

**Register by Calling**

**978-970-4120**

**Pollard Memorial Library**

**BEGINNER COMPUTER CLASSES**

**POLLARD MEMORIAL LIBRARY**

**JUNE 2010**

<p>Class Descriptions:</p> <p><u>Mouse</u>: Learn how to use a computer mouse. This class is ESSENTIAL if you have NO experience using a computer. It is also a pre-requisite for attending all other classes.</p> <p><u>Intro to Microsoft PC's</u>: General overview of using personal computer; turning it on/off; working with Windows....</p> <p><u>Internet</u>: An introduction to using the World Wide Web. <i>Must be proficient with using a Mouse.</i></p> <p><u>Email</u>: Learn basic email features and set up a free email account. <i>Pre-requisites are Mouse and Intro to PC.</i></p> <p><u>Lab</u>: Practice session for any of the classes the Library offers.</p> <p><u>Microsoft Word</u>: Learn how to create, edit, and save documents in Microsoft Word. <i>Pre-requisites are Mouse and good typing skills.</i></p> <p><u>Microsoft Excel</u>: Basic, beginner class for those who have not had any experience with Excel, a spreadsheet program for organizing, manipulating, and charting data. <i>Pre-requisites are Mouse and good typing skills.</i></p> <p><u>Microsoft Publisher</u>: Basic, beginner class for those who have not had any experience with Publisher, a desktop publishing program. <i>Pre-requisites are Mouse and good typing skills.</i></p>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	2	3 Mouse 10-11AM	4	5
	6	7	8	9	10	11	12	
	13	14 Word 1-2PM	15	16	17	18	19	
	20	21	22 Internet 10-11	23	24 Publisher 1-2PM	25	26	
	27	28	29 Lab 10-11:30AM	30				

Sponsored by the Pollard Memorial Library at the Lowell Senior Center  
276 Broadway Street

**COMPUTER CLASS ATTENDANCE POLICY:** You may register for the same class (Word, etc) up to 3 times. If you register for a class and cannot attend, you must call the Library and tell us BEFORE the class meets. If a student fails to notify the Library of his or her absence three times, he or she will not be allowed to register in any class for 6 months.