

**EXCEL 2007 - PART 2** - This class explores further functions of Excel 2007 including using basic formulas, creating charts, and filtering/sorting data. It is recommended to take Part 1 of this class.

**Saturday, Feb. 4 - 10:30 am.-12:30 p.m.**  
**Thursday, April 5 - 1:30-3:30 p.m.**

**DIGITAL CAMERA DOWNLOADING** - This class is intended for the photography enthusiast who is comfortable with computers. We'll demonstrate how to download photos from your camera's memory card to your computer, create organized files, view a slideshow, and save images for printing/emailing. You need to bring your fully charged digital camera, connecting cord, and a form of data retrieval (USB/travel drive only - no CDs).

**Thurs., Jan. 26 - 10:30 a.m.-12:00 p.m.**  
**Thurs., Feb. 16 - 10:30 a.m.-12:00 p.m.**

#### **TECH TALK TUESDAYS**

Join us for an hour discussion on various social media topics. Basic computer knowledge is recommended.

**Facebook for Novice Users**  
**February 7 at 1:00 p.m.**

**Blogging for Novice Users**  
**March 20 at 1:00 p.m.**

**Twitter and RSS Feeds for Novice Users**  
**April 10 at 1:00 p.m.**

#### **Sign Up For NetNotice**

**NetNotice** is an online reminder service offered to Sandusky Library cardholders through CLEVNET. NetNotice is a service by which you can receive courtesy notices for items due back at the Library through your personal (email) account or by text message (standard rates for your mobile phone carrier apply).

You can also receive weekly notices of your account status, including items checked out to you and notices of items on request that have come in. **To set up the NetNotice service all you need is a valid library card and an e-mail account. Visit our website at [www.sandusky.lib.oh.us](http://www.sandusky.lib.oh.us) and click on the NetNotice link under Circulation Services.**

#### **LIBRARY HOURS (JANUARY-MAY)**

Monday-Wednesday: 10:00 a.m.-8:00 p.m.  
Thursday-Saturday: 10:00 a.m.-5:00 p.m.  
Sunday: Closed

## **SANDUSKY LIBRARY'S COMPUTER CLASSES FOR BEGINNERS**

**SCHEDULE FOR**

# **JANUARY THRU APRIL 2012**



**SANDUSKY LIBRARY**  
**114 West Adams Street**  
**Sandusky, OH 44870**  
**419-625-3834**  
**[www.sandusky.lib.oh.us](http://www.sandusky.lib.oh.us)**



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**@SanduskyLibrary**



**Free hands-on computer classes are offered monthly in the Center for Lifelong Learning for ages 18 and up.**

**SPACE IS LIMITED TO THE FIRST 14 PEOPLE WHO SIGN IN AT THE TERRACE LEVEL LOBBY UP TO 30 MINUTES PRIOR TO THE START OF THE CLASS.**

**EACH CLASS IS ONE AND A HALF HOURS LONG WITH A HALF HOUR OF OPEN LAB TIME AFTERWARDS FOR EXTRA PRACTICE.**



The Library has received an Every Citizen Online (ECO) grant from Connect Ohio to provide computer training. For students who would like to take part in the grant, which provides a certificate toward the purchase of a new computer and discounted installation of broadband Internet service at home, completion of the ECO classes is required. Please see the class instructor for further information.

**COMPUTER BASICS** - This class covers computer hardware and how to use the mouse.

Tues., January 17 - 10:30 a.m.-12:00 p.m.

Wednesday, February 1 - 5:30-7:00 p.m.

Friday, March 9 - 10:30 a.m.-12:00 p.m.

Tuesday, April 3 - 1:30-3:00 p.m.

*The skills learned in this class are necessary for all other classes.*

**WINDOWS** - This class covers Windows 7 including how to customize Windows, create and manage folders, and more.

Fri., January 20 - 10:30 a.m.-12:00 p.m.

Wed., February 8 - 5:30-7:00 p.m.m.

Friday, March 16 - 10:30 a.m.-12:00 p.m.

Tuesday, April 10 - 1:30-3:00 p.m.

*The skills learned in this class are necessary for all other classes.*

**INTERNET** - This class covers how to navigate and search the Internet using search engines such as Google and Yahoo.

Tues., January 24 - 10:30 a.m.-12:00 p.m.

Wednesday, February 15 - 5:30-7:00 p.m.

Friday, March 23 - 10:30 a.m.-12:00 p.m.

Tuesday, April 17 - 1:30-3:00 p.m.

*Mouse skills and Windows skills required.*

**EMAIL** - This class covers how to compose, send, and forward email using Gmail as well as how to add attachments to messages. If time permits, participants will sign up for their own Gmail accounts.

Friday, January 27 - 10:30 a.m.-12:00 p.m.

Wednesday, February 22 - 5:30-7:00 p.m.

Friday, March 30 - 10:30 a.m.-12:00 p.m.

Tuesday, April 24 - 1:30-3:00 p.m.

*Mouse skills and Windows skills required.*

**ADDITIONAL FREE, HANDS ON COMPUTER CLASSES ARE LISTED BELOW AND ARE MADE POSSIBLE BY:**



**INTRODUCTION TO POWERPOINT** - Learn how to create simple presentations; how to create and edit slides; insert clipart; and save, open, and run a presentation.

Tues., January 31 - 10:30 a.m.-12:00 p.m.

Wednesday, February 29 - 5:30-7:00 p.m.

Tuesday, March 20 - 1:30-3:00 p.m.

Wednesday, April 25 - 5:30-7:00 p.m.

*Mouse skills and word processing proficiency required.*

**WORD 2007 - PART 1** - This class is an introduction to the features of Word 2007.

Wednesday, January 25 -1:30-3:00 p.m.

Wed., Feb. 29 - 10:30 a.m.-12:00 p.m.

Wednesday, March 14 - 5:30-7:00 p.m.

Wed., April 18 - 10:30 a.m.-12:00 p.m.

*Mouse and Windows skills required.*

**WORD 2007 - PART 2** - This class explores further the features of Word 2007, such as inserting images and clipart, using Word art, and creating labels.

Wednesday, February 8 - 1:30-3:00 p.m.

Wednesday, March 28 - 5:30-7:00 p.m.

*Mouse and Windows skills required.*

**EXCEL 2007 - PART 1** - This class is an introduction to the basics of Excel 2007. You'll learn definitions and navigation skills. It is recommended to take both Part 1 and 2.

Wednesday, January 18 - 1:30-3:30 p.m.

Sat., March 24 - 10:30 a.m.-12:30 p.m.

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