



## 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

### WEDNESDAY, JUNE 5TH 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, JUNE 6TH 10-11:30AM

#### INTERNET BASICS

Choose your internet browser and learn about the different search engines available. Must have basic computer knowledge.

**Length: 1.5 hours**

### THURSDAY, JUNE 6TH 2-3:30PM

#### 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**

### SATURDAY, JUNE 8TH 11AM-12PM

#### ASK A LIBRARY TECHIE

Get free help uploading a resume, downloading a file, creating an email account, or with almost anything else technology-related during this open questions session. Must have computer experience.

**Length: 1 hour**

### TUESDAY, JUNE 11TH 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**

### WEDNESDAY, JUNE 12TH 10-11:30AM

#### MICROSOFT POWERPOINT BASICS

Learn to use design templates to add text, graphics, and animation to slides. Must have experience with the mouse, Windows, and word processing. Uses PowerPoint 2010.

**Length: 1.5 hours**

### THURSDAY, JUNE 13TH 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, JUNE 18TH 2-3:30PM

#### iPAD & iPHONE BASICS

Learn basic features and functions of your iPad or iPhone like how to navigate, connect to WiFi, download apps, adjust settings, and more. **Attendees must have an Apple mobile device and bring their corresponding Apple account username and password.**

**Length: 1.5 hours**

### THURSDAY, JUNE 20TH 2-3PM

#### 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 hour**

### MONDAY, JUNE 24TH 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**

### WEDNESDAY, JUNE 26TH 10-11:30AM

#### 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**

# Lincoln Library COMPUTER CLASSES

## JUNE 2019

 **lincoln library**  
Empower | Connect | Inspire  
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