

## **Basics:**

### **Using a Mouse and Keyboard**

This hands-on class covers how to properly use a mouse and keyboard - essential computer skills. We will practice the single-click and double-click, and discuss the most used keys on the keyboard.

### **Basic Computing**

This hands-on class covers the parts of the computer, opening and closing of computer programs, using the mouse, saving information, and using the recycle bin.

### **Introduction to the Internet**

Familiar with computers and mousing, but not the web? This hands-on class discusses websites and links and the basic toolbar.

### **Intermediate Internet**

Learn more about different search engines, search terms, and using tabs and bookmarks. *Please be familiar with the skills from Introduction to the Internet.*

### **Email Basics**

Please bring your email address and password with you to learn how to send, reply and forward emails. You will also learn tips to avoid spam and viruses. *Please be familiar with the skills in the Basic Computing classes.*

### **Internet Safety: Privacy & Passwords**

In this class you will learn some privacy techniques, as well as how to choose better passwords. *Please be familiar with the skills in the Introduction to the Internet class.*

### **Using a Flash Drive**

Bring a flash drive with you. In this class for beginners, you will learn how to save and organize documents and pictures to your flash drive. You will also learn how to delete items from your flash drive.

## **Microsoft Office:**

### **Excel 1**

Beginning Excel 2010 includes navigating the program, selecting and manipulating columns, rows, and cells. *Please be familiar with the skills in the Basic Computing classes.*

### **Excel 2**

Intermediate Excel 2010 covers formatting, freezing panes, and using basic formulas. *Please be familiar with the skills in Excel 1.*

### **Excel 3**

In Advanced Microsoft Excel 2010, you will learn how to create charts from tables of data. *Please be familiar with the skills in Excel 1 & 2.*

### **PowerPoint**

In this PowerPoint 2010 class, you will learn to navigate the program, add new slides, work with text boxes, graphics, and slide transitions. *Please be familiar with the skills in the Basic Computing classes.*

### **Publisher**

In this class about Publisher 2010, you will learn how to navigate the program, create text boxes, insert and work with graphics, and arrange objects. *Please be familiar with the skills in the Basic Computing classes.*

### **Word 1**

This class covers creating and saving documents and includes working with text and spell checking in Microsoft Word 2010. *Please be familiar with the skills in the Basic Computing classes.*

### **Word 2**

In Microsoft Word 2010, you will learn text, paragraph and page formatting. *Please be familiar with the skills in Word 1.*

### **Word 3**

Intermediate topics in Microsoft Word 2010 will include finding and replacing text, setting tabs, and working with ClipArt. *You should already be familiar with the skills in Microsoft Word 2.*

## **Specialized Classes:**

### **Intro to 3D Printing**

Explore the latest printing technology. Learn how to use the 3D printer, including: Preparing a 3D design file for print, and using the equipment properly and safely. Note: Customers must complete this 3D printer certification before they can use the 3D printer independently.

### **Beginning Photoshop**

Learn to use Photoshop Elements to edit and enhance your images.

### **Explore Animation**

Explore Moho Debut 12, the ideal software for first-time animators, hobbyists and digital artists. Learn about the history of traditional cel animation and how to apply those techniques to animate shapes with a few clicks of the button.

### **Robotics – Sphero SPRK**

Spark your imagination by controlling a robotic device (a Sphero SPRK) with code you create - no experience necessary.

## **Social Media:**

### **Facebook 101**

Learn how to sign up for an account, navigate the website, and how to update your status. Bring your email address with you. *Please be familiar with the skills from the internet classes.*

### **Pinterest 101**

Learn how to sign up for an account, navigate the website, and how to "pin." *Please be familiar with the skills from the Basic Computing classes.*

### **Skype 101**

Bring your own tablet or laptop with built-in camera and learn how to create an account, add a contact, and make a video call.

### **Twitter 101**

Learn how to sign up for an account, navigate the website, what a "tweet" is and how to send one. *Please be familiar with the skills in the internet classes.*

### **Tablet, Laptop, eBook Help:**

#### **iPad Basics**

Did you recently get an iPad? Want to learn more about the basics or how to download free ebooks from the library? This class is for you! Bring your Apple ID and password to learn Settings, Safari, and the App Store. You will also learn Overdrive, the library's ebook checkout app. Limited iPads are also available for those who want to learn about an iPad, but have not yet purchased one.

#### **iPad Intermediate**

In this intermediate class, you will learn about the Maps, Calendar, Contacts, and Camera apps. Library ebooks, e-audiobooks and streaming video will also be discussed. Limited iPads are also available for use. If bringing your own iPad, please also bring your Apple ID and password.

#### **Traveling Tech Station**

Various tablets are available for browsing and questions, or bring your own device to get your questions answered. Information on ebooks, streaming video, and online classes are also provided.