop/ OPEN LAB

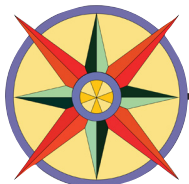
Thu, Mar 8 | 10am - 1pm
Mon, May 21 | 4pm - 7pm

OPEN LAB

Thu, Apr 12 | 3pm - 6pm
Sat, Apr 28 | 3pm - 5pm
Sat, May 19 | 3pm - 5pm

Each computer training class meets for one session. Each of these training sessions requires the ability to use a computer mouse. If you cannot use a mouse, it is strongly recommended that you use the Mousing Around tutorial before you come to class.

www.pbclibrary.org/mousing/intro.htm



Anderson Library | 300 N. McDuffie St. | Anderson
864-260-4500 | www.andersonlibrary.org



Appropriate accommodations for individuals with disabilities will be provided upon request. Please notify the branch offering the program at least 5 business days prior to the event. This document is available in alternative format upon request.

Computer Training @ the Anderson Main Library

March/April/May Class Descriptions:



Mousing Basics (*Prerequisite – No previous computer experience needed.*)

The mouse is one of your computer's communication tools. Learn how to click, double-click, click and drag, and scroll with the mouse.



Keyboarding Basics (*Prerequisite – Completion of Mousing Basics*)

The keyboard is one of your computer's communication tools. Practice typing and editing text, numbers, and symbols with the keyboard.



Computer/Internet Basics (*Basic Mouse and Keyboarding Skills required*)

Unravel the mystery of computers as you learn about the parts, the difference between hardware and software, what an operating system is, and how to create and store files. Dive into the Internet using Google Chrome or Internet Explorer to perform simple searches and find websites, navigate the web, and evaluate site content. Get basic online etiquette and Internet Safety tips. (Computer Basics now taught with Windows 7/Office 2016 instruction!)



E-Mail Essentials (*Prerequisite – Completion of Mousing Basics, Computer Basics and Internet Basics*)

Learn how to send, receive, reply and forward email messages with a Yahoo or Google account. Learn how to set up your own free e-mail account. Practice opening and saving attachments, organizing messages placing them in folders and creating a contact list. In addition, learn basic E-mail etiquette.



MS Word Basics 2016 (*Prerequisite– Basic mouse skills*)

Become familiar with the basic functions in the Microsoft Word program. Practice the basic skills including editing templates, selecting and formatting text, cutting/ copying/ pasting text and saving documents.

Intermediate MS Word 2016 (*Prerequisite – Basic mouse skills and completion of MS Word Basics or permission of the instructor is required to take this class.*) Review the basic skills of Microsoft Word, learn more about how to format text and clip art. Learn how to use more advanced functions and create numbered and bulleted lists, use tab stops, and create tables.



MS Publisher Basics 2016 (*Prerequisite – Basic Mouse Skills, Basic Keyboarding Skills, MS Word Basics and Intermediate MS Word*) Publisher can be used to create high quality personalized flyers, cards, newsletters and more. Examine publication options and learn how to customize a template by adding text and shapes, changing colors, inserting images and formatting text.



MS Excel Basics 2016 (*Prerequisite – Basic Mouse Skills, Basic Keyboarding Skills, MS Word Basics and Intermediate MS Word*) Get an introduction to the basics of using Excel, a spreadsheet program for data management. Get started using the basic tools. Explore the parts of a workbook and learn how to enter, edit, and duplicate data. Practice inserting formulas, formatting text, resizing columns, creating charts, renaming and deleting sheets and printing.



MS PowerPoint Basics 2016 (*Prerequisite - basic mouse skills, basic keyboarding skills, and MS Word Basics*)

Learn how to use Microsoft PowerPoint as a tool to create professional-looking presentations and slide shows. PowerPoint allows you to construct presentations and set up your slideshow with automated settings or for manual viewing.



Introduction to Facebook (*Prerequisite – Email Essentials and Computer/Internet Basics*).

You've heard about Facebook! Now, get started learning how to use it. Learn how to set up your profile, find people and understand privacy.



Android Phone and Tablet Basics / iPad and iPhone Basics - In each class, learn how to use your tablet or smartphone more efficiently. Please bring your Apple or Google account ID and Password to the class that you attend.

Library Digital Resources - Come learn about Library digital resources including online classes through Universal Class and downloadable options from Overdrive, Hoopla, and Flipster Magazines!



Resume and Job Search Workshop - Get help creating your resume using Microsoft Word templates and learn strategies to help with online job searching.

OPEN LAB (*Computer Basics and MS Office Applications*)

Come to class prepared to ask specific computer or other electronic device questions!