Computer Class Descriptions *continued*

FACEBOOK 102
A one-session, two-hour course in which students will learn the social interaction basic features with their already created Facebook accounts. Prerequisites: Computer Basics. Must have an email and Facebook account established prior to class. Specific skills taught/students should demonstrate at conclusion of class: Sending and receiving messages, using the wall, adding friends, adjusting Settings, applications/games.

INTERNET 201
A one-session, two-hour course that introduces users to the Internet and focuses on basic Internet functions and security. Prerequisites: Computer Basics. Specific skills taught/ students should demonstrate at conclusion of class: Identify parts of the internet address, browse websites, Internet searching, and Internet safety.

IPAD FOR NEWBIES WORKSHOP
Have an iPad and not sure how to use it? Join us for the iPad for Newbies Workshop. Learn the basic uses of your iPad.

ONE-ON-ONE ASSISTANCE
One-on-one assistance for user specific questions on the following device: E-Readers, tablets, cell phones, Kindles, and laptops.

POWERPOINT 201
A one-session, two-hour course in which students will learn create a slide show presentation. Prerequisites: Computer Basic101 and Word 201. Specific skills taught/students should demonstrate at conclusion of class: Create a basic slideshow presentation, insert pictures, design slides, and use of slide transitions.

PUBLISHER 201
A one-session, two-hour course in which students will be introduced to desktop publishing using Publisher. Prerequisites: Computer Basic101 and Word 201. Specific skills taught/students should demonstrate at conclusion of class: Create a simple flier or card with Microsoft Office Templates, insert pictures, and change color schemes.

WORD 201: AN INTRODUCTION TO WORD
A one-session, two-hour course that introduces users to the Microsoft Word program and explains the basic features required to create a document. Prerequisites: Computer Basics. Specific skills taught/students should demonstrate at conclusion of class: Using ribbon tabs and creating a simple document.

WORD 202: TEMPLATES, FONTS & GRAPHICS
A one-session, two-hour course in which students will be introduced to concepts beyond Word 201: using templates, adjusting fonts, page layouts and inserting graphics in the Microsoft Word program. Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word. Specific skills taught/students should demonstrate at conclusion of class: Customized fonts on a document, inserting graphics, and adjustment of the page layout.

WORKFORCE SERIES
Network with others while obtaining needed skills for entering the workforce. The workshop is geared toward providing assistance with online job search, creating an email account, designing a resume, or completing an online application.

Important Information

- The Newport News Public Library System offers free computer courses at Grissom, Main Street, Pearl Bailey and South Morrison Libraries in Newport News. **Classes are for ages 9+.**

- One-day sessions: Courses are offered on an ongoing basis covering various topics in one-day sessions.

- Registration required: Courses are free, but registration is required. Students may register for classes on the Library System's website at **www.nnpls.libguides.com/events** or by calling the respective Library. Registration usually opens two weeks before the start of the class.

- Assessments: Assessments will be given at the beginning and end of each class.

How to Register

Visit our website:
www.nnpls.libguides.com/events

or

Use the numbers listed below to contact the respective branch.

Newport News Public Library Locations

PEARL BAILEY LIBRARY
2510 Wickham Avenue
(Southeast Community)
757-247-8677 voice/TTY
Monday–Thursday 10 a.m.–9 p.m.
Friday & Saturday 10 a.m.–6 p.m.

VIRGIL I. GRISSOM LIBRARY
366 DeShazor Drive (Denbigh)
757-369-3190 voice/TTY
Monday–Thursday 10 a.m.–9 p.m.
Friday & Saturday 10 a.m.–6 p.m.
Sunday 1–5 p.m.

MAIN STREET LIBRARY
110 Main Street (Hilton)
757-591-4858 voice/TTY
Monday - Thursday 10 a.m.–9 p.m.
Friday & Saturday 10 a.m.–6 p.m.
Sunday 1–5 p.m.

PUBLIC LAW LIBRARY
2501 Washington Avenue (Downtown)
757-926-8678 voice
Monday–Friday, 8 a.m.–noon, 1–5 p.m.

