

Computer Classes at the Stephens Central Library

Beginning Classes:

- COMPUTER BASICS requires no computer knowledge or experience whatsoever. Learn the fundamentals of personal computer use including very basic Windows 7 functions. *(Basic mouse skills required)*
- INTERNET BASICS: Basics of accessing the Internet using Internet Explorer. Learn to using web addresses and search engines to find information. *(Basic mouse skills required)*

Intermediate Classes:

The intermediate classes introduce the basics of such Microsoft programs as Word, Excel, PowerPoint, and Publisher.

- MICROSOFT WORD I & II (2-part class): You will learn basics of word processing using the Microsoft Word 2010 computer program. *(Basic computer & typing skills required)*
- MICROSOFT EXCEL I & II (2-part class): The class teaches basics of creating and using spreadsheets using the Microsoft Excel 2010 computer program. *(Basic computer skills required)*
- MICROSOFT PUBLISHER: Learn the basics of desktop publishing using the Microsoft Publisher computer program to create a professional looking brochure. *(Basic computer skills required)*
- MICROSOFT POWERPOINT: We'll teach you basics of creating a computer slideshow presentation using the Microsoft PowerPoint computer program. *(Basic computer skills required)*