

The Computer Center is located on the second floor of the Downtown Lansing Library, at the corner of Capitol and Kalamazoo in downtown Lansing.

Participants should arrive on time. Anyone arriving more than 10 minutes past the start time should sign up for the next available session.

Participants are encouraged to obtain a Capital Area District Library card before attending class. Call 517-367-6350 for more information.



OCT.-NOV.

2008

**DOWNTOWN
LANSING LIBRARY**

COMPUTER CENTER

*For mobility, visual, hearing, or other assistance,
please call your local library.
Requests need to be made at least two weeks
before a scheduled event.*



Time Well Spent
cadl.org
An equal opportunity employer

The Computer Center offers free classes on a wide variety of topics and for basic skill levels. Advance registration is required by calling 517-367-6356

BEGINNING COMPUTING: SESSION 1

Learn the parts of a computer, plus how to use a mouse, keyboard, and desktop features. No prior experience needed.

WEDNESDAY, OCT. 1 • 6 – 8 pm
MONDAY, NOV 3 • 10 – 12 noon

MICROSOFT WORD BASICS

Learn to modify, cut and paste text, plus open, close, and save documents. Experience with a mouse and Windows required.

THURSDAY, OCT. 9 • 6 - 7:30 pm
THURSDAY, NOV 6 • 10 - 11:30 am



INTERMEDIATE MICROSOFT WORD

Learn how to format pages, create tables, and more. Participants should take Microsoft Word Basics before taking this course, and should know how to use a mouse and Windows.

WEDNESDAY, OCT. 15
6 –7:30 pm
FRIDAY, NOV 7
10 - 11:30 am

INTRODUCTION TO THE INTERNET

Learn the basic components of the Internet and how to do a simple search. Experience with a mouse and Windows required.

TUESDAY, OCT. 7
6 - 7:30 pm
WEDNESDAY, NOV. 12
10 - 11:30 am

MICROSOFT EXCEL BASICS

Learn to use a spreadsheet for tasks like balancing a checkbook. Experience with a mouse, Windows and basic word processing skills required.

THURSDAY, OCT. 16 • 6 – 7:30 pm
THURSDAY, NOV 13 • 10 - 11:30 am

MICROSOFT POWERPOINT BASICS

Learn to create a simple slide presentation. Participants should know how to use a mouse and Windows and should have basic word processing skills such as formatting text.

WEDNESDAY, OCT. 22 • 6 – 7:30 pm
TUESDAY, NOV 18 • 10 - 11:30 am

EMAIL BASICS

Learn to set up your own MY Way email account; compose, send and open messages; add and open attachments. Experience using a mouse and Windows required.

THURSDAY, OCT. 23 •
6 – 7:30 pm
TUESDAY, NOV 25 •
10 – 11:30 am

