

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 2020 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
	Class Time ↓ 5:30 p.m. – ↓ 7:30 p.m. ↓		Class Time ↓ 10:30 a.m. – ↓ 12:30 p.m. ↓	Class Time ↓ 10:30 a.m. – ↓ 12:30 p.m. ↓
January 13	 January 14 Computer Basics Session 1	January 15	January 16	 January 17 Computer Basics Session 1
January 20	January 21 Computer Basics Session 2	January 22	January 23	January 24 Computer Basics Session 2
January 27	 January 28 Internet Session 1	January 29	January 30	 January 31 Internet Session 1
February 3	February 4 Internet Session 2	February 5	February 6	February 7 Internet Session 2
February 10	 February 11 File Management Session 1	February 12	February 13	 February 14 File Management Session 1
February 17 LIBRARY CLOSED <i>Presidents' Day</i>	February 18 File Management Session 2	February 19	February 20	February 21 File Management Session 2
February 24	 February 25 MS Word Session 1	February 26	February 27	 February 28 MS Word Session 1
March 2	March 3 MS Word Session 2	March 4	 March 5 The Cloud Session 1	March 6 MS Word Session 2
March 9	March 10 MS Word Session 3	March 11	March 12 The Cloud Session 2	March 13 MS Word Session 3
March 16	 March 17 MS Excel Session 1	March 18	 March 19 MS PowerPoint Session 1	 March 20 MS Excel Session 1
March 23	March 24 MS Excel Session 2	March 25	March 26 MS PowerPoint Session 2	March 27 MS Excel Session 2
March 30	March 31 MS Excel Session 3	April 1	April 2 MS PowerPoint Session 3	April 3 MS Excel Session 3

Next term starts April 14

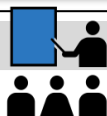
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Registration Information

- 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