



Adult Computer Classes

at the Petersburg Public Library

January 7-March 14, 2019



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.*

- January 7** **Word 2013**-Creating a Simple Flyer with a picture
- January 14** **Word 2013**—Creating a Resume, Part 1
- January 28** **Word 2013**, Creating a Resume, Part 2—Creating a Cover Letter to Accompany the Resume
- February 4** **Internet, Part 1** Creating a Simple Personal Web Page (Student must have a valid and active Internet User ID and Password from an e-mail site.)
- February 11** **Internet, Part 2**—Finish Creating a Person Web Page (Must have attended the February 4 session.)
- February 25** **Excel 2013, Part 1**—Creating a Worksheet to Track Personal Wages
- March 4** **Excel 2013, Part 2** – Creating a Chart to Accompany the Wages Worksheet
- March 13** **Word 2013**—Creating Personal Return Address Labels, Recipe Cards and Note

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.**

- January 10** PowerPoint 2013, Part 1 – Making a Presentation with Inserted Garden Photos
- January 17** PowerPoint, Part 2 – Adding Graphics to the Slides, and Creating Sections
- January 31** PowerPoint 2013, Part 3 – Creating a Photo Album
- February 7** PowerPoint 2013, Part 4—Finish the Photo Album
- February 14** Excel 2013—Placing the Amortization Table into an Excel Calculator
- February 28** Access 2013, Part 1—Adding Command Buttons, Adding Multiple Choices to a Master Form
- March 7** Access 2013, Part 2 – Adding a Calculated Field, Adding a Subform
- March 14** Access 2013 and Excel 2013 – Splitting and Merging Cells, Moving Cells, Margins and Padding

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.

