**COMPUTER CLASS FAQS**

**DO I NEED TO PRE-REGISTER FOR CLASSES?**
Yes, pre-registration is required, unless otherwise noted.

**WHERE ARE CLASSES HELD?**
The Nancy Huntley Computer Classroom on the second floor of the library.

**ARE CLASSES EVER CANCELLED?**
Yes, if fewer than 3 people are signed up for a class, Lincoln Library reserves the right to cancel the class 24 hours in advance.

**HOW DO I SIGN UP?**
Call 217-753-4900, extension 5627 OR visit the library calendar at http://goo.gl/tdnQ0f

---

**CLASS SCHEDULE**

**TUESDAY, JANUARY 7TH 2-3:30PM**
**COMPUTER BASICS**
Learn about the keyboard, mouse, monitor and printer, and how to: turn on/off a computer, how to open/close a program and more. You must take this class before any other if you are not comfortable using a computer.
Length: 1.5 hours

**THURSDAY, JANUARY 9TH 10-11:30AM**
**WINDOWS 10 BASICS**
Learn how to navigate the new Windows 10. Learn about changes and new features from previous Windows versions. We’ll look at the new internet browser, Microsoft Edge, and Cortana, a personal assistant program, as well as other tips to use Windows 10. Must have experience with the mouse, Windows, and the Internet.
Length: 1.5 hours

**FRIYDAY, JANUARY 10TH 3-4:30PM**
**EXPLORING YOUR FAMILY TREE**
An introduction to the genealogy resources offered and compiled by the library. Must have computer experience.
Length: 1.5 hours

**TUESDAY, JANUARY 14TH 2-3:30PM**
**INTERNET BASICS**
Choose your internet browser and learn about the different search engines available. Must have basic computer knowledge.
Length: 1.5 hours

**WEDNESDAY, JANUARY 15TH 10-11:30AM**
**MICROSOFT WORD BASICS**
Learn how to write, edit and save word processing documents and how to use templates and clipart to make flyers and announcements. Must have basic computer knowledge. Uses Word 2010.
Length: 1.5 hours

**THURSDAY, JANUARY 16TH 2-3:30PM**
**JOB CENTER**
Drop in anytime to get help using templates to create a resume, learn where to get feedback on your resume, develop your online job-searching skills, and anything else job-related during this open questions session. No registration required.
Length: 1.5 hours

**WEDNESDAY, JANUARY 22ND 2-3:30PM**
**GOOGLE TOOLS**
Get more from your Google account! Learn how to use Google Drive and Docs to create and share files and more. Attendees must have basic computer knowledge and bring their Gmail account username and password to class.
Length: 1.5 hours

**THURSDAY, JANUARY 23RD 2-3:30PM**
**MICROSOFT EXCEL BASICS**
Learn to keep track of budgets or finances. Includes entering, editing, sorting & moving text; creating & calculating simple formulas. Must have basic computer knowledge. Uses Excel 2010.
Length: 1.5 hours

**TUESDAY, JANUARY 28TH 10-11:30AM**
**TABLET AND SMARTPHONE BASICS**
Learn basic features and functions of your tablet or smartphone; like how to navigate, connect to WiFi, download apps, adjust settings and more. Attendees must have a mobile device and bring their corresponding Apple, Google, or Amazon account username and password. Length: 1.5 hours

**THURSDAY, JANUARY 30TH 2-3:30PM**
**FACEBOOK BASICS**
Learn how to use Facebook and connect with family and friends. Already have an account, but have a question? Bring the question to class and get the answer.
Length: 1.5 hours