

Schedule and Description of Computer Classes offered at Neosho/Newton County Library for Jan., Feb. & Mar., 2012

Each meeting of a class is a complete class & all classes meet on Tuesdays at 10 a.m.

Basic Computer

This hands-on class introduces new computer users to computer concepts, mouse and keyboard use and some basic word processing. Students will learn how to start and quit programs, save documents, identify common Windows elements and settings menus.

- Tuesday – January 3rd 10 a.m.
- Tuesday – February 28th 10 a.m.

Microsoft Word – Basics

Create and save documents in Microsoft Word by using the program's editing and formatting features including line spacing, inserting page numbers, page setup and print properties. Learn how to cut, copy and paste, and spell and grammar check your documents.

- Tuesday – January 17th 10 a.m.

Intro to the Internet

Learn the difference between the internet and the World Wide Web, how to locate (search) for information on the Internet using search engines, directories and other informational starting points. Learn what a hyperlink is and how to read a URL.

- Tuesday – January 24th 10 a.m.
- Tuesday – March 27th 10 a.m.

NEW!

e-Readers for Beginners

Check out and download ebooks and audio books to your New Kindle, Nook, or other e-reader in conjunction with your Neosho Newton County Library account. **Prerequisites** – be familiar with basic computer operations.

- Tuesday – January 10th 10 a.m.
- Tuesday – February 21st 10 a.m.
- Tuesday – March 20th 10 a.m.

SKYPE

Learn how to use Skype to stay in touch with family and friends. The video phone application available on so many Laptop PCs today gives families a new way of communicating long distance with internet connections using live video and voice. **Prerequisites** – be familiar with basic computer operations.

- Tuesday – February 7th 10 a.m.

Managing your Library Account – On-Line

Learn how to manage your patron account. Renew items, request items, build lists and suspend holds while you go on vacation. **Prerequisites** -be familiar with basic computer operations.

- Tuesday – February 14th 10 a.m.

Ancestry.com for Beginning Genealogy Research

Tips and tricks on how to use Ancestry.com to keep track of and research your family tree. Find out how much information is out there about your family. **Prerequisite** – Must have Ancestry.com account and know your login information.

- Tuesday – January 31st 10 a.m.
- Tuesday – March 6th 10 a.m. (Second Class – Follow up)

E-mail for Beginners

Learn about e-mail and how you can register and use free web-based e-mail services and compose, read, reply to, save and forward your own e-mail. **Prerequisites:** a proficiency using a keyboard and mouse.

- Tuesday -- March 13th 10 a.m.