

# Boyle County Public Library

## Free Computer Workshops

### November 2017

#### **COMPUTER BASICS** - Monday, November 6<sup>th</sup> at 2:00 PM

*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, November 8<sup>th</sup> 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** - Thursday, November 9<sup>th</sup> at 11:00 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.)*

#### **INTRODUCTION TO MICROSOFT WORD** - Monday, Nov. 13<sup>th</sup> 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** - Thursday, Nov. 16<sup>th</sup> at 2:00 PM

*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.)*



**To register for programs, call  
(859)238-7323  
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