

Test-outs

Want to Take Word or Excel and think you know the early stuff? Show us! Ask us about our test-outs to skip ahead.

Computer Classes at the Computer Lab

Montgomery County-Norristown Public Library
1001 Powell Street, Norristown, PA 19401
www.mc-npl.org
mcnplcomputerlab@gmail.com
610-278-5100 x141

Advanced Registration is Required*

Self-Study

Your schedule doesn't accommodate class time? All of our lesson plans and support materials are available on our website. Ask us where to find them.

Learn the Basics

Welcome to the Web

This series of classes, in 3 weeks, gets you on the internet and sending and receiving emails.

- *Computer Basics*: starts with moving the mouse and basic parts of the computer screen.
- *Internet*: using Web-browser to access the Internet
- *Email*: create a personal E-Mail account

3 weeks

\$15.00

***Important Information* for the Prospective Student**

*Enrollment must be done in person, in advance, at the MC-NPL Computer Lab. Students are considered enrolled only when they have paid. **Class fees are non-refundable.**

Students enrolled in the Computer Essentials course who fail to attend the first class session must call within 24 hours after the missed session or they will be dropped from the course. Fees will not be refunded. Students unable to attend a class session *may* be allowed to sit-in for later sessions, but will not receive support until they log at least one hour of unassisted self-study of the lesson plan for the missed session.

Class sessions start promptly at the scheduled time, and late arrivals (10 minutes or more) *may* be allowed to observe from the back of the room at staff discretion, but they will not be supported through the lesson.

Classes are held in the Computer Lab. You will need a library card with an Internet Access sticker to be admitted to the lab. Please sign in with the Lab Staff a few minutes before class begins.

In case of **inclement weather** students should call the library on day of class to be sure it is open. If the library is closed on your class day, we will make every effort to schedule a make-up class.

By Popular Demand

Comprehensive Track to Productivity

This 9 week series of classes, comprised of 3 courses, is designed for the student determined to learn concepts and skills needed to function effectively at home and especially in a workplace environment. The first course, Computer Essentials is a prerequisite for those interested in continuing their education to learn MS Word and Excel fundamentals.

The Computer Essentials Course

This 5 week course will introduce beginners to the parts of the computer, familiarize them with the use of the mouse, present the various parts of a window, and how to manage the screen, including resizing windows and multi-tasking, with emphasis placed on the task bar. Included also will be creating, saving and organizing files. In addition, students will be introduced to the World Wide Web and ways to navigate it. Then it will help each student sign up for a free email address and learn how to send and receive email and attachments.

5 weeks

\$25.00

The Microsoft Word Course

After completing the previous course, students will be introduced to Microsoft Word 2007 for creating documents such as letters, resumes, and essays. While this is not a typing class, it does teach editing and formatting, how to insert tables and objects, and much, much more.

2 weeks

\$10.00

(Prerequisite: demonstration of proficiency in skills taught in Computer Essentials course)

The Microsoft Excel Course

Our final core course presents Microsoft Excel 2007, a spreadsheet program used for handling large amounts of data or for managing numbers and equations, such as in a budget. The class will explain creation of charts, uses of the formula bar, how to work in multiple worksheets and link information from other workbooks.

2 weeks

\$10.00

(Prerequisite: demonstration of proficiency in skills taught in Computer Essentials and Word 2007 courses)