

# COMPUTER TRAINING

The computer classes listed below are offered on a first come, first served basis. If you are interested in attending one of the sessions below do make sure that you read the description and have the experience necessary to take the class. As a change from our previous procedure there will be no prior sign ups for these classes. To attend one of these sessions come to the Information Department on the date and time that the session is being offered. In the event that a class fills up most are repeated each month. Please be on time. If you have any questions ask at the Information Desk or call (860) 347-2520. Thank you.

## **Mandatory Sequence for New Users to Follow:**

1. Mouse Practice – Ask at the Info Desk for help
2. Introduction to Computers
3. Microsoft Word Basics
4. Basic Internet

### **Introduction to Computers**

**Thursday, Sept. 16                      10am-12noon**

This hands-on class is for the beginner who has little or no experience using a computer. It will introduce you to the basics of computer terminology and the popular word processing program, WORD. There are no prerequisites for this class.

### **Microsoft Word Basics**

**Monday, Sept. 23                      10am-12noon**

This class is designed for those new to word processing. Learn how to create, format, save/open and cut/copy and paste documents. Basic keyboard knowledge is desirable. Prior use of mouse is required.

### **Microsoft Word Beyond the Basics**

**Thursday, Sept. 30                      10am-12noon**

This class will reinforce and expand on your basic Word skills. It will include: page set-up, margins, using the clipboard, tabs, and formatting. This class is for those who want to sharpen and develop their basic Word skills. Knowledge of the basic tools of Microsoft Word is required, OR completion of Microsoft Word.

### **Introduction to the Internet**

**Tuesday, Sept. 21                      10am-12noon**

Learn how to search the Internet more effectively in this hands-on introductory class. Basic search techniques and tools will be demonstrated. For those with little or no computer experience we recommend taking the "Introduction to Computers" class before signing up for this class.

### **Microsoft Excel Basics**

**Tuesday, Sept. 7                      6:15-8:15pm**

Those attending this class should be comfortable putting information into a computer using the keyboard, navigating and selecting on the screen with a mouse, as well as using Microsoft Windows and navigating from window to window. We highly recommend that you take Introduction to Computers and Microsoft Word Basics first. Patrons can expect to learn the Microsoft Excel basics about file managing, creating, editing, formatting and navigating spreadsheets, and how to make simple calculations.

### **Microsoft Excel Beyond the Basics**

**Friday, Sept. 10                      10am-12noon**

Before taking Microsoft Excel Beyond the Basics, you should have a general understanding of Microsoft Windows and Excel, spreadsheet and tools, as well as comfort navigating cells and entering numeric and alphabetic information. Taking Russell Library's Excel Basics is highly recommended. Microsoft Excel Beyond the Basics will teach managing Excel workbooks, using functions, simple sorting and filtering of names and numbers, and other worksheet operations.

### **Preparing a Resume for On-line Applications**

**Tuesday, Sept. 14                      10am-12noon**

Before taking this class, patrons should generally understand how to use the Web and Microsoft Word. Using a sample resume, patrons can expect to learn how to format a "paper" resume and prepare an electronic version to post on the Web. The workshop will also explore job sites such as Careerbuilder.com and Monster.com.