



COMPUTER CLASSES

*There is no charge, but space is limited and reservations are required.
Please visit the Circulation Desk or call the Library at 931-486-2932
to reserve your spot.*

All classes meet in the Multi-purpose Room at the Spring Hill Public Library.

INTRO TO WORD 2010

Monday, September 13, 2010

3:30 – 5:00

Learn to create, save, and find documents using Microsoft Word 2010. Some prior computer experience would be helpful; prior Word experience is not necessary.

INTRO TO WORD 2010 part 2

Monday, September 20, 2010

3:30 – 4:45

Learn to format a document using a variety of editing techniques using Microsoft Word 2010. Previous experience with word processing software is helpful, but not required.

ADVANCED WORD 2010

Monday, September 27, 2010

3:30 – 5:00

Learn how to make labels and do a mail merge, as well as other advanced functions using Microsoft Word 2010. Previous experience with word processing software is helpful, but not required.

INTRO TO EXCEL 2010

Monday, October 18, 2010

3:30 – 4:45

Learn to create, save, and find spreadsheets using Microsoft Excel 2010. Some prior computer experience would be helpful; no previous experience with spreadsheets is necessary.

ADVANCED EXCEL 2010

Monday, October 25, 2010

3:30 – 5:00

Learn to make charts and write formulas for spreadsheets! Previous experience with spreadsheets would be helpful but is not necessary.

SECURITY & CLEANUP

Saturday, November 6, 2010

10:00– 11:30

Get ideas for protecting your computer from viruses and privacy threats, and learn what to do if a virus strikes. Learn how to keep your computer clean of unwanted files and programs. Some prior computer and Internet experience is recommended.

INTRO TO COMPUTERS

Monday, November 8, 2010

3:30 – 5:00

This class is designed for the brand new computer user. Learn the various parts of a computer and how to communicate with a computer by using the keyboard and the mouse. No prior computer experience is necessary.