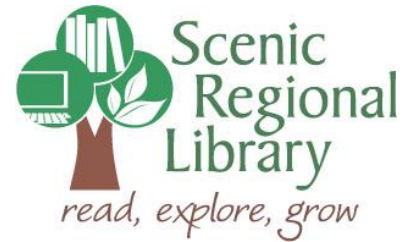


Scenic Regional Library Computer Class Descriptions



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

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.

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! Learn What Your Library Can Do For You

1 Hour

During this program, you'll learn how you can access a variety of digital titles and research databases for free using your library card. The SRL Trainer and Adult Education Instructor will provide you with an overview of some of our digital resources and databases and then open the program up for questions.

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 – 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 – 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.

Take-a-Ticket Technology Service

3 Hours

For this service, the SRL Trainer and Adult Education Instructor will visit a branch for three hours. During this timeframe, patrons can stop by for one-on-one assistance with their laptops, tablets or smartphones. No appointment required!