Computer Class Schedule
May 2019

Preregistration is required, unless noted otherwise. If fewer than 3 people are signed up for a class, Lincoln Library reserves the right to cancel the class 24 hours in advance. Classes are held in the Computer Training Room on the **second floor** of the library. To **register call 217-753-4900 x5627 OR visit the library calendar at** http://goo.gl/tdnQ0f .

- **Monday, May 6th 10-11:30am — 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. 1½ hours.

- **Thursday, May 9th 2-3:30pm — Internet Basics** Choose your internet browser and learn about the different search engines available. Must have basic computer knowledge. 1½ hours.

- **Saturday, May 11th 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. 1 hour.

- **Tuesday, May 14th 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. 1½ hours.

- **Wednesday, May 15th 10-11:30am — 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. 1½ hours.

- **Wednesday, May 15th 6-7:30pm — 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. 1½ hours.

- **Tuesday, May 21st 2-3:30pm — 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. 1½ hours.

- **Thursday, May 23rd 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.** 1 hour.

- **Tuesday, May 28th 3-4:30pm — Tablet & 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.** 1½ hours.

- **Wednesday, May 29th 6-7:30pm — 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.**

- **Thursday, May 30th 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. 1½ hours.