



Computer & Tablet Classes

June | July | August | 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.

Monday, June 4, 7:00 pm

Tuesday, July 10, 7:00 pm

Wednesday, August 8, 7:00 pm

registration begins May 14

registration begins June 19

registration begins July 18

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.

Tuesday, June 5, 7:00 pm

Wednesday, July 11, 7:00 pm

Monday, August 13, 7:00 pm

registration begins May 15

registration begins June 20

registration begins July 23

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: Wednesday, June 13, 7pm

Excel II: Wednesday, June 20, 7pm

Excel I: Tuesday, July 24, 7pm

Excel II: Tuesday, July 31, 7pm

Excel I: Wednesday, August 15, 7pm

Excel II: Wednesday, August 22, 7pm

registration begins May 23

registration begins May 30

registration begins July 3

registration begins July 10

registration begins July 25

registration begins August 1


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.



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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, July, 20 2:00 pm

registration begins June 29

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, June 26, 7:00 pm

registration begins June 5

Monday, July 30, 7:00 pm

registration begins July 9

Tuesday, August 28, 7:00 pm

registration begins August 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.

Friday, June 1, 2:00 pm

registration begins May 11

Saturday, August 4, 2:00 pm

registration begins July 14

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