

# Computer Classes @ the Computer Lab!

Montgomery County-Norristown Public Library • 1001 Powell Street • Norristown, PA 19401

[www.mc-npl.org](http://www.mc-npl.org) • [mcnplcomputerlab@gmail.com](mailto:mcnplcomputerlab@gmail.com) • 610-278-5100 x141



## Winter 2019 Class Calendar

In the event of Inclement Weather Closures, Thursday and Friday morning class will be made up on Monday morning when possible, and Tuesday evening class will be made up on Wednesday evening. If library opens late at 11 AM on a Thursday or Friday, class will be held at 11:30 AM.

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

Next term starts April 2

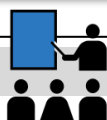
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## Registration Information

- 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**.



## 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](http://www.mc-npl.org/class-resources)