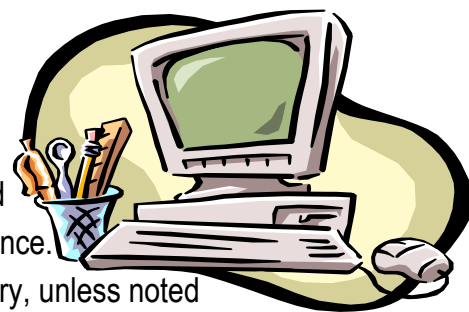


Computer Class Schedule January 2019



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. All classes are held in the Computer Training Room on the **second floor** of the library, unless noted otherwise. To register call 217-753-4900 x5627 OR visit the library calendar at <http://goo.gl/tdnQ0f>.

- **Thursday, January 3rd 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. Attendees must take this class before any other if they are not comfortable using a computer. 1½ hours.
- **Tuesday, January 8th 10-11:30am — Internet Basics** Choose your internet browser and learn about the different search engines available. Must have basic computer knowledge. 1½ hours.
- **Tuesday, January 8th 6-7:30pm — 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, January 9th 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. 1½ hours.
- **Thursday, January 10th 2-3pm—eReader Q&A** Find out how easy it is to download Lincoln Library's eBooks, eAudiobooks and more to your phone, tablet, or eReader. Drop in anytime during this hour-long session for answers to your questions about devices and using our digital collection. No registration required. Class meets in the Multipurpose Room on the on second floor. **Please bring your device and any passwords you will need for app stores (iTunes Store, Google Play, etc.). YOU MUST HAVE A VALID LINCOLN LIBRARY CARD FOR THIS CLASS.** 1 hour.
- **Tuesday, January 15th 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.
- **Wednesday, January 16th 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.
- **Thursday, January 17th 3-4:30pm — Beyond Basics Excel** Now that you've mastered Excel Basics, it's time to take it to the next level. Learn how to sort and filter your information easily while using analysis features for budgets and lists. **TO REGISTER, YOU MUST HAVE ALREADY TAKEN THE EXCEL BASICS CLASS.** ½ hours.

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- **Saturday, January 19th 11am-12pm — Ask a Library Techie** Get help uploading a resume, downloading a file, creating an email account, or with almost anything else technology-related for free during this one hour open questions session. Must have computer experience. 1 hour.
- **Wednesday, January 23rd 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. 1½ hours.
- **Tuesday, January 29th 6-7:30pm — 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. 1½ hours.
- **Thursday, January 31st 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. 2 hours.