

Winter Computer Class Schedule

Register in person at the Main Library in LaGrange

For more information contact 222-9713 ext. 302

January

February

March

April

Basic Computer Classes:	3 week class: Wednesdays, 10-11am 1/4, 1/11, 1/18		3 week class: Fridays, 10-11am 2/3, 2/10, 2/17	3 week class: Mondays, 6:30-7:30pm 3/12, 3/19, 3/26	3 week class: Wednesdays, 10-11am 4/4, 4/11, 4/18
Word:	2 week class: Mondays, 10-11am 1/23, 1/30		2 week class: Thursdays, 10-11am 2/2, 2/9	2 week class: Saturdays, 10-11am 3/3, 3/10	2 week class: Mondays, 6:30-7:30pm 4/16, 4/23
Excel:	2 week class: Saturdays, 12:30-1:30pm 1/21, 1/28		2 week class: Tues, 6-8pm 2/21	2 week class: Tuesdays, 10-11am 3/20, 3/27	2 week class: Mondays, 6:30-7:30pm 4/2, 4/9
Power Point:	2 week class: Thursdays, 6:30-7:30pm 1/5, 1/12			2 week class: Fridays, 10-11am 3/16, 3/23	2 week class: Thursdays, 10-11am 4/5, 4/12
Intro to Social Media:	2 week class: Fridays, 10-11am 1/13, 1/20			2 week class: Tuesdays, 10-11am 3/6, 3/13	2 week class: Tuesdays, 10-11am 4/17, 4/24
Ebooks & Overdrive	1 week class: Friday, 10-noon 1/6	1 week class: Wed. 10-noon 1/25	1 week class: Thursday, 10-noon 2/23	1 week class: Monday, 6:30-7:30pm 3/5	1 week class: Saturday, 10-noon 4/7
Gimp Photo Editing:	2 week class: Saturdays, 10-11:30am 1/21, 1/28		2 week class: Tuesdays, 10-11:30am 2/7, 2/14		2 week class: Tuesdays, 10-11:30am 4/3, 4/10

Course Descriptions:

Basic Computer Skills

A three week course designed to introduce computers to the beginning user. Class will cover parts & functions of computer; how to use basic applications; how to access the internet; and how to use e-mail.

Microsoft Word 2007

A two week course which serves to introduce beginners to using Microsoft Word . Class will cover formatting, templates, and mail merges.

Microsoft Excel 2007

A two week course that introduces formulas and functions of Microsoft Excel. Topics included are graphs, basic calculations, simple tables, and Pivot tables.

Photo Editing with Gimp

Learn the basics of digital image manipulation using this free program.

Intro to Social Media

A two week class that introduces the student to the basics of social media and staying safe online. Learn the ins and outs of Facebook, Twitter, Google+, and Goodreads.

E-books & Overdrive

Learn how to use mp3 players and ereaders! Digital media covers music and ebooks and also teaches how to use the Library digital lending Overdrive service. Feel free to bring your personal devices to this class.

PowerPoint

A two week class that introduces the functions of PowerPoint and how to create presentations. Class includes how to insert graphs, Youtube video, and multimedia.