Boyle County Public Library
Free Computer Workshops

May 2017

COMPUTER BASICS - BEGINNER - Monday, May 8th at 11:00 AM
This class is an introduction to the various parts of a computer. It will cover the importance and difference between hardware and software, using a mouse/keyboard, and give an overview of how to launch programs.

INTERNET BASICS - Wednesday, May 10th at 11:00 AM
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, May 15th at 2:00 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.)

INTRODUCTION TO MICROSOFT WORD - Wednesday, May 17th at 2:00 PM
A basic introduction to word processing using MS Word including using the ribbon; creating, saving, and printing documents; copying, and pasting text; formatting lists; and checking spelling and grammar. (Computer Basics recommended.)

INTRODUCTION TO MICROSOFT EXCEL - Monday, May 22nd at 11:00 AM
An introduction to the spreadsheet productivity software from Microsoft. Create, save, and print worksheets; enter and modify data; and learn a few basic functions/formulas. (Intro to MS Word helpful.)

INTRODUCTION TO MICROSOFT POWERPOINT - Tuesday, May 23rd at 2:00 PM
This class provides a basic introduction to Microsoft's slide presentation software. We will cover creating a slideshow; determining slide layout and design; and entering information. (Intro to MS Word helpful.)

JOB SEEKING AND APPLICATIONS - Thursday, May 25th at 2:00 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.)

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

Boyle County Public LIBRARY

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