



Computer Classes

January, February, & March 2017

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

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.

Wednesday, January 11, 6:30pm

registration begins December 21

Wednesday, February 1, 6:30pm

registration begins January 11

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, January 28, 2:30pm

registration begins January 7

Wednesday, February 15, 6:30pm

registration begins January 25

Wednesday, March 22, 6:30pm

registration begins March 1

Introduction to Microsoft Excel 2013

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.

Thursday, January 13, 2:30pm

registration begins December 23

Friday, February 10, 2:30pm

registration begins January 20

Tuesday, March 7, 6:30pm

registration begins February 15

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, January 13, 2:30pm

registration begins December 23

Wednesday, March 15, 6:30pm

registration begins February 23

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 and animations, and more.

Saturday, February 25, 2:30pm

registration begins February 4

Registration is required

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

