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

THURSDAY, SEPTEMBER 5TH 3-4:30PM
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

TUESDAY, SEPTEMBER 10TH 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

WEDNESDAY, SEPTEMBER 11TH 2-3:30PM
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.**
Length: 1.5 hours

THURSDAY, SEPTEMBER 12TH 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

SATURDAY, SEPTEMBER 14TH 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

WEDNESDAY, SEPTEMBER 18TH 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.
Length: 1.5 hours

THURSDAY, SEPTEMBER 19TH 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

TUESDAY, SEPTEMBER 24TH 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

WEDNESDAY, SEPTEMBER 25TH 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, SEPTEMBER 26TH 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

Lincoln Library
COMPUTER CLASSES
SEPTEMBER 2019

lincoln library
Empower | Connect | Inspire
326 S. 7th Street | Springfield, IL 62701
lincolnlibrary.info | (217) 753-4900