



Adult Computer Classes

at the Petersburg Public Library

June 4-August 9, 2018



BASIC

Mondays from 3:00-5:00 p.m.

Are you a “beginner” on the computer? BASIC computer classes will introduce you to the computer, to common software programs such as Microsoft Word and Microsoft Excel, and to e-mail. **Knowledge of the computer keyboard/typing is required.** *Students should bring a removable drive / flash drive.*

- June 4 **Intro to Computers: Using Simple Ribbon Figures**
- June 11 **Word 2013, Part 1: Creating a Simple Flyer with a Picture & Page Border**
- June 18 **Word 2013, Create a Resume Using a Template**
- June 25 **Word 2013, Creating a Cover to Accompany a Resume**
- July 9 **Excel 2013, Making a Computer Formatted Worksheet**
- July 16 **Excel 2013, Making a User Formatted Worksheet, Part 1**
- July 23 **Excel 2013, Making a User Formatted Worksheet and Cart, Part 2**
- July 30 **Outlook 2013, Using the Calendar Feature to Record Appointments & Events**
- August 9 **Finding Health Information on the Internet & Accessing Your Medical Records Online**

INTERMEDIATE

Thursdays from 6:00-8:00 p.m.

Have you had some experience on the computer? INTERMEDIATE classes will introduce you to advanced features of software programs such as Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft Publisher, and “apps” for portable devices. **Students should bring a removable drive / flash drive.**

- June 7 **Access 2013, Part 1: Finishing the Personnel Record from May**
- June 14 **Access 2013, Part 2: Finishing the Personnel Record from May**
- June 21 **Publisher 2013, Part 1: Making a Newsletter Using Text Boxes & Picture Frames**
- June 28 **Publisher 2013 Making a Newsletter Using Text Boxes and Picture Frames Part 2**
- July 12 **Word 2013, Creating a Sales Proposal , Part 1**
- July 19 **Word 2013, Creating a Sales Proposal, Part 2**
- July 26 **Word 2013, Creating a Sales Proposal, Part 3**
- August 2 **Excel 2013, Exporting Data into an Excel Worksheet**

Students taking the INTERMEDIATE Class must have prior computer experience, know the Office 2013 Ribbon basics, and must demonstrate that they are capable of independent work by reading lesson instructions.

Classes are taught by Barbara Southall, professor of Computer Science at Richard Bland College.

There is no charge for the class, and registration is not required, but there are a limited number of spaces—we will accommodate students on a “first come, first served” basis.

You must be on time.

Spaces are limited, and we cannot admit students after the class begins

Classes are held at
Petersburg Public Library • 201 West Washington Street
Computer Training Room (second floor)

If you have any questions, please call 733-2387.

