



Computer & Tablet Classes

Feb. | Mar. | April. | May 2018

All computer classes are held in the lower level computer lab.

All tablet class are held in the upper level conference room.

Introduction to the Computer

An introduction to the computer and how to get started with a computer or laptop for adults and seniors. Concepts covered include: basic parts of the computer, keyboard & mouse usage, and basic introduction to computer use.

Friday, February 2 , 2:00 pm

Friday, March 2, 2:00 pm

Monday, April 2, 7:00 pm

Tuesday, May 1 7:00 pm

registration begins January 12

registration begins February 9

registration begins March 12

registration begins April 10

Introduction to the Internet

This class provides a brief introduction to using the internet. We will cover web browsers (Chrome, Explorer, Firefox), search engines, and security.

Saturday, February 3, 2:00 pm

Monday, March 5, 7:00 pm

Tuesday, April 3, 7:00 pm

Saturday, May 5, 2:00 pm

registration begins January 13

registration begins February 12

registration begins March 13

registration begins April 14

Introduction to Microsoft Excel I & II

A basic Introduction into Microsoft Excel and how to use spreadsheets. You should be fairly comfortable with using the mouse and keyboard. We will introduce data entry, formatting, formulas and charts. We will also cover data analysis with sorting, using subtotals, pivot tables/charts, and more.

Excel I: Friday, February 9, 2:00 pm

Excel II: Friday, February 16, 2:00 pm

Excel I: Wednesday, March 7, 7:00 pm

Excel II: Wednesday, March 14, 7:00 pm

Excel I: Thursday, April 12, 7:00 pm

Excel II: Thursday, April 19, 7:00 pm

Excel I: Wednesday, May 9, 7:00 pm

Excel II: Wednesday, May 16, 7:00 pm

registration begins January 19

registration begins January 26

registration begins February 14

registration begins February 21

registration begins March 22

registration begins March 29

registration begins April 18

registration begins April 25


To register, call 708-687-3700 or visit our website calendar: <http://acornlibrary.org/calendar>

Registration begins 3 weeks before the date of each class.



Acorn Public Library · 15624 Central Avenue Oak Forest, IL 60452 · 708.687.3700 · www.acornlibrary.org





All computer classes are held in the lower level computer lab.
All tablet class are held in the upper level conference room.

Introduction to Microsoft Word 2013

A basic introduction into Microsoft Word and how to use word processors with formatting, tables and more. You should be fairly comfortable with using the mouse and keyboard.

Friday, May 25, 2:00 pm

registration begins May 4

Files and Folders

In this class, you will learn about files and folders and how to use them to store and organize your documents and pictures. There is no fee for this class. Advanced registration is required.

Tuesday, February 20, 6:30 pm

registration begins January 30

Friday, March 30, 2:00 pm

registration begins March 9

Tuesday, April 24, 7:00 pm

registration begins April 3

Tuesday, May 29, 7:00 pm

registration begins May 8

Introduction to Microsoft Power Point 2013

A basic introduction to Microsoft PowerPoint. You should be fairly comfortable with using the mouse and keyboard. We will cover creating and formatting a slide show, inserting pictures and word art, adding transitions, animations, and more.

Wednesday, February 21, 7:00 pm

registration begins January 31

Saturday, April 21, 2:00 pm

registration begins March 31

iPad 101

This class covers the basic operations and functions of using an iPad. You will also discover library resources that allow you to download eBooks, eAudiobooks, videos, and magazines to your device for free! Please be sure to bring your iPad.

Monday, February 26 7:00 pm

Android Tablet 101

This class covers the basic operations and functions of using an Android tablet. You will also discover library resources that allow you to download eBooks, eAudiobooks, videos, and magazines to your device for free! Please be sure to bring your tablet.

Saturday, February 24, 2:00 pm

To register, call 708-687-3700 or visit our website calendar: <http://acornlibrary.org/calendar>

Registration begins 3 weeks before the date of each class.



Acorn Public Library · 15624 Central Avenue Oak Forest, IL 60452 · 708.687.3700 · www.acornlibrary.org

