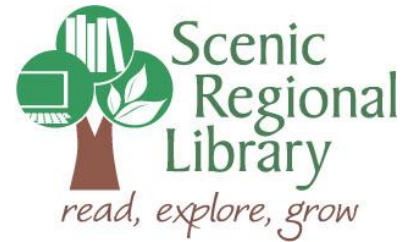


Scenic Regional Library Computer Class Descriptions



Please visit www.scenicregional.org/events to see which classes are being offered in the coming weeks.

Audiobooks for Road Trips

1 Hour

Taking a road trip soon? The drive time will fly by when you listen to a book during the journey. Come learn how to borrow an audiobook from the library on your mobile device and then connect your device to your car or mobile speaker.

Avoiding Phishing Scams

1 Hour

During this class, you'll learn what phishing scams are, how to recognize them and several tips on how to protect yourself.

Basic Computer Operation

1 Hour

During this class, you'll learn how to perform basic tasks with a computer, such as turning it on, using the mouse, navigating the desktop, and shutting it down. The class format will include instruction as well as hands-on practice time on laptops.

Basic Internet Skills

1 Hour

During this class, you'll learn what the internet is, how it works, how to perform basic internet searches, and navigate web pages. The class format will include instruction as well as hands-on practice time on laptops.

Craft & Hobby Tour

1 Hour

Embark on an instructor-led tour of Craft & Hobby, the library's newest database resource for patrons. Craft & Hobby provides you with creative, instructional video content to help you learn a new hobby and improve your skills for ones you already do. It includes topics such as painting, photography, fitness, and so many more!

Getting to Know Google

1 Hour

During this class, you'll gain a general understanding of a few of the more common Google applications and how to access them. The class format will include instruction, practice time on laptops, and a Q & A.

Getting to Know Your Smartphone

1 Hour

During this class, you'll learn about common smartphone brands, navigating the settings menus, and how to download apps. The class format will include instruction as well as a Q & A.

Getting to Know Your Tablet

1 Hour

During this class, you'll learn about common tablet brands, navigating the settings menus, and how to download apps. The class format will include instruction as well as a Q & A.

Getting to Know Windows 11

1 Hour

During this class, you'll learn the primary differences of Windows 11. You'll also receive a tour of the Windows 11 desktop, a tour of the Windows start button and menu, and a few additional helpful tips. The class format will include instruction as well as hands-on practice time on laptops.

Movies and Music and More, Oh My!

1 Hour

Scenic Regional Library is so much more than books! During this class, you will receive an overview of all of the digital services and databases you can access for free with your library card.

MS Excel – A Tour

1 Hour

During this class, you'll learn how MS Excel 2019 is organized with a specific focus on the ribbon. Class will include instruction as well as practice time on laptops.

MS Excel – Creating an Address Book

1 Hour

During this class, you will be provided an address book template that you will learn how to edit and customize. The template can be used for personal contacts as well as membership lists for churches, clubs, and organizations. Please bring a flash drive so you can take your work with you! Class includes instruction as well as practice time on laptops.

MS Excel – Creating a Checkbook Register

1 Hour

During this class, you will be provided a checkbook register template that you will learn how to edit and customize. Please bring a flash drive so you can take your work with you! Class includes instruction as well as practice time on laptops.

MS Excel – Customizing Columns, Rows, and Cells

1 Hour

During this class, you'll learn how to customize and format the columns, rows, and cells in your spreadsheets. Specifically, you'll learn how change column width, change row height, insert and delete columns and rows, apply borders to cells, and change the font color, font style, data alignment, and fill color of your cells. Class includes instruction as well as practice time on laptops.

MS Excel – Manipulating Data

1 Hour

During this class, you'll learn how to sort and filter data in your spreadsheets. You'll also learn how to write formulas to have Excel do the math for you. Class includes instruction as well as practice time on laptops.

MS Excel – Tracking Household Income & Expenses

1 Hour

During this class, you will be provided an Income & Expenses template that you will learn how to edit and customize. Bring a flash drive so you can take your work with you. Class includes instruction as well as practice time on laptops.

MS Excel – Working with Charts

1 Hour

During this class, you'll learn the types of basic charts that are available in MS Excel. You'll also learn how to create a basic chart and customize it. Class includes instruction as well as practice time on laptops.

MS PowerPoint – A Tour

1 Hour

During this class, you'll learn how MS PowerPoint 2019 is organized with a specific focus on the ribbon. Class will include instruction as well as practice time on laptops.

MS PowerPoint – Presenting Slide Shows

1 Hour

During this class, you'll learn how to present your slide shows and even add in a little flare with slide transitions. Class will include instruction as well as practice time on laptops.

MS PowerPoint – Working with Slides

1 Hour

During this class, you'll learn how to add slides, choose slide layouts, and add content to your slides. Class will include instruction as well as practice time on laptops.

MS PowerPoint – Working with Text

1 Hour

During this class, you'll learn how to customize the text in your slide shows including changing font type and text size, color, style, and alignment. Class will include instruction as well as practice time on laptops.

MS Publisher – A Tour

1 Hour

During this class, you'll learn how MS Publisher 2019 is organized with a specific focus on the ribbon. Class will include instruction as well as practice time on laptops.

MS Publisher – Working with Templates

1 Hour

During this class, you'll learn how to choose templates for your publications, fill in the placeholders of the templates, and add / delete placeholders when necessary. Class includes instruction as well as practice time on laptops.

MS Publisher – Customizing Text

1 Hour

During this class, you'll learn how to change the font type and change text size, color, style and alignment. Resizing and repositioning text boxes will also be covered. Class includes instruction as well as practice time on laptops.

MS Word – A Tour

1 Hour

During this class, you'll learn how MS Word 2019 is organized with a specific focus on the ribbon. Class will include instruction as well as practice time on laptops.

MS Word – Document Formatting

1 Hour

During this class, you'll learn basic ways to format documents. Specifically, the class will cover page margins, page orientation, page size, text alignment, and line and paragraph spacing. Class will include instruction as well as practice time on laptops.

MS Word – Font Formatting

1 Hour

During this class, you'll learn the most common font formatting features in MS Word 2019 such as font type, style, color, size, and highlighting. Class will include instruction as well as practice time on laptops.

MS Word – Header & Footer Formatting

1 Hour

During this class, you'll learn what headers and footers are and how to insert them into your Word documents. Class will include instruction as well as practice time on laptops.

MS Word – Using Mail Merge

1 Hour

During this class, you'll learn how to use the MS Word Mail Merge Wizard to create address labels. The process can also be used to create large batches of personalized letters, envelopes, and more. The class format will include instruction as well as practice time on laptops.