

Register by Calling

978-970-4120

BEGINNER COMPUTER CLASSES POLLARD MEMORIAL LIBRARY

February 2012

Pollard Memorial Library

Class Descriptions:

Mouse: Learn how to use a computer mouse. This class is ESSENTIAL if you have NO experience using a computer. It is also a pre-requisite for attending all other classes.

Intro to Microsoft PC's: General overview of using personal computer; turning it on/off; working with Windows....

Internet: An introduction to using the world wide web. *Must be proficient with using a Mouse.*


Email: Learn basic email features and set up a free email account. *Pre-requisites are Mouse and Intro to PC.*

Keyboard: Learn basic typing skills. Session is 4 consecutive classes.

Microsoft Word: Learn how to create, edit, and save documents in Microsoft Word. *Pre-requisites are Mouse and good typing skills.*

Microsoft Excel: Basic, beginner class for those who have not had any experience with Excel, a spreadsheet program for organizing, manipulating, and charting data. *Pre-requisites are Mouse and good typing skills.*

Microsoft Publisher: Basic, beginner class for those who have not had any experience with Publisher, a desktop publishing program. *Pre-requisites are Mouse and good typing skills.*

	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4
					Intro to PC 9:30 - 10:30		
	5	6	7	8	9	10	11
		Mouse 10 - 11 AM	Word 1 - 2 PM		Inter - net 1 - 2 PM		
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
			 NEW Key - board 1 - 2 PM				
	26	27	28	29			
			NEW Key - board 1 - 2 PM				

Computer Class Attendance Policy: You may register for the same class up to 3 times. If you register for a class and cannot attend, you must call the Library and tell us before the class meets. If a student fails to notify the Library of his or her absence 3 times, he or she will not be allowed to register in any class for 6 months.