



Computer Classes

Sept. | Oct. | Nov. | Dec. 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.

Saturday, September 2, 2:00 pm

registration begins August 12

Saturday, October 7, 2:00 pm

registration begins September 16

Monday, November 6, 6:30 pm

registration begins October 16

Saturday, December 2, 2:00 pm

registration begins November 14

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, September 9, 2:00 pm

registration begins August 19

Wednesday, October 18, 6:30 pm

registration begins September 27

Wednesday, November 8, 6:30pm

registration begins October 16

Tuesday, December 5, 6:30 pm

registration begins November

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.

Wednesday, September 13, 6:30 pm

registration begins August 23

Thursday, October 19, 6:30pm

registration begins September 28

Wednesday, November 15, 6:30pm

registration begins October 25

Wednesday, December 11, 6:30 pm

registration begins November 20

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.

Wednesday, September 20, 6:30 pm

registration begins August 30

Tuesday, November 28, 6:30pm

registration begins November 7

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.

Monday, October 23 6:30pm

registration begins October 2

Wednesday, December 20, 6:30 pm

registration begins November 29

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

