

# Computer Classes – Winter 2020

Computer classes are held in the Conference Room using laptops owned by the library.

Class size is limited to 7 people. **Registration is required.**

All classes begin at 10:15 am and run about an hour.

## **Computer Basics for the Computer Shy**

Saturday, February 1

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, February 8

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, February 15

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

## **Basic Microsoft Word 2016**

Saturday, February 22

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

## **Introduction to Excel 2016**

Saturday, February 29

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 Excel 2016 Part 1**

Saturday, March 7

Covering conditional formatting and math, date, and text functions, and Names on the Formula menu. Also filtering and sorting from the Data menu. **This is a two-part class. People should sign up for both part 1 and part 2.**

## **Intermediate Excel 2016 Part 2**

Saturday, March 14

Covering lookup, reference and logical functions on the Formula menu. Advanced filtering, grouping, data validation, and goal seeking from the Data menu. **This is a two-part class. People should sign up for both part 1 and part 2.**