

Register by Calling


978-970-4120

Pollard Memorial Library

BEGINNER COMPUTER CLASSES

POLLARD MEMORIAL LIBRARY

MARCH 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	4 Intro to PC 10-11 AM	5	6
	7	8	9 Internet 2-3 PM	10	11 Mouse 2-3 PM	12	13
	14 Daylight Savings Time begins	15	16	17 	18	19	20 Spring begins
	21	22 Email 1-2 PM	23	24	25 Lab 10-11:30AM	26	27
	28 Palm Sunday	29 Passover begins	30 Word 2-3 PM	31			

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.