

- ♦ Vernon Parish Library is offering **FREE 2-hour Computer Training Classes** taught by a Certified Trainer.
- ♦ 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

May 14 (Wed.)

- 10 a.m. to 12 **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)
- 1 p.m. to 3 p.m. **Computer Basics** (Covers computer terms — Storage devices — Software — Mouse & keyboard — Navigating the desktop and Windows)

May 20 (Tues.)

- 10 a.m. to 12 **Excel 1** (Introduction to spreadsheets & terminology - Getting around Excel - Inputting data - Simple calculations - Project creation)
- 1 p.m. to 3 p.m. **Windows 8, Step 1** (What is different - Using modern apps & charms - Back to the desktop - Applications - Introduction to work processing - final project)

May 29 (Thur.)

- 10 a.m. to 12 **Word 1** (Getting around Word — Creating a new document — Entering & editing text — Proofing a document — Saving & printing a document — Final project)
- 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)

June 3 (Tues.)

- 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. **Excel 1** (Introduction to spreadsheets & terminology - Getting around Excel - Inputting data - Simple calculations - Project creation)

June 12 (Thur.)

- 10 a.m. to 12 **Excel 2** (Formatting a worksheet - Editing data - Introducing functions - Inserting objects - Project creation)
- 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)

June 19 (Thur.)

- 10 a.m. to 12 **Computer Security** (Passwords - Email security - Anti-virus protection - Social networking - Windows Security with updates & user settings - File security with Backups)
- 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