

Boyle County Public Library

Free Computer Workshops

February 2017



Computer Basics - Tuesday, Feb. 7th at 2:30 PM

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 - Monday, Feb. 13th 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.)

eMail Basics – Monday, Feb. 20th at 11:30 AM

This class will provide new computer users with some basic skills to set up and use an email account, including sending emails and adding attachments. (Internet Basics recommended.)

Skype - Tuesday, Feb. 21st at 2:30 PM

*Connect with friends and family online, via a voice or video call. If you have a computer with a webcam, microphone or headset, and an internet connection, you can reach anyone, anywhere in the world. **If you already have an account, bring your username and password to login.***

Job Seeking – Wednesday, Feb. 22nd at 2:30 PM

Looking for a new job? 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. (Internet Basics recommended.)

Facebook - Tuesday, Feb. 28th at 2:30 PM

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

Computer Workshop Series

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. (Limited to 8 participants. Call to register.)

Typing I - Wednesday, Feb. 8th at 11:00 AM

Typing II - Wednesday, Feb. 15th at 11:00 AM

Typing III - Wednesday, Feb. 22nd 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 - Thursday, Feb. 9th at 2:00 PM

Intro. to Microsoft Excel - Thursday, Feb. 16th at 2:00 PM

Intro. to MS PowerPoint - Thursday, Feb. 23rd at 2:00 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, Feb. 17th at 2:30 PM

Apple iPad/iPhone - Friday, February 24th at 2:30 PM

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

