

BASIC CORE CLASSES:

INTRODUCTION TO COMPUTERS AND THE INTERNET

Designed for the non-computer user or for those with limited computer experience. Will identify the parts of the computer system, storage media, and software available in our computer lab at the library. Instructions will include the start-up and shut-down of a computer, using a mouse, how to save to a CD, fundamentals of the Microsoft Windows Operating System, and the basics of using the internet.

INTERNET SEARCHING

Covers basic browser usage with examples and fun exercises, including typing web addresses and visiting websites. This session will also show you how to manage your favorite websites and how to use keywords to search on the web. On day 2, we will learn how to use e-mail. We will set-up e-mail accounts, send and receive e-mail, and work with attachments (send pictures and documents). You will also learn the differences between CC and BCC.

Prerequisite Class:
Intro to Computers

MICROSOFT WORD

Covers the basics of document creation, editing, and formatting. This class will also cover outlining, letter wizard, and resume wizard.

Prerequisite Class:
Intro to Computers

ADVANCED CLASSES:

ADVANCED MICROSOFT WORD

Learn how to insert pictures and work within a text box. Learn how to mail merge and print envelopes and labels.

Prerequisite Class: Microsoft Word

MICROSOFT EXCEL

Learn how to create, edit, format, and print basic spreadsheets. You will also create formulas, use "Autofill", make charts/graphs, and transfer information from one spreadsheet to another.

Prerequisite Class: Microsoft Word

MICROSOFT POWERPOINT

Create slide show presentations on the computer screen that can be projected for a presentation. Learn to enter text, ClipArt, sounds, and music to make presentation that is enhanced with formatting and transitions.

Prerequisite Class: Microsoft Word

SCANNER BASICS

Introduces images, files, and file handling. You will learn how to scan images using a flatbed scanner and practice scanning and printing images. Learn how to place scanned pictures on a CD to have access later on.

MICROSOFT ACCESS

Learn how to use and create databases, build and manipulate tables, create forms, perform queries, and create reports.

Prerequisite Class: Microsoft Excel

PUBLISHER BASICS

Create greeting cards, business cards, flyers, and "MailMerge" award certificates.

Prerequisite Class: Microsoft Word

ADVANCED INTERNET SEARCHING

Learn a little about the history of the Internet and how it works. Learn how to effectively search, Boolean logic, and how to make and maintain bookmarks. Enjoy and overview of a wide variety of exciting resources that Morrisson-Reeves Library is creating and buying for you to use, including the card catalog, INSPIRE, Chilton Auto Repair Reference Center, Local History Site, Reference USA business database, and much more.

Prerequisite Class: Internet Searching

2010 CLASS SCHEDULE:

Registration begins 2 weeks prior to the start of each class.

JUNE

1-3	Intro to Computers	4:00-6:30
14-15	Internet Searching/Email	4:00-6:30
21-23	Microsoft Word	4:00-6:30
28-30	Microsoft Excel	4:00-6:30

JULY

12-15	Intro to Computers	9:30-12:00
19-20	Internet Searching/Email	9:30-12:00
26-28	Microsoft Word	9:30-12:00

AUGUST

2-4	Powerpoint	4:00-6:30
9-12	Intro to Computers	4:00-6:30
16-17	Internet Searching	4:00-6:30
23-25	Microsoft Word	4:00-6:30
31	Adv. Internet Searching	4:00-6:30

All of our computer classes are free, hands-on instruction offered in the Gates Computer Lab.

The Gates Computer Lab is located in the Lower Level of the Library in the Audio-Visual Department.

REGISTRATION POLICY

Please read before registering for classes!

Our computer lab is equipped with 14 computers available for instruction and one teaching station. Therefore, class size is limited to no more than 14 individuals for any scheduled training session. To take any of our computer training classes, you must register with our Reception Office or A-V Desk - in person or by phone at 765-966-8291 or through our website.

Registration for any of our individual sessions or series (such as Microsoft Word, Excel, etc.) begins no earlier than two weeks before the date of the class. If you call the Library or drop by to register for a training session and the session is already full, you may be placed on a waiting list for that particular session.

For the sake of others wanting to take computer training and are not able to register for classes due to full registration, please notify our Reception Office or our website as soon as you know that you will not be able to attend a session for which you are registered so that your slot is made available to someone else.



Morrisson-Reeves Library

Another Day of Discovery
Every Day of Your Life

Library Hours

Monday - Thursday
9:00 am - 7:00 pm

Friday - Saturday
9:00 am - 5:00 pm

Sunday
Closed

Visit Us

Morrisson-Reeves Library
80 North 6th Street
Richmond, Indiana 47374
Tel: 765-966-8291

Visit Us Online

www.mrlinfo.org
library@mrlinfo.org



FREE COMPUTER CLASSES

DID YOU KNOW?

**Morrisson-Reeves
Library
offers free
computer classes.**

Registration is required.
Included in this brochure is
our current class schedule.



Phone: 765-966-8291
Web: www.mrlinfo.org