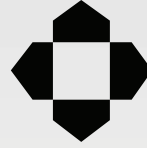




Basic Computing for Seniors



Basic Computers:

This beginner's class is an excellent place to start. Learn to turn the computer on and off. Take the Mouse Tutorial. Understand the parts of the computer and computer terms. Learn how your computer is organized and create folders so you can find your files. Customize the computer to make it easier for you to use.

Thursday, Nov 19

10:00 am—11:30 am

Hoover Library

Basic Internet:

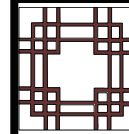
Tired of searching the Internet and not finding what you want? Take this class to get basic web page navigation tips such as clicking, scrolling and browsing. Learn about web addresses and how to create your own favorites list. Use a search engine like Google or Yahoo to find web pages that interest you and contain quality information.

Thursday, Nov 5

10:00 am—11:30 am

Hoover Library

Call now to reserve your place: 745-6018



Free @ Your
Library

Library Computer Class Schedule

Nov 2009

**For more Information:
750-5944**

Waco-McLennan County Library



Library Locations and Hours

CENTRAL LIBRARY

1717 Austin Ave
750-5943
Mon-Thurs 10-9
Fri-sat 10-6
Sun 1-5

EAST WACO LIBRARY

901 Elm St
750-8620
Mon 10-9
Tues-Sat 10-6

SOUTH WACO LIBRARY

2737 S. 18th St.
750-8621
Mon 10-6
Tues 10-9
Weds-Sat 10-6

R.B. HOOVER LIBRARY

1428 Wooded Acres
745-6018
Mon-Weds 10-6
Thurs 10-9
Fri-Sat 10-6

To reserve your spot in computer classes, please call the Library where the class is being held.

About the Computer Classes

Computer Classes are free and open to all ages 16 and up. Seniors Classes at R. B. Hoover are aimed at new computer users ages 50 and up.

Please call the library where your class is being held to reserve your spot in the class.

Computer classes change each month. If you don't see the class you want, check next month. Schedules are released on or around the 15th of the month for the next month.

November Computer Classes

Photos with Flickr

Post your photos online for family and friends to share. Create photo sets, add notes, and choose layouts. Learn how to invite friends to visit your private photo album online, and more.

Requires: basic familiarity with using the Internet and e-mail.

Saturday, Nov 7
Central Library
10:00 am—11:30 am

Basic Computers:

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Tuesday, Nov 3
Central Library
10:00—11:30 am

Basic Internet

Tired of searching the Internet and not finding what you want? Take this class to get basic web page navigation tips such as clicking, scrolling and browsing. Learn about web addresses and how to create your own favorites list. Use a search engine like Google or Yahoo to find web pages that interest you and contain quality information.

Tuesday, Nov 10
Central Library
10:00—11:30 am

Wednesday, Nov 4
South Waco Library
10:00—11:30 am



Microsoft Word Basics

Learn the basic tools of Word. Learn how to enter and modify text, and do simple formatting to write a letter. Copy and Paste text from one place to another. Print a document, save, close and reopen it.

Monday, Nov 30
East Waco Library
7:00—8:30 pm

Your Library @ Home

Find out how to access valuable information for free through the library website— from your home or office. Renew your books, search the Library Catalog, place holds and more. Learn about library databases for research on health, business and more.

Tuesday, Nov 24
Central Library
10:00—11:30 am

Monday, Nov 9
East Waco Library
7:00—8:30 pm

Introducing E-mail

Create your own e-mail account with Gmail. Learn to access your mail, compose and send an e-mail, read and respond to your messages, and put addresses in your address book. Learn basic e-mail etiquette. Requires: basic familiarity with using the Internet.

Wednesday, Nov 18
South Waco Library
10:00—11:30 am

Microsoft Excel Basics

Learn about the basic tools of Excel. Create a basic practice spreadsheet, enter data, perform simple math calculations, and create a chart using that data. Save and print your spreadsheet. Requires basic computer skills

Monday, Nov 16
East Waco Library
7:00—8:30 pm

Advanced Microsoft Excel

Learn more about using Excel, including formatting, inserting columns, creating formulas, sorting alphabetically and more.

Monday, Nov 23
East Waco Library
7:00—8:30 pm

Advanced E-mail

Learn to do more by e-mail, including forwarding a message, opening an attachment, attaching a photo to an e-mail, saving a draft message, and organizing your mail.

Requires: Introducing E-mail class or having your own Gmail account.

Monday, Nov 2
East Waco Library
7:00—8:30 pm