

Computer Classes at the Dolton Public Library District

Summer 2010

Each class participant must have a Computer/Internet Agreement on file and pay a \$5 cash deposit (per class) prior to being able to register for classes. Deposits are refundable as long as participants attend designated class. Cancellations must be made, in-person, at least five days prior to the start of class. If cancellations are not made according to the guidelines stipulated above, deposits will not be refunded. Pre-registration is required.

Microsoft Word 2007: Basics

Are you interested in learning more about Microsoft Word 2007 and you would like to work on the basics? If so, you should register for this class. Participants will learn how to complete basic steps using Microsoft Word 2007 to create, print, and save documents.

Session I: Thursday, July 8, 2010 from 9 a.m. to 12 p.m.

Session II: Thursday, July 15, 2010 from 9 a.m. to 12 p.m.

Skype with Me!

Are you curious about Skype and want to know what it is? Have you seen Oprah use Skype on her show and you are interested in learning more information? If so, this is the perfect class for you. Learn the basics of Skype and how to use your computer like a video cell phone. Two classes are being offered: One where you can use the library's computers and the other which is designed for people who have their own laptop computer complete with sound and video.

Session I: Tuesday, July 13, 2010 from 9 a.m. to 12 p.m. (use of library computers)

Session II: Tuesday, July 13, 2010 from 5-8 p.m. (must bring own laptop computer)

Microsoft Word 2007: Intermediate

Have you taken basic classes and now you would like to further improve your skills? This class will focus on creating tables, text boxes, sending attachments by email, and creating labels and mail merges. Come and get ready to work because this will be a very high paced and intense class. Familiarity with Microsoft Word 2007 is mandatory for this class.

Session I: Thursday, July 22, 2010 from 9 a.m. to 12 p.m.

Microsoft Excel 2007: Basics

Are you interested in creating spreadsheets and workbooks using Excel software? If so, this will be a great class. Participants will learn the fundamentals of using Microsoft Excel.

Session I: Thursday, August 5, 2010 from 9 a.m. to 12 p.m.