

Boyle County Public Library

Free Computer Workshops

April 2017



Computer Workshop Series

COMPUTER BASICS: BEGINNER - Mon., April 3rd at 11:00 AM

This class is an introduction to the various parts of a computer; the importance and difference between hardware and software; using a mouse/keyboard; and an overview of how to launch programs.

INTERNET BASICS - Thursday, April 6th at 2:00 PM

What is the internet? Why is it useful? This class will cover accessing websites, different browsers, common buttons and menus, and more! (Computer Basics recommended.)

COMPUTERS: INTERMEDIATE – Mon., April 10th at 2:00 PM

This class is a follow up to our starting Computer Basics class. We will discuss file storage and organization, how to create new folders, and how to create new shortcuts on your desktop.

(Computer Basics - Beginner recommended.)

FACEBOOK - Wednesday, April 12th at 2:00 PM

*This class will cover creating a Facebook account, customizing your profile, and determining your security and privacy settings. Connect with friends and family, share pictures, and more! **If you have an account, please have your username/password on hand.** (Internet Basics recommended.)*

FAKE NEWS – Thursday, April 13th at 3:00 PM

Everyone is talking about fake news stories, and you may not know what, or whom, to believe. This class will discuss some simple methods of verifying news stories online, and recognizing satire. Join us for a real life sleuthing opportunity. (Internet Basics recommended.)

JOB SEEKING - Thursday, April 27th at 6:00* PM

Looking for a new job or career change? This class will provide an overview of some resources available to job seekers in finding employment, and some tips for getting started on your application.

* Children's program offered at this time

TYPING/KEYBOARDING:

These sessions will provide new typists with beginning instruction, and a refresher for rusty skills. Correct finger placement and accuracy will be the primary focus. Learn at your own pace. (Limited to 8 participants per session. Call to register.)

TYPING - Wednesday, April 5th at 11:00 AM

TYPING - Wednesday, April 12th at 11:00 AM

TYPING - Wednesday, April 19th at 11:00 AM

TYPING - Wednesday, April 26th at 11:00 AM

MICROSOFT OFFICE:

An introduction to the three major components of the Microsoft Office Suite. Compose documents, spreadsheets, and slideshows.

INTRO. TO MICROSOFT WORD - Thurs. April 13th at 4:00 PM

INTRO. TO MICROSOFT EXCEL - Tues., April 18^h at 2:00 PM

INTRO. TO MS POWERPOINT - Thurs., April 27th at 4:00 PM

MOBILE DEVICES:

*Learn more about your tablet or smartphone. Appropriate gestures, how to navigate the settings menu, installing and using apps, and general concerns will be covered. **Have your Google or Apple ID login information on hand, for the best experience.***

ANDROID DEVICES - Friday, April 14th at 11:00 AM

APPLE IPAD/IPHONE - Friday, April 14th at 2:00 PM

**To register for programs,
call (859)238-7323
or go to the library website.**

