

Library Computer Classes Provide Life-Long Learning

Have you been struggling to use that word processing program at work? Have you been trying to figure out how to get all those pictures off of your new digital camera? If so, we can help.

The Bartholomew County Public Library offers no charge computer classes for all ages that will help you do all of the above and much more. Our class offerings for March include:

Teen and Adult Classes

Computer Basics

Thursday, March 6 from 6:00 to 8:00 pm

For persons who are new to computers. How to use a mouse, open programs, enter and save information. How to create folders, organize documents, change the screen background.

Internet Searching Basics

Monday, March 10 from 6:00 to 8:00 pm

This class teaches the functions and capabilities of Microsoft Internet Explorer web browser, searching strategies to find accurate information, how to navigate the Internet safely, and other tips for searching the World Wide Web.

Microsoft Word Basics

Wednesday, March 11 from 6:00 to 8:00 pm

Participants learn how to write letters and documents, add special effects, use the clipboard, take advantage of spelling and grammar help, and how to move and save their work.

Microsoft PowerPoint Basics

Thursday, March 13 from 6:00 to 8:00 pm

Learn to create, run, print, and edit projects using Power Point, an application that lets you create a presentation slide by slide.

HeritageQuest and Ancestry.com

Saturday, March 15 from 2:30 to 4:00 pm

Learn how to use the library's databases for genealogy searching. Participants need some knowledge of genealogy searching and using computers.

Microsoft Excel Level I

Tuesday, March 18 from 6:00 to 8:00 pm

Participants learn how to create basic spreadsheets and format the data sheet for printing.

Editing and Sharing your Digital Pictures

Wednesday, March 19 from 6:00 to 8:00 pm

This class will teach how to transfer pictures to a computer, how to perform basic editing (such as red eye reduction and color adjustments) and how to print an image.

Microsoft Excel Level II

Thursday, March 20 from 6:00 to 8:00 pm

Learn how to use the built in functions of Excel and how to display data in graph format.

Classes for Grades 1-6

Beginning Computers

Thursday, March 6 from 4:30 to 5:00 pm

Learn the basics of using a computer such as how to use a mouse, open and close programs, play pre-installed computer games and computer care.

Advanced Computers

Thursday, March 13 from 4:15 to 5:15 pm

Learn to create folders, organize documents, change computer's screen saver and background, rearrange icons on the desktop, use right-click on the mouse and organize the task bar. Student must have basic computer skills.

Microsoft Word

Thursday, March 20 from 4:15 to 5:15 pm

Learn how to create and format a document, save and organize files, create folders, use clipart and use the tool bar. Student must have basic computer skills.

To register for the Teen/Adult classes please contact the Reference Department at 379-1266 or email reference@barth.lib.in.us. To register for the children's classes please contact the Children's Department at 379-1288. Class size is limited and classes fill quickly so contact us to reserve your seat today. Our class offerings change monthly and will always be posted on our website: www.barth.lib.in.us.

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