Adult Computer Classes
at the Petersburg Public Library Computer Training Room
201 West Washington Street
January 2020– March 2020

**BASIC**
Mondays 3:00 PM– 5:00 PM
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 6  Word 2013—Creating a Flyer with Graphics and Bullets
February 3 Excel 2013, Part 1—Creating an Excel Worksheet for What-if Assumptions Worksheet
February 10 Excel 2013, Part 2—Completing the What-if Assumptions Worksheet
February 24 Word 2013, Part 1—Creating a Title Page for a Company Brochure
March 2  Word 2013, Part 2— Creating the Informational Page
March 9  Word 2013, Part 3— Finish the Informational Page

**INTERMEDIATE**
Thursdays 6:00 PM-8:00 PM
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 9  PowerPoint 2013, Part 1— Creating a Presentation with Graphics and SmartArt
January 16  PowerPoint 2013, Part 2—Customizing the Graphics and Adding Animation
January 30  PowerPoint 2013, Part 3—Adding Actions Buttons and Specialized Transitions
February 6  Word 2013, Part 1—Making a Community Newsletter—Front Page
February 13  Word 2013, Part 2 — Making a Community Newsletter—Back Page
February 27  Word 2013, Part 3—Completing the Community Newsletter
March 5  Excel 2013, Part 1—Making a Company Worksheet and Changing to a Table
March 12  Excel 2013, Part 2—Making Queries about the Table

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.

For more information call (804) 733-2387 or visit www.ppls.org