

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 2016 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 10:30 a.m. – 12:30 p.m.
April 4	April 5 Computer Basics Session 1	April 6	April 7	April 8 Computer Basics Session 1
April 11	April 12 Computer Basics Session 2	April 13	April 14	April 15 Computer Basics Session 2
April 18	April 19 Internet Session 1	April 20	April 21	April 22 Internet Session 1
April 25	April 26 Internet Session 2	April 27	April 28	April 29 Internet Session 2
May 2	May 3 MS Word Session 1	May 4 The Cloud Session 1	May 5	May 6 MS Word Session 1
May 9	May 10 MS Word Session 2	May 11 The Cloud Session 2	May 12	May 13 MS Word Session 2
May 16	May 17 MS Word Session 3	May 18 Creating a Website Session 1	May 19	May 20 MS Word Session 3
May 23	May 24 File Management	May 25 Creating a Website Session 2	May 26	May 27 File Management
May 30 <i>Library CLOSED Memorial Day</i>	May 31 MS Excel Session 1	June 1 Creating a Website Session 3	June 2	June 3 MS Excel Session 1
June 6	June 7 MS Excel Session 2	June 8 MS PowerPoint Session 1	June 9	June 10 MS Excel Session 2
June 13	June 14 MS Excel Session 3	June 15 MS PowerPoint Session 2	June 16	June 17 MS Excel Session 3
June 20	June 21	June 22 MS PowerPoint Session 3	June 23	June 24

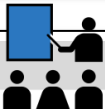
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Registration Information

- Registrations must be done **in advance** (24 hours before class) and **in person** at the Computer Lab.
- Computer proficiency demos (to skip Computer Basics) must be done **in advance** (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

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.

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.

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.



Self-Study

Does your schedule not accommodate class time? Our entire collection of lesson plans and support materials are available for free on our website:

www.mc-npl.org/class-resources

Computer Basics

2 sessions (\$10)



Provides hands-on experience with the mouse and keyboard. Introduces students to the Windows 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.

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 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.

Intro. to Microsoft Excel 2010

3 sessions (\$15)



This course introduces the student to Microsoft Excel 2010, a spreadsheet program used for handling large amounts of data or for managing numbers and equations, such as in a budget.

Using the Cloud: Google Drive

2 sessions (\$10)



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

PREREQUISITES

The course below requires students to:

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

Creating 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**.