

FREE COMPUTER CLASSES

This Summer at FLPL



JUNE 2015

Computer Classes **Beginner Series**

Computer Basics

Users will familiarize themselves with basic power on and shutdown, use of the mouse, and an understanding of Microsoft Windows programs, applications, and desktop.

Thursday, June 4, 5:30-7:00pm

No skill prerequisites

Internet Searching

Various websites will be viewed and explained, including information regarding weather, maps, health, and news, so that users become familiar with navigating from one website to another and searching for basic information. A variety of search engines will be explored as well.

Thursday, June 11, 5:30-7:00pm

Skill Prerequisites: Mouse, Keyboard

Computer Organization

This class will focus on the structure and organization of the computer, including file storage within Computer, Documents, and on the desktop. Flash drives will be discussed as well as the overall organization of files and folders.

Thursday, June 18, 5:30-7:00pm

Skill Prerequisites: Mouse, Keyboard

Basic Email

Learn how to set up an email account, compose, receive, and send emails as well as open and attach photos.

Thursday, June 25, 5:30-7:00pm

Skill Prerequisites: Mouse, Keyboard, Basic Internet

iPad/iPhone Series

Device Basics

Become familiar with navigating your Apple device. Learn the difference between wi-fi and 4G connections along with how to adjust text size and font. Learn basic definitions such as syncing, apps, and iCloud.

Wednesday, June 3, 10:30am-12:00pm

Skill Prerequisites: Active Apple ID and password

Communication

Set up your email account for easy access on your device. Learn how to communicate with your contacts via text message, Facebook message, or FaceTime.

Wednesday, June 10, 10:30am-12:00pm

Skill Prerequisites: Active Email Account, Active Facebook Account

Photos

Learn to use your device camera and share your photos via email, text message, Facebook, or Instagram.

Wednesday, June 17, 10:30am-12:00pm

Skill Prerequisites: Active Email Account, Active Facebook Account

Streaming

Become familiar with streaming music and videos on your device. Learn about apps such as Spotify, Pandora, Netflix, YouTube, and more.

Wednesday, June 24, 10:30am-12:00pm

Intermediate Series

Digital Cameras/Photos

This class will aid users in saving their digital photos onto the computer as well as organizing them into files and folders to be retrieved later. Users will acquire skills for editing their photos and sending them as email attachments.

Tuesday, June 2, 1:00-2:30pm

Skill Prerequisites: Mouse, Keyboard, Basic Internet, Active Email Account, Beyond Basic Level

*Participants must bring their own cameras, smartphones, or tablets (along with USB cords) in order to access their pictures.

Video Chatting

Become familiar with sites like Skype, GotoMeeting, FaceTime, and Google Plus for having a face-to-face conversation through your computer/device screen!

Tuesday, June 9, 1:00-2:30pm

Skill Prerequisites: Active Email Account, Basic Internet

*Participants must bring their phone or tablet if they want to use these apps on their devices.

eBooks and Music

Bring your tablet or smartphone with you to learn how to check out eBooks and download music from our library's collection; become familiar with the basic ins-and-outs of your device.

Tuesday, June 16, 1:00-2:30pm

Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet

*Participants must bring their tablet, library card, and be able to log in to their Amazon or iCloud account.

Library Resources Online

Become familiar with online databases for accessing educational, research information as well as for answering your own, curious inquiries. We will also discuss library resources for foreign language learning, local history, and personal skills enhancement.

Tuesday, June 23, 1:00-2:30pm

Skill Prerequisites: Keyboard, Mouse, Basic Internet, Beyond Basic Level

JULY 2015 Computer Classes

Android Series

Tablet Basics

Become familiar with navigating your tablet. Learn the difference between wi-fi and 4G connections along with how to adjust text size and font. Learn basic definitions such as syncing, apps, and the Cloud.

Tuesday, July 7, 10:30am-12:00pm

Skill Prerequisites: Active Google Account

Communication

Set up your email account for easy access on your device. Learn how to communicate with your contacts via text message, Facebook message, or video chat.

Tuesday, July 14, 10:30am-12:00pm

Skill Prerequisites: Active Google Account, Active Facebook account

Photos

Learn to use your device camera and share your photos via email, text message, Facebook, or Instagram.

Tuesday, July 21, 10:30am-12:00pm

Skill Prerequisites: Active Google Account, Active Facebook Account

Streaming

Become familiar with streaming music and videos on your device. Learn about apps such as Spotify, Pandora, Netflix, YouTube, and more.

Tuesday, July 28, 10:30am-12:00pm

Skill Prerequisites: Active Google Account

Email Series

Email Content Sharing

Learn about how to share files and photos through attachments as well as how to share information through website links.

Wednesday, July 22, 1:00-2:30pm

Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet

Email Organization

Acquire skills for efficiently organizing your email tasks with folders, contacts, filters, and calendars.

Wednesday, July 29, 1:00-2:30pm

Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet

Microsoft Office Series

Microsoft Office Word

Users will become familiar with page layout, formatting pictures, alphabetizing lists, and inserting various applications.

Thursday, July 9, 3:30-5:00pm

Skill Prerequisites: Windows, Mouse, Keyboard

Microsoft Office PowerPoint

Users will learn to create visually appealing PowerPoint presentations by editing slides, selecting a design, and inserting images.

Thursday, July 16, 3:30-5:00pm

Skill Prerequisites: Windows, Mouse, Keyboard

Basic Microsoft Excel

Users will gain knowledge of spreadsheets and their basic functions. They will learn how Excel may be helpful in the organization of textual lists or numerical data.

Thursday, July 23, 3:30-5:00pm

Skill Prerequisites: Windows, Mouse, Keyboard, Beyond Basic Level

Advanced Microsoft Excel

Formatting options will be described while the process for inserting pivot tables and completing mail merge will be explained.

Thursday, July 30, 3:30-5:00pm

Skill Prerequisites: Windows, Mouse, Keyboard, Beyond Basic Level