

# FREE! Computer Classes

Fall 2010

at Ellet Branch Library

All classes are taught lecture style with handouts

Wednesdays, 6:30-8:15 pm

Please sign up in advance in person or at 330.784.2019.



## CLASSES FOR ABSOLUTE BEGINNERS:

**Class 1, September 15**

### **Introduction to Computers: The Basics**

Get acquainted with computers and our training series! Discover the differences between hardware and software, learn about storage devices and other computer components, and explore the Windows operating system.

**Class 2, September 22**

### **Computer Mouse Skills for Beginners**

Discover what a computer mouse is and have fun practicing basic mouse functions with in-class exercises. Learn to open and close software programs and play a game or two! *Attendance at Introduction to Computers is preferred.*

**Class 3, September 29**

### **Microsoft Windows for Beginners**

Learn basic functions of the Windows operating system that enable you to create, save, close, and open files. Learn how to use various Windows components, such as working with multiple windows and using menus. *Attendance at Computer Mouse Skills and Introduction to Computers is preferred.*

## CLASSES FOR INTERMEDIATE LEVELS:

**October 6**

### **File Management**

Learn how to use Windows Explorer, your computer's filing cabinet, to organize and manage your files and folders. Learn how to copy, move and delete items as well as using your recycle bin. *Attendance at Windows for Beginners is preferred.*

**October 13**

### **Basic Computer Maintenance**

Is your computer running slower and slower every day? Is your computer's memory running low? Has the "n" key on your keyboard stopped working? Learn how to perk up your machine, dispose of unneeded files, and more with basic maintenance tools in Windows XP. *Attendance at Windows for Beginners or equivalent experience is preferred.*

**October 20**

### **Internet, Part 1: An Introduction**

Learn how to access the Internet in the library and from your home computer. During class, you will learn basic Internet searching using web directories and search engines. *Attendance at Windows for Beginners is preferred.*

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## Fall Computer Classes continued

**October 27**

### **Internet, Part 2: Searching, Printing, and Favorites**

Learn how to make better use of search engine features for more successful Internet searching. Practice saving your favorite Web sites and printing Internet content. *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

**November 3**

### **E-mail Basics, Part 1: Read, Respond, Write, and Print**

Learn how to use the basic features of an e-mail account by using the Yahoo! E-mail service to communicate quickly and conveniently with friends, family, and colleagues. Tips for printing messages will also be demonstrated. *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **E-mail Basics, Part 2: Message Management**

Learn how to attach files to outgoing messages and open incoming attachments. Organize your list of contacts using an Address Book. Learn how to create folders for filing messages. *Experience using an e-mail account or attendance at E-mail Basics, Part 1 is required.* Yahoo! Mail will be demonstrated in class.

**November 10**

### **Computer Security**

Are you afraid to use your computer for fear of getting a worm, horse, or parasite? Learn about computer viruses and how to protect your machine. Learn best practices on avoiding infection and how to keep your computer "vaccinated" with anti-virus software. *Attendance at Windows for Beginners or equivalent experience is preferred.*

**November 17**

### **MS Word, Part 1: Creating/Editing Documents**

Discover how to create word processing documents using Microsoft Word 2007.

Learn various editing features that allow you to effectively revise documents. Explore ways to quickly copy and move text. Practice preparing files using Word's document templates to begin documents. *Attendance at Microsoft Windows for Beginners is preferred.*



*Interpretive services are available. Please inquire.*



**Akron-Summit County  
Public Library**

330-784-2019

Ellet Branch Library  
2470 E. Market St., Akron, Ohio 44312  
[www.akronlibrary.org](http://www.akronlibrary.org)