

## Basic Computer Classes

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### Intro to Computers

*PC. CPU. Tower. Peripherals. Storage versus memory. What do they all mean?* Whether you're just starting out or need a little boost, this is the class for you! Learn the very basics of how the computer works and what lingo to use when "speaking computers." From knowing software from hardware to knowing a CD-RW from a USB flash drive, this class is just the foundation you need. **Prerequisite: None**  
Thursday, October 15, 2:00 – 4:00 pm  
Tuesday, November 3, 10:00 am – 12:00 pm

### Files and Folders Now more hands on!

*Where did the document go that I just saved? How do I find the pictures of my grandson?* Get organized with all the basics of creating, renaming, moving and deleting files and folders. Learn about the various ways to store files (hard drive, removable devices, CDs, and floppies). **Prerequisite: Basic computer use skills (suggest Intro to Computers and Mouse/Keyboard Workshop).**  
Wednesday, October 14, 2:00 – 4:00 pm  
Wednesday, November 11, 2:00 – 4:00 pm

### Mouse and Keyboard Workshop

This workshop will illustrate the basic functions of a computer keyboard and mouse while providing various online games and tutorials that will help you become familiar with clicking and typing. There will be plenty of time to practice! **Prerequisite: Intro to Computers or equivalent.**  
Tuesday, October 27, 2:00 – 4:00 pm  
Tuesday, November 17, 10:00 am – 12:00 pm

## Internet Classes

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### Internet 101

Investigate how to navigate between and within web-sites as well as how to do a print preview, change homepages, and save to favorites/bookmarks. **Prerequisite: Intro to Computers or equivalent.**  
Thursday, October 22, 2:00 – 4:00 pm

### Web Searching

*Do you ever search the 'net and find everything but what you want?* Then, this class will help you learn ways to improve and refine your search results using category searching as well as advanced search features. We will look at both Yahoo! and Google in our search efforts as well as learn about other search engines. **Prerequisite: Internet 101 or equivalent.**  
Thursday, November 12, 2:00 – 4:00 pm

## Espanol

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### Clases En Espanol

Learn computers in Spanish! KPL is offering a series of classes in Spanish to help you learn the basics and become more familiar with the computer skills needed in today's world. Each class is presented in Spanish and the series is a three week series covering basic computers, internet usage, email, Microsoft Word. Classes to be held at the Washington Square Branch! Please call Carlos Santiago-Lugo at (269) 553-7972 to register and for class schedule.

¡Aproveche esta oportunidad para aprender más sobre computación! La Biblioteca Pública de Kalamazoo está ofreciendo cursos para ayudarle a aprender los conceptos básicos y a familiarizarse con las destrezas necesarias para interactuar con una computadora. Todas las clases contarán con la participación de un empleado bilingüe de la Biblioteca que se encargará de traducir las instrucciones dadas por la profesora.

# Computer Training

October - November 2009



### Find a class that fits your needs!

Call 269-553-7862 to reserve a spot or use our interactive sign-up online at: [www.kpl.gov/computer-training/](http://www.kpl.gov/computer-training/) Each class will be a single session that lasts about 2 hours. Handouts and supplemental materials are included.

### Computer Training Lab

Third Floor — Room 318  
Kalamazoo Public Library, 315 S. Rose St.



KALAMAZOO  
PUBLIC  
LIBRARY

# Microsoft Office 2003

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## Word Basics

Topics include screen layout, tips for typing in Word, some basic editing such as selecting, replacing, inserting, and spell checking, using print preview, saving, closing, opening, printing and some helpful shortcut commands.

**Prerequisite: Basic computer usage and typing skills.**

Thursday, October 22, 10:00 am – 12:00 pm

Wednesday, November 18, 2:00 – 4:00 pm

## Excel Basics 1

Topics: Screen layout and tips for cell entry, formatting techniques such as Merge and Center, font and fill colors, border choices, column expansion and renaming sheet tabs, basic formulas, plus saving, closing, opening, printing with or without gridlines, and some helpful quick commands. **Prerequisite: basic knowledge of Microsoft products (Word for example).**

Tuesday, October 6, 10:00 am – 12:00 pm

Tuesday, November 10, 6:00 – 8:00 pm

## Excel Basics 2

Covers additional formatting techniques such as bulk centering and column stretching, freezing row and column headings, copying groups of cells, copying formulas only, page breaks and creating additional sheet tabs, more work with formulas, creating column charts and pie charts, and printing charts with or without the accompanying spreadsheet.

**Prerequisite: Excel Basics 1 or equivalent.**

Tuesday, October 27, 10:00 am – 12:00 pm

Tuesday, November 24, 6:00 – 8:00 pm

## Publisher Basics

From greeting cards to calendars to flyers, Microsoft Publisher allows you to design and create many things. In this class, learn how to layout and customize various items creating a sample greeting card. Various fundamentals of desktop publishing will be discussed such as graphics and ways to include them, templates, wizards, file saving, and printing. **Prerequisite: Word 1 or equivalent (basic Microsoft Office product knowledge).**

Wednesday, November 18, 10:00 am – 12:00 pm

## Other Classes

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### Digital Photos 101

You've taken a zillion pictures on your digital camera, but have no idea what to do next! Learn how to get the images from your camera to your computer and use Microsoft Picture Manager for basic photo editing. Then, name, copy, and organize the photos on your computer so you can successfully share them with others on CD or flash drive as well as Internet sites like Flickr. **NOTE: You are welcome to bring your camera or laptop if you'd like, but this is not designed to be a hands-on session. We will provide hand-outs to accompany the information that is shared so you will have something to refer to at home.**

Wednesday, November 25, 10:00 am – 12:00 pm

# Finding a Job Series

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## Job Seeking Tips

Laid off? Just out of school? Looking for work after an extended absence? Learn about many helpful library materials and discover community and Internet resources. Become a savvy job seeker using a variety of searching tools.

Wednesday, October 14, 10:00 am – 12:00 pm

Eastwood Branch Library

1112 Gayle Ave.

Tuesday, November 10, 2:00 – 4:00 pm

Powell Branch Library

1000 W. Paterson St.

## Résumé Workshop

Discuss the ins and outs of résumé and cover letter writing, then create and/or revise these documents. Bring your current résumé for review and suggestions.

Wednesday, October 21, 10:00 am – 12:00 pm

Eastwood Branch Library

1112 Gayle Ave.

Tuesday, November 17, 2:00 – 4:00 pm

Powell Branch Library

1000 W. Paterson St.

## Interviewing Skills

Learn how to present yourself, what to wear, how to answer questions, and what information you should and shouldn't discuss in a job interview. Increase your confidence by rehearsing one-on-one with a professional.

Wednesday, October 28, 10:00 am – 12:00 pm

Eastwood Branch Library

1112 Gayle Ave.

Tuesday, November 24, 2:00 – 4:00 pm

Powell Branch Library

1000 W. Paterson St.