



JANUARY ADULT COMPUTER CLASSES

Adults of all ages are welcome!

Call the Massillon Public Library at 330-832-9831 x327 to register.

Mon., January 7, 2019	Computer Basics	3:00-4:30pm	Auditorium
This program is for the beginner who has no experience and would like to learn to use a computer. In this class, you will practice using a computer mouse, and work with a standard QWERTY keyboard. In addition, a short lecture will be presented about the various hardware and software components of a computer system. Registration is required as seating is limited.			
Tue., January 8, 2019	Internet Basics	3:00-4:30pm	Auditorium
Attendees will be given an introduction to navigating the Internet and the World Wide Web using a computer laptop. In addition, an explanation and demonstration will be given of the popular web browsers being used today on the Microsoft Windows system. Prerequisites: Experience using a mouse, keyboard, and the Windows operating system. Registration is required as seating is limited.			
Wed., January 9, 2019	Email Basics	3:00-4:30pm	Auditorium
Attendees will be given an introduction to creating and using an Internet Email account on a personal computer. Learn about the uses of an email account; learn how to navigate a browser-based email account. Prerequisite skills for this class: Experience using a computer mouse, keyboard, and the Windows operating system. In addition, being familiar with navigating the World Wide Web is helpful. Registration is required as seating is limited.			
Mon., January 14, 2019	Libby App & Library Access from Home	3:00-4:30pm	Auditorium
You will learn to use the Libby or OverDrive apps on a computer to search and download electronic books from the Ohio Digital Library. In addition, you will learn how to access your Massillon Public Library account from home to search, reserve, and renew paper books, DVDs, and CDs from the library collection. Bring your tablets and mobile devices for the question and answer session. Prerequisites: Experience using a computer and the Internet. The program is free, but registration is required as seating is limited.			
Wed., January 16, 2019	Hoopla Streaming App Introduction	3:00-4:30pm	Auditorium
During this class, you will learn how to create an account in hoopla using your Massillon Public Library account. Hoopla is a media service giving you access to digital movies, music, audiobooks, eBooks, comics and classic TV shows that you can enjoy on your computer, tablet, or smartphone. It is also possible to stream hoopla content to your smart TV. In addition, the hoopla app is available for smartphones and tablets for offline enjoyment. Prerequisites: Experience using a computer and accessing the Internet. The program is free, but registration is required as seating is limited.			
Thur., January 17, 2019	Microsoft Word 2007 Basics	3:00-4:30pm	Auditorium
An introduction to Microsoft Word, a word-processing computer application. You will learn how to create and edit documents using basic formatting tools. Write your job resume in Word. You will receive hands-on practice using basic text and page formatting skills such as adjusting font size, style, and page justification. You will practice the Cut/Copy/Paste process in working with a document. Prerequisites: Experience using a computer mouse, keyboard, and the Windows operating system. The program is free, but registration is required as seating is limited.			
Tue., January 22, 2019	Microsoft PowerPoint 2007 Basics	3:00-4:30pm	Auditorium
Learn the basics of creating a slide show presentation using Microsoft PowerPoint. Topics include creating a presentation from scratch; adding text, photos, and graphics to a slide; moving, adding, and deleting slides. In addition, design tips for creating an informative user experience will be discussed. Prerequisites: Experience using a computer mouse, keyboard, and the Windows operating system. Registration is required as seating is limited.			
Wed., January 23, 2019	Microsoft Excel I-III Series- Class 1	6:00-7:30pm	Auditorium
This is the first of a three-part series in which you will learn basic Excel spreadsheet skills such as working with the ribbon, formatting a worksheet, and entering formulas. The goal of the three-part series is to build a personal expense-tracking workbook. Previous experience using a computer and mouse is necessary. Each class in this series builds on the previous class.			
Tue., January 29, 2019	Microsoft Excel I-III Series- Class 2	6:00-7:30pm	Auditorium
Part Two of the three-part Excel class will include topics such as working with the subtotal formula and the order of operations in formulas. Prerequisites: Each class builds on the previous class; therefore, one will need to take each class in the series to get the maximum benefit.			
Wed., January 30, 2019	Microsoft Excel I-III Series- Class 3	6:00-7:30pm	Auditorium
Part Three of the series continues with learning Excel spreadsheet skills such as conditional formatting, building a pivot table, and creating a two-axis chart. Prerequisites: Class 2 and previous experience using a computer and mouse is necessary. Participants can save their work on a USB flash drive or access their personal cloud storage area via the internet. Registration is required.			