

## Register by Calling

978-970-4120

### Pollard Memorial Library

## BEGINNER COMPUTER CLASSES

### POLLARD MEMORIAL LIBRARY

### MAY 2010

Class Descriptions:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<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>							1
	2	3	4 Intro to PC 10-11AM	5	6	7	8
	9	10 Mouse 2-3PM	11	12	13	14	15
	16	17 Internet 1-2PM	18	19	20 Word 1-2PM	21	22
	23	24	25	26	27	28	29
	30	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.