

WINDSOR PUBLIC LIBRARY

January 2008 COMPUTER COURSE

COURSE DESCRIPTION

COURSE	DATE (S)	TIME	FEE
COMPUTER FUN LEVEL I (CLASS # D1)	Jan 14, 16, 18	10:00- 11:30 am	\$25
<p>This is a class for beginners who only want to have some FUN on the computers.</p> <p><u>Section 1:</u> Turn on/off the computer; Use a computer mouse; Use 'Paint' to create a picture.</p> <p><u>Section 2:</u> Windows Start Menu; Simple computer games; Introduction to Internet.</p> <p><u>Section 3:</u> Internet web address; Internet search function; Printing from the Internet.</p> <p>Class Cancellation Deadline: January 7, 2008 (If a student calls to cancel a class after the cancellation date, NO REFUND is available.)</p>			
BASIC COMPUTER LEARNING (CLASS # D1)	January 23, 25, 28, 30, Feb 1, 4	10:00 - 11:30 am	\$50
<p>Start at the beginning!</p> <p>Learn some of the most basic computer terminology; learn how to turn a computer on and off; learn how to use a mouse and learn how to use the keyboard. In addition, we will examine the process of opening, minimizing and shutting windows and programs – learn how to save files and locate saved files.</p> <p>Participants will learn how to print files, print a highlighted section of a file and print multiple copies of the same file. Also we will introduce the use of a simple text editor such as WordPad, and some of the most basic formatting features using WordPad.</p> <p>Internet and emails will also be introduced. Participants will learn to browse various internet sites and create a free email account.</p> <p>Class Cancellation Deadline: January 15, 2008 (If a student calls to cancel a class after the cancellation date, NO REFUND is available.)</p>			
OFFICE 5 IN 1 (CLASS # D1)	January 23, 25, 28, 30, Feb 1, 4	1:30 – 3:00 pm	\$50
<p><u>Session 1</u> Microsoft Word 2003 will be introduced for creating resumes and reports.</p> <p><u>Session 2</u> Microsoft Publisher 2003 will be introduced to create greeting cards and business brochures.</p> <p><u>Session 3</u> Microsoft PowerPoint 2003 will be introduced for creating slide show presentation.</p> <p><u>Session 4</u> Microsoft Excel 2003 will be introduced for making organizational charts.</p>			



WINDSOR PUBLIC LIBRARY

January 2008 COMPUTER COURSE

2

Session 5 *Microsoft Front Page 2003* will be introduced for creating a simple web page.

Session 6 will introduced building of websites.

Class Cancellation Deadline: January 15, 2008

(If a student call to cancel a class after the cancellation date, NO REFUND is available.)

TUTORIAL SECTIONS	Individual booking	Individual booking	Included in the registration fees
-------------------	--------------------	--------------------	-----------------------------------

*LIMITED TO COMPUTER COURSE STUDENTS ONLY.

Tutorial sections are set up for paid computer course customers to have question and answer time with the teacher in regard to the course content.

GIFT CERTIFICATE

Please contact 519- 255 6770 ext 4422 for details.

For further Information: Please contact 519- 255 6770
Or visit our website www.windsorpubliclibrary.com

***Class schedule, course content and fees are subject to change.**

