

Computer Classes – Summer 2022

Classes are held in the Conference Room unless otherwise indicated, using laptops owned by the library.

Class size is limited to 6 people. **Registration is required.**

All classes begin at 10:00 am and run about an hour.

Computer Basics for the Computer Shy

Saturday, June 4th

We'll cover the basics of a computer, including the parts, procedures for use, and how to move a mouse.

This class is for complete beginners.

Internet 101

Saturday, June 11th

We'll cover the basics of getting online, viewing web pages, and doing basic Internet searches. **This class is**

for Internet beginners who have basic computer knowledge about how to move a mouse.

Using Email

Saturday, June 25th

We'll cover your address book/contacts, folders, how to search your email, how to do attachments and maybe more. **This is for people who already have an email account.**

Basic Microsoft Word 2016

Saturday, July 2nd

We'll cover entering data, basic formatting, and copy/paste. **This is for people with basic computer knowledge.**

Introduction to Microsoft Excel 2016

Saturday, July 9th

We'll start with an overview of Excel and go over how to enter and edit data in cells, formatting cells, and basic formulas such as addition and subtraction. **Basic computer knowledge and familiarity with Microsoft Word and/or other Microsoft Office application(s) are prerequisites for this class.**

Intermediate Microsoft Excel 2016 Part 1 and Part 2

Part 1 – Saturday, July 16th

Covering conditional formatting and math, date, and text functions, and Names on the Formula menu. Also filtering and sorting from the Data menu. Please register for both Part 1 and Part 2 of this class. This class will meet in the Community Room.

Part 2 – Saturday, July 23rd

Covering lookup, reference, and logical functions on the Formula menu. Also advanced filtering, grouping, data validation, and goal seeking from the Data menu.