



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 Computer Terminology

1 Hour

During this class, you will learn essential computer terms such as CPU, mouse, monitor, and icon. You'll also have the opportunity to ask questions about other computer terms you may have heard. While there is no access to an actual computer during this class, knowing these terms is important to successfully operate a computer.

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 10

1 Hour

During this class, you'll learn about the new features of Windows 10, the new look of the desktop and start menu, and how to customize the start menu by removing, adding, rearranging, and resizing tiles. The class format will include instruction as well as hands-on practice time on laptops.

The Library Has That? A Tour of the Scenic Regional Library Website

1 Hour

During this class, we will take a tour of the Scenic Regional Library website so that you'll know what type of information you can find on it and how to access the various services housed on it. There will be a question and answer period at the end of the tour.

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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 2019 – 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 Training

Time Varies

For this training, the SRL Trainer and Adult Education Instructor will visit a branch for a set number of hours. Patrons can register for 30-minute increments of one-on-one time with the Trainer during the set number of hours. They can utilize this time to get assistance with their devices or instruction on how to utilize any of the library's virtual library services (Freegal, Zinio, Hoopla, etc.)

Using Hoopla

1 Hour

Hoopla is a digital streaming media service offered through Scenic Regional Library. Hoopla offers movies, television shows, music albums, audiobooks, eBooks and comic books. During this class, you'll learn how to set up an account with Hoopla and use its features. The class format will include instruction as well as assistance with setting up and using Hoopla on a tablet or smartphone you bring with you to class.

Using Freegal Music

1 Hour

Freegal Music is a music service offered through libraries that allows patrons to stream and download songs and music videos. During this class, you'll learn how to access Freegal Music and use its features. The class format will include instruction as well as assistance with setting up and using Freegal on a tablet or smartphone you bring with you to class.

Using Cloud Library

1 Hour

Scenic Regional Library has partnered with Cloud Library to offer patrons access to a digital collection of eBooks and eAudiobooks. During this class, you'll learn how to access and use the Cloud Library. The class format will include instruction as well as assistance with setting up and using Cloud Library on a tablet or smartphone you bring with you to class.

Using Your Library Account Online

1 ½ Hours

During this class, you will learn about the information available to you in your online library account such as checking due dates and renewing items. Additionally, you'll learn how to search the online catalog and request items. The class format will include instruction as well as hands-on practice time on laptops.