

# Boyle County Public Library

## Free Computer Workshops

### September 2017



**Computer Basics** - Wednesday, September 6<sup>th</sup> 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.*

**Computers: Intermediate** - Thurs., Sept. 7<sup>th</sup> at 11:00 AM

*This class will provide 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.)*

**Internet Basics** – Tuesday, September 12<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, September 14<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 email and adding attachments. (Internet Basics recommended.)*

**Digital Library** - Tuesday, September 19<sup>th</sup> 11:00 AM

*Are you interested in accessing digital eBooks and Audiobooks from the library's online collection? Come find out more about the new app, Libby, from the makers of Overdrive Media Console. Libby offers a streamlined, easy experience for finding your library's collection, downloading a book or audiobook, and reading on the go.*

**Intro to Microsoft Word** - Thursday, Sept. 21<sup>st</sup> at 11:00 AM

*This is 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.)*

**Intro to Microsoft Excel** - Tuesday, Sept. 26<sup>th</sup> at 11:00 AM

*This is a basic introduction to the spreadsheet productivity software from Microsoft. Topics to be discussed include: using the ribbon; creating, saving, and printing worksheets; entering and modifying data; and basic functions/formulas. (Intro to MS Word helpful.)*

**Intro to MS PowerPoint** - Thursday, Sept. 28<sup>th</sup> at 11:00 AM

*This class provides a basic introduction to Microsoft's slide presentation software. We will cover using the ribbon; creating, saving, and presenting a slideshow; adding new slides; determining slide layout and design; and entering information to be displayed. (Intro to MS Word helpful.)*

**Have a question about technology not covered by any of these classes? We also offer one-on-one appointments - no cost associated! Please call the library to inquire about this opportunity.**

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

