

Click on @ the Estherville Public Library

The Estherville Public Library will be offering free technology and information classes on Thursdays from 1-3 pm starting February 4, 2010. Registration is required for each Thursday as space is limited. We will meet in the Children's Department. Please register with Beth, Margaret or Paula at (712) 362-7731. You're strongly encouraged to bring your own laptop. Dates and topics as follows:

February 4th: **Introduction to the computer.** Introduce yourself to the basics of computer technology. Learn about the parts of the computer (hardware), how to turn it on and off; opening and resizing, basic computer maintenance, virus protection, and learn what all those icons on the computer mean.

February 11th: **Mouse Basics.** How to hold, move, and click a mouse; how to scroll, highlight words, and other topics.

February 18th: **Introduction to the internet.** An introduction to the basic features of the Internet, getting connected, using a web browser, navigating web pages, and performing simple searches.

February 25th: **Coffee, tea, and Wii.** A fun introduction to gaming. Come try your hand at Wii bowling.

March 4th: **Introduction to email.** Sign-up for a FREE email service, obtain an email address, and learn how to send and receive email.

March 11th: **Basic Windows.** A basic review of the Windows operating system. Learn how to customize, improve and organize your computer by managing files, folders and more!

March 18th: **Introduction to the Estherville Public Library website and catalog.** This class will take you on a tour of our new Apollo catalog. Learn how to find the library materials you need and reserve and renew library materials online.

March 25th: **Digital Scrapbooking.** Now you have the photos, what do you with them? Find inspiration, tips, and links/websites to get you started.

April 1st: **Basic MS Word.** Learn to create documents and reports using this word processing program. Topics include: creating, editing, formatting, printing, saving documents, mail merge, tables, text boxes, headers and footers, footnotes and endnotes, etc.

April 8th: **Basic MS Publisher.** Learn to create pamphlets, flyers, and other creative documents through desktop publishing.

April 15th: **Basic MS Excel.** An introduction to the basic features of Microsoft Excel, a spreadsheet program designed for the Windows environment. Topics include entering data and formulas, moving and copying data, formatting and print previewing worksheets.

April 22nd: **Basic PowerPoint**. Learn to start PowerPoint, create a presentation, copy a slide from one presentation into another, create a specified type of slide, delete slides, change the layout for one or more slides, apply formatting, preview and save a new presentation.

April 29th: **Wilbor**. Free audiobooks 24/7. Learn how to install the free software, how to transfer to a portable device and how to burn to a CD.

May 6th: **Basic Social Networking**. Learn about online social networks and explore some of the most popular websites, including Facebook, Myspace, etc.

May 13th: **Basic EbscoHost**. Learn how to find full-text articles from thousands of magazines, newspapers and journals that are available in this extensive digital archive.

May 20th: **Resumé Lab**. Use this supervised lab time to create and save a resumé in Microsoft Word. Assistance with document formatting and proofreading will be available. Please bring a written draft of your resume and a USB drive to save and print your resumé. (Please note: This is not an instructor led class or a career advisement session.)

