Computer Classes @ 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

Spring 2017 Class Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	Class Time 6:00 p.m. – 8:00 p.m.	**Class Time 6:00 p.m. – 8:00 p.m.**	**Class Time 6:00 p.m. – 8:00 p.m.**	**Class Time 10:30 a.m. – 12:30 p.m.**
April 24	**April 25** Computer Basics Session 1 **FULL**	April 26	**April 27** Computer Basics Session 1	**April 28** Computer Basics Session 1 **FULL**
May 1	**May 2** Computer Basics Session 2	May 3	**May 4** Computer Basics Session 2	**May 5** Computer Basics Session 2
May 8	**May 9** Internet Session 1	May 10	May 11	**May 12** Internet Session 1
May 15	**May 16** Internet Session 2	May 17	May 18	**May 19** Internet Session 2
May 22	**May 23** MS Word Session 1	May 24	May 25	**May 26** MS Word Session 1
May 29 *Library CLOSED Memorial Day*	**May 30** MS Word Session 2	May 31	**June 1** The Cloud Session 1	**June 2** MS Word Session 2
June 5	**June 6** MS Word Session 3	June 7	**June 8** The Cloud Session 2	**June 9** MS Word Session 3
June 12	**June 13** MS Excel Session 1	**June 14** File Management	**June 15** Create a Website Session 1	**June 16** MS Excel Session 1
June 19	**June 20** MS Excel Session 2	June 21	**June 22** Create a Website Session 2	**June 23** MS Excel Session 2
June 26	**June 27** MS Excel Session 3	June 28	**June 29** Create a Website Session 3	**June 30** MS Excel Session 3

Updated: 6/26/17

Classes resume January 2018

Computer Classes @ 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

Registration Information

- Registrations must be done **in advance** (at least 24 hours before class) and **in person** at the Computer Lab.
- Computer proficiency demos (to skip Computer Basics) must be done **in advance** (at least 24 hours before class) and **in person** at the Computer Lab.
- Classes are filled on a **first come, first served** basis.
- Each course can accommodate **12 students**.
- Payment (cash or check—one check per course, please) is required at the **time of enrollment**. Students are considered enrolled only when they have paid.
- Class fees are **non-refundable**.

Class Information

- 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.
- Class sessions start **promptly** at the scheduled time. 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.
- Students who miss a class session *may* be allowed to observe later sessions. They will not receive support unless they study the material they missed and complete any exercises that accompanied it. This self-study must be performed in the Computer Lab in order to qualify for support in subsequent sessions. Students should allow two hours for this unassisted self-study session.
- 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.

Computer Basics — 2 sessions ($10)

Provides hands-on experience with the mouse and keyboard. Introduces students to the Windows 7 environment including the Desktop, Start menu, opening programs and manipulating windows. No prior computer experience required.

PREREQUISITES

The courses below require students to:

Pass our Computer Basics course **OR** demonstrate basic computer proficiency.

Internet — 2 sessions ($10)

Uses basic internet terminology to teach how to use Internet Explorer to enter web addresses, do simple searches, use navigation tools, create favorites, print and more.

File Management — 1 session ($5)

Learn to use Windows Explorer to organize and manage your files and folders. Learn the difference between Save and Save As, create folders, move files, delete and rename files, etc.

Using the Cloud — 2 sessions ($10)

Learn how to create, edit, and share files in the "cloud" using a free, online platform called **Google Drive**.

Intro. to Microsoft Word 2010 — 3 sessions ($15)

Introduces the student to Microsoft's word processing program. Topics include using the Ribbon, saving documents, printing, highlighting/formatting text, spelling/grammar check, headers/footers, and tables.

Intro. to Microsoft Excel 2010 — 3 sessions ($15)

Introduces the student to Microsoft's spreadsheet program which can be used for handling large amounts of data or for managing numbers and equations, such as in a budget.

~~Intro. to Microsoft PowerPoint 2010 — 3 sessions ($15)~~

~~Microsoft PowerPoint is used for creating slideshow presentations for small groups or large crowds. Learn how to use the software to make presentations that are entertaining and easy to understand.~~ Class not being held this Spring—check back in the Winter.

PREREQUISITES

The course below requires students to:

1. Pass our Computer Basics course **OR** demonstrate basic computer proficiency.
2. Pass our Internet course **OR** demonstrate possession of active email account.

Create a Website — 3 sessions ($15)

Create a website for your business or personal use in this hands-on class. Learn about hosting, content, design, and editing using **WordPress**.

Our entire collection of lesson plans and support materials are available for free on our website: www.mc-npl.org/class-resources