



Allendale Township Library: 2011 Computer Classes

Introduction to Computers I: Basics (1 ½ hours)

This “no fear” class offers an introduction to what a computer is and how to use it. The class is designed for the true beginner with little or no experience on a computer and will introduce you to the basic components of a computer as well as basic functions of a keyboard and mouse. Limited to 5 participants.

Feb. 9 (Wed.) 10:00 AM
May 11 (Wed.) 6:00 PM

Aug. 3 (Wed.) 10:00 AM
Oct. 12 (Wed.) 10:00 AM

Introduction to Computers II: File Management (1 ½ hours)

This class is a continuation of Intro to Computer I and will cover creating, saving, and accessing files and programs on your computer. Limited to 5 participants.

Feb. 23 (Wed.) 10:00 AM
May 25 (Wed.) 10:00 AM

Aug. 24 (Wed.) 10:00 AM
Oct. 26 (Wed.) 10:00 AM

Introduction to E-Mail (1 hour)

Through this class, you will learn what e-mail is and how to use it. You will set up a Yahoo e-mail account and will learn how to open and send e-mails, create an e-mail, and send attachments. Limited to 5 participants.

Mar. 9 (Wed.) 1:30 PM
May 16 (Mon.) 1:30 PM

Aug. 24 (Wed.) 1:30 PM
Nov. 8 (Tues.) 1:30 PM

Introduction to Internet Searching (1 ½ hours)

This class will introduce you to the Internet. You will learn a brief overview of the Internet as well as how to find information using search engines such as Google. Limited to 5 participants.

Mar. 10 (Thurs.) 3:15 PM
May 16 (Mon.) 3:15 PM

Aug. 24 (Wed.) 3:15 PM
Nov. 8 (Tues.) 3:15 PM

Introduction to Microsoft Word (1 ½ hours)

This class will introduce you to Microsoft Word, a word processing program. You will learn to create a document, change fonts, cut and paste, and do many other things in Word. Limited to 5 participants.

Mar. 9 (Wed.) 3:15 PM
Oct. 3 (Mon.) 1:30 PM

Aug. 25 (Thurs.) 1:30 PM

Advanced Microsoft Word (1 ½ hours)

This class will build upon the Intro to Word class. You will learn to format your document, use clipart and text boxes, and utilize templates. Limited to 5 participants.

Mar. 10 (Thurs.) 1:30 PM
Oct. 3 (Mon.) 3:15 PM

Aug 25 (Thurs.) 3:15 PM

Social Networking (1 hour)

This class explores popular websites such as Facebook, Twitter, and YouTube. Limited to 5 participants.

Mar. 28 (Mon.) 1:30 PM
Sept. 7 (Wed.) 1:15 PM

Jun. 27 (Mon.) 3:15PM

Please call the Allendale Library at 895-4178 or stop by the library to sign up for classes. There is a minimum of 3 people for each class. Classes with fewer than 3 registrants will be cancelled the day prior to the class.