













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 2020 Class Calendar

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

Updated: 2/4/20

Classes resume September 2020

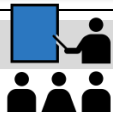
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Registration Information

- 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 registration**. Students are considered **enrolled** only when they have paid.
- Class fees are **non-refundable**. A **course** may be credited, but only if the student cancels at least **24 hours** before the **first meeting date**.



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 at least 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 10 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 Mozilla Firefox to enter web addresses, do simple searches, use navigation tools, create favorites, print and more.

File Management

2 sessions (\$10)



Learn to use File 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.

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 2016

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 2016

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 2016

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.



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