



October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><i>Phone Training Services at 485-3316 to register or register online www.victoriapubliclibrary.org. Check out our new Atomic Learning Tutorials! Over 110 software tutorials available on all public computers. Computer Lab reserved for tutorial use on Mondays 9-11!</i></p>				1 <i>Mousework 1:30 p.m.</i>	2	3
4	5 <i>Reserved for Self-Guided Training 9-11</i>	6 <i>Intro to Office 2007 9:30 a.m.</i>	7	8 <i>Intro to Word 1:30 p.m.</i>	9	10
11	12 <i>Reserved for Self-Guided Training 9-11</i>	13 <i>Surfing the 'Net 9:30 a.m.</i>	14	15 <i>Intro to Excel 1:30 p.m.</i>	16	17
18	19 <i>Reserved for Self-Guided Training 9-11</i>	20	21	22 <i>Intro to Office 2007 1:30 p.m.</i>	23	24
25	26 <i>Reserved for Self-Guided Training 9-11</i>	27 <i>Intro to Word 9:30 a.m.</i>	28	29 <i>Intro to PowerPoint 1:30 p.m.</i>	30	31



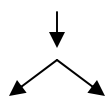
MOUSEWORK: INTRODUCTION TO COMPUTER BASICS
A basic introduction to the computer. Learn how to use a mouse — the first step to mastering the world of computers. No computer experience required!



INTRODUCTION TO OFFICE 2007
An introduction to the Office 2007 interface using the word processing program Word. Learn about the ribbons and command tabs you will see throughout Office 2007 programs. Save your work & take a floppy with you for future use. This class requires a certain amount of typing.



INTRODUCTION TO WORD
Learn the basic elements in the Microsoft Word 2007 word processing software.
Prerequisite: Introduction to Office 2007.



KEYBOARDING PRACTICE
Begin keyboarding - with tutorials demonstrating correct hand position; keystrokes and sequenced lessons.
Self paced and available in the Computer Lab. **(Optional)**

SELF-GUIDED TRAINING
Enhance your skills with more than 110 different tutorials from Atomic Learning, Learning Express Library and Mavis Beacon Teachings typing!
Computer Lab reserved every Mon-

“The Basics”

Hint: Basic classes are listed in the order they should be taken

SURFING THE ‘NET
An introduction to the Internet. Learn about browsers, search engines, and hyperlinks. Learn how to perform simple searches and how to find the information you want on the Internet. *Prerequisite: Introduction to Word or Internet experience.*

INTRODUCTION TO EXCEL
Learn the basic elements of Microsoft Excel 2007 spreadsheet software. Create a spreadsheet using formulas and chart the data. *Prerequisite: Introduction to Word.*

INTRODUCTION TO EMAIL
Learn how to use e-mail. Set-up a free web-based email account and then learn how to send and receive e-mail! Learn how to use your address book, manage folders, and more! *Prerequisite: Surfing the ‘Net or Internet experience*

INTRODUCTION TO PUBLISHER
Learn the basic desktop publishing using Microsoft Publisher 2007 to create specialty items such as greeting cards, flyers, brochures, calendars, and much more. *Prerequisite: Introduction to Word*

CREATE A RESUME
Create, print and save a brief resume in class. Learn about resume resources in the Library. Bring information to create your resume. *Prerequisite: Introduction to Word*

INTRODUCTION TO POWERPOINT
An introduction to the presentation software, Microsoft PowerPoint 2007. Create professional slide presentations using clipart, wordart, and other special effects. *Prerequisite: Introduction to Publisher.*

**To register or ask questions, call Training Services at 485-3316.
All classes designed for ages 18 & up.**