

- ♦ **Vernon Parish Library is offering FREE 2-hour Computer Training Classes taught by Certified Trainers.**
- ♦ **Register at circulation desk or call the Library**
- ♦ **Classes are limited to 15 students**
- ♦ **Stand-bys will be allowed if there are any no-shows**

March 26

- 10 a.m. to 12** **Computer Basics** (Covers computer terms — Storage devices — Software — Mouse & keyboard — Navigating the desktop & Windows)
- 1 p.m. to 3 p.m.** **Internet Step 1** (What is the Internet & how do we use it — Introducing browsers — Search engines & how to use them — Internet security — Final project)

April 2

- 10 a.m. to 12** **Windows 8, Step 1** (What is different – Using modern apps & charms – Back to the desktop – Applications – Introduction to work processing – Final project)
- 1 p.m. to 3 p.m.** **Tablets and e-Readers 101 (must bring your own tablet)** What are these devices & how do we use them — Navigating a hand-held device — Apps — The Internet — eBooks)

April 9

- 10 a.m. to 12** **Computer Basics** (Covers computer terms — Storage devices — Software — Mouse & keyboard — Navigating the desktop and Windows)
- 1 p.m. to 3 p.m.** **Word 1** (Getting around Word — Creating a new document — Entering & editing text — Proofing a document — Saving & printing a document — Final project)

April 16

- 10 a.m. to 12** **Windows 8, Step 2** (Searching — Files & folders — Moving files — Customizing Windows — Power options)
- 1 p.m. to 3 p.m.** **Internet Step 2** (Browser tools — Bookmarks/favorites — History — Security settings — Tab browsing — Setting a home page — Capturing data from the Internet)

April 23

- 10 a.m. to 12** **Word 2** (Formatting text — Formatting page layout — Inserting objects & pictures — Formatting objects & pictures — Final project)
- 1 p.m. to 3 p.m.** **Computer Tutor** (ask your questions) **Instructor available to answer questions in Word, PowerPoint, Excel Access, Outlook, Windows, e-Mail, Internet usage & tablets)**

FREE Computer Classes



Vernon Parish Library

337-239-2027 or 800-737-2231 www.vernon.lib.la.us

The People's University

