











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



Winter 2018 Class Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	Class Time ↓ 5:30 p.m. – 7:30 p.m. ↓			Class Time ↓ 10:30 a.m. – 12:30 p.m. ↓
January 8	 January 9 Computer Basics Session 1	January 10	January 11	 January 12 Computer Basics Session 1
January 15	January 16 Computer Basics Session 2	January 17	January 18	January 19 Computer Basics Session 2
January 22	 January 23 Internet Session 1	January 24	January 25	 January 26 Internet Session 1
January 29	January 30 Internet Session 2	January 31	February 1	February 2 Internet Session 2
February 5	 February 6 File Management Session 1	February 7	February 8	 February 9 File Management Session 1
February 12	February 13 File Management Session 2	February 14	February 15	February 16 File Management Session 2
February 19 <i>Library CLOSED Presidents' Day</i>	 February 20 MS Word Session 1	February 21	February 22	 February 23 MS Word Session 1
February 26	February 27 MS Word Session 2	February 28	March 1	March 2 MS Word Session 2
March 5	March 6 MS Word Session 3	March 7	March 8	March 9 MS Word Session 3
March 12	 March 13 MS Excel Session 1	March 14	March 15	 March 16 MS Excel Session 1
March 19	March 20 MS Excel Session 2	March 21	March 22	March 23 MS Excel Session 2
March 26	March 27	March 28	March 29	March 30 <i>Library CLOSED Good Friday</i>
April 2	April 3 MS Excel Session 3	April 4	April 5	April 6 MS Excel Session 3

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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**.

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 Internet Explorer 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 **Not offered Winter 2018 term.**

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 **Not offered Winter 2018 term.**

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.

PREREQUISITES



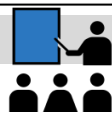
The course below requires students to:

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 **Not offered Winter 2018 term.** 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**.



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.



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