

BEGINNER COMPUTER CLASSES POLLARD MEMORIAL LIBRARY

Register by Calling

978-970-4121

January 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.*

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
	2	3	4	5	6	7
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
	Intro to PC 1 - 2 P M	Mouse 9 : 3 0 - 1 0 : 3 0 A M		Email 1 - 2 P M		
29	30	31				
	Word 1 - 2 P M	Inter- net 1 0 - 1 1 A M				

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.