



Spring Hill Public Library ♦ 144 Kedron Pkwy. ♦ Spring Hill, TN 37174 ♦ 931-486-2932

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 last about 1½ hours and meet in the Multi-purpose Room at the Spring Hill Public Library.

Mondays 3:30 – 5:00 p.m.

January 23 – EXCEL 2010 (PART 1)

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

January 30 - EXCEL 2010 (PART 2)

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

February 6 - COMPUTER BASICS

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.

February 13 – Advance Computer Software Maintenance.

Bring your own laptop. Must have 3 yrs. computer experience. Have a backup image of your computer (This will prevent any permanent damage to an existing working laptop.)

February 27 - Keyboard Basics

Become more comfortable using a computer keyboard by learning the layout of the keys, including the special functions of various keys. No prior computer experience is necessary.

March 5 – MS Publisher

Learn how to make banners, cards and other specialty products. Must have basic keyboarding and 1 Microsoft 2010 class.

March 12 – Intro to Computers

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.

March 19 – Word (Part 1)

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

March 26 – Word (Part 2)

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

April 9 – Excel Part 1

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

April 16 – Excel Part 2

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

April 23 – Internet and Email

Learn how to move around on a website and become familiar with Internet terms. Search techniques and privacy will also be discussed. Learn how to create a message, reply to a message, and attach files and photos, as well as some message formatting suggestions. Some prior computer experience is recommended.