



Allendale Township Library: 2009 Computer Classes

Introduction to Computers I: Basics (1 ½ hours)

This "no fear" class offers an introduction to what a computer is and how to use it. The class is designed for the true beginner with little or no experience on a computer and will introduce you to the basic components of a computer as well as basic functions of a keyboard and mouse. Limited to 5 participants.

Feb. 4 (Wed.)	10:00 AM	Aug. 12 (Wed.)	10:00 AM
Apr. 8 (Wed.)	10:00 AM	Oct. 14 (Wed.)	10:00 AM
Jun. 3 (Wed.)	10:00 AM		

Introduction to Computers II: File Management (1 ½ hours)

This class is a continuation of Intro to Computer I and will cover creating, saving, and accessing files and programs on your computer. Limited to 5 participants.

Mar. 11 (Wed.)	10:00 AM	Sept. 9 (Wed.)	10:00 AM
May 13 (Wed.)	10:00 AM	Nov. 4 (Wed.)	10:00 AM
Jul. 8 (Wed.)	10:00 AM		

Introduction to E-Mail (1 hour)

Through this class, you will learn what e-mail is and how to use it. You will set up a Yahoo e-mail account and will learn how to open and send e-mails, create an e-mail, and send attachments. Limited to 8 participants.

Feb. 10 (Tues.)	1:30 PM	Aug. 6 (Thurs.)	3:15 PM
May 6 (Wed.)	3:15 PM	Oct. 27 (Tues.)	1:30 PM
Jun. 24 (Wed.)	1:30 PM		

Introduction to Internet Searching (1 ½ hours)

This class will introduce you to the Internet. You will learn a brief overview of the Internet as well as how to find information using search engines such as Google. Limited to 8 participants.

Feb. 11 (Wed.)	1:30 PM	Jun. 25 (Wed.)	3:15 PM
Mar. 25 (Wed.)	1:30 PM	Aug. 6 (Thurs.)	1:30 PM
May 6 (Wed.)	1:30 PM	Oct. 27 (Tues.)	3:15 PM

Introduction to Microsoft Word (1 ½ hours)

This class will introduce you to Microsoft Word, a word processing program. You will learn to create a document, change fonts, cut and paste, and do many other things in Word. Limited to 8 participants.

Feb. 10 (Tues.)	3:15 PM	Sept. 23 (Wed.)	1:30 PM
Mar. 25 (Wed.)	3:15 PM	Nov. 24 (Tues.)	1:30 PM
Jun. 24 (Wed.)	3:15 PM		

Advanced Microsoft Word (1 ½ hours)

This class will build upon the Intro to Word class. You will learn to format your document, use clipart and text boxes, and utilize templates. Limited to 8 participants.

Feb. 11 (Tues.)	3:15 PM	Sept. 23 (Wed.)	3:15 PM
Mar. 26 (Thurs.)	3:15 PM	Nov. 24 (Tues.)	3:15 PM
Jun. 25 (Thurs.)	1:30 PM		

Please call the Allendale Library at 895-4178 or stop by the library to sign up for classes. Classes will be cancelled if no more than 1 person has registered.