

# Charlton Public Library, Inc.

## Computer Classes Schedule



### 1. Tuesday, January 22, Computer Basics

**4:30-6:00**

This is a hands-on-class for those who are beginner computer users. In this class you will practice using a trackpad on a laptop and save files to a flash drive. We will go over basic computer terminology and also discuss the basics of Windows 10. We will learn about items such as the start menu, taskbar, desktop, and shortcuts. We will also create icons and folders.

**Prerequisites:** None

### 2. Tuesday, January 29, Internet Basics

**4:30-6:00**

This is a hands-on-class about using an internet browser. We will touch on Firefox and Google Chrome. We will discuss terminology, navigation techniques, internet safety, evaluating websites, and proper search strategy.

**Prerequisites:** Computer Basics class or familiarity with the mouse, including highlighting, copying, and pasting.

### 3. Tuesday, February 5, Introduction to Microsoft Word

**4:30-6:00**

This is a hands-on-class that covers creating, editing, saving, and printing documents. It will also include cut and paste, formatting text, spacing, margins, headers, pictures, and tables.

**Prerequisites:** Computer Basics class or familiarity with using the keyboard and mouse; highlighting, copying, and pasting text; and using the basic elements of the Windows operating system.

**4. Tuesday, February 12, Introduction to Microsoft Excel**

**4:30-6:00**

This is a hands-on-class for those who want to learn the basics of Excel spreadsheet software. We will discuss formatting spreadsheets, managing cells, different types of cell referencing, simple formulas, functions, charts, and much more.

**Prerequisites:** Introduction to Microsoft Word class or familiarity with using the keyboard and mouse; highlighting, copying, and pasting text; and using the basic elements of the Windows operating system, and familiarity with Microsoft Word.

**5. Tuesday, February 19, Introduction to Microsoft PowerPoint**

**4:30-6:00**

This is a hands-on-class that covers the basics of creating, editing, and saving PowerPoint presentations. We will discuss what a PowerPoint slide is, how to create text and place graphics within slides, and how to create a simple presentation.

**Prerequisites:** Computer Basics class or familiarity with using the keyboard and mouse; highlighting, copying, and pasting text; and using the basic elements of the Windows operating system.

**6. Tuesday, February 26, Introduction to Facebook**

**4:30-6:00**

An introduction to Facebook, including privacy, posting a status updating, commenting, liking & sharing, editing your profile, messages, and finding other people and pages.

**Prerequisites:** Internet Basics class or familiarity with using the keyboard and mouse; highlighting, copying, and pasting text; and using the basic elements of the Windows operating system.

**7. Tuesday, March 5, Drop-In Tech Help**

**4:30-6:00**

Do you have questions about downloading/using apps? Are you interested in learning how to borrow materials from the library and download them to your device? Drop in for help on using your smartphone, tablet, or laptop independently.

