



# Adult Computer Classes

at the Petersburg Public Library

March 26 - May 17, 2018



## BASIC

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.*

- March 26     **Intro to Computers: Using Simple Ribbon Figures**
- April 2     **Word 2013, Part 1: Creating a Simple Flyer with a Picture**
- April 9     **Word 2013, Part2: Creating Form Letters**
- April 16    **PowerPoint 2013, Part 1: Creating a Simple PowerPoint Presentation with Bullets and Graphics**
- April 23    **PowerPoint 2013 Part 2: Finish Creating a Simple PowerPoint Presentation with Bullets and Graphics**
- April 30    **Access 2013, Part 1: Creating Databases**
- May 7     **Access 2013, Part 2: Making Queries About the Database**
- May 14    **Exel 2013: Making and Interactive Payment Calendar**

## INTERMEDIATE

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.*

- March 29    **Excel 2013, Part 1: Creating Membership Data for a Non-Profit Group**
- April 5     **Excel 2013, Part 2: Finding Selected Date for the Non-Profit Group**
- April 12    **PowerPoint 2013, Part 1: Creating a 6 Slide Presentation**
- April 19    **PowerPoint 2013 Part 2: Adding Animation and User Designated Motion**
- April 26    **PowerPoint, Part 3: Adding Special Features to the Presentation**
- May 3     **Access 2013, Part 1: Making Two Databases: Consumer and Personnel**
- May 10    **Access 2013, Part 2: Making a File Card for Each Consumer and Personnel**
- May 17    **Access 2013, Part 3: Finish Making File Cards**

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.

