

Boyle County Public Library

Free Computer Workshops

March 2017



Computer Workshop Series

Computer Basics - Wednesday, Mar. 8th 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, Mar. 13th at 2:30 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 – Tuesday, Mar. 14th at 2:30 PM

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.)

Google Like You Mean It! - Wednesday, Mar. 22nd at 2:30 PM

You've searched Google, but in the midst of advertisements and millions of search results, it's hard to find exactly what you want. This class will offer techniques to help you pinpoint the information you need - or at least help you sift through the "junk." (Internet Basics recommended.)

Google Maps – Tuesday, Mar. 28th at 2:30 PM

Get directions, plot a travel route, and even find a satellite view using Google Maps. This class will cover the basics of using both the Google Maps site and app for navigation. (If you will be using the app, bring your device for the best experience.)

eBooks: Overdrive - Friday, Mar. 31st at 2:30 PM

Learn how to check out and download thousands of eBooks and Audio Books from the Library's collection for free. (Bring your device, library card, and Google Play or Appstore username/password with you for check out.)

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, Mar. 8th at 11:00 AM

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

Typing - Wednesday, Mar. 22nd at 11:00 AM

Typing - Wednesday, Mar. 29th 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, Mar. 9th at 2:00 PM

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

Intro. to MS PowerPoint - Thursday, Mar. 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, Mar. 24th at 11:00 AM

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

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