SOUTH MORRISON LIBRARY
746 Adams Drive (Midtown)
757-369-6810 voice
Monday–Friday, 10 a.m.–6 p.m.

NEWPORT NEWS PUBLIC LIBRARY SYSTEM
700 Town Center Drive, Suite 300
Newport News, VA 23606
757-926-1350 | www.nnva.gov/library

Newport News Public Library System
Unlock the potential

MAY–AUGUST 2016

Free computer classes

class schedule & descriptions

NEWPORT NEWS PUBLIC LIBRARY SYSTEM

Computer Class Descriptions

COMPUTER BASICS 101
A one-session, two-hour course in which students will concentrate on how to use the mouse properly, keyboard layout, and exploring Windows 7. Basic parts of the computer will be explained and adjusting the size of windows will be reviewed. Prerequisites: None. Specific skills taught/ students should demonstrate at conclusion of class: Using the mouse to click on icons and open programs, identify computer components. This is not a typing class.

COMPUTER BASICS 102
A one-session, two-hour course in which students will build upon skills learned in the Computer Basics 101 class. Upon completion, students will be able to use the mouse and perform computer basics functions such as open/close windows, type simple text on a document, print, save, and organize documents. Prerequisites: Computer Basics 101. Specific skills taught/students should demonstrate at conclusion of class: Moving Windows, printing, saving, basic desktop functions.

EMAIL 201: SENDING AND RECEIVING
A one-session, two-hour course in which students will establish an email account and learn to generate email messages. Prerequisites: Computer Basics 101 & 102. Specific skills taught/students should demonstrate at conclusion of class: Sign up for an account and send and receive email.

EMAIL 202: REPLY, FORWARD AND ATTACHMENTS
A one-session, two-hour course in which students will learn how to reply to email messages, forward email and send attachments with email. Prerequisites: Computer Basics 101 & 102. Must have an email account established and accessible prior to class. Specific skills taught/students should demonstrate at conclusion of class: Reply to email messages, forward email messages, and send and receive attachments.

EXCEL 201
A one-session, two-hour course in which students will learn the basic features of a Microsoft Excel workbook and how to create a spreadsheet. Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word. Specific skills taught/ students should demonstrate at conclusion of class: Creation of a spreadsheet, inserting data, renaming a spreadsheet, insert/delete columns, insert/delete rows, selecting text, and saving a workbook.

EXCEL 202: FORMULAS AND EDITING
A one-session, two-hour course in which students will be introduced to concepts beyond Excel 201, using a templates, adjusting fonts, page layouts and creating/editing formulas in the Microsoft Excel program. Prerequisites: Excel 201 or prior knowledge of the basic features for Microsoft Excel. Specific skills taught/students should demonstrate at conclusion of class: Adjusting fonts, page layouts, creating formulas, editing formulas, and printing.

FACEBOOK 101
A one-session, two-hour course in which students will create a Facebook account and will learn the social interaction basic features. Prerequisites: Computer Basics. Must have an email account established prior to class. Specific skills taught/students should demonstrate at conclusion of class: Logging in and out of account, creation of a profile picture, sending and receiving messages, and using the wall/timeline.

Computer Class Schedule

May 2016

CLASS	DATE & TIME	LOCATION
Computer Basics 101	Wednesday, May 4, 6:30 – 8:30 p.m.	Main Street
	Thursday, May 5, 10:30 – 12:30 p.m.	Pearl Bailey
	Thursday, May 5, 3 – 5 p.m.	South Morrison
	Saturday, May 21, 10:30 – 12:30 p.m.	Grissom
Computer Basics 102	Tuesday, May 10, 3 – 5 p.m.	South Morrison
	Tuesday, May 10, 10:30 – 12:30 p.m.	Pearl Bailey
	Wednesday, May 11, 6:30 – 8:30 p.m.	Main Street
	Saturday, May 28, 10:30 – 12:30 p.m.	Grissom
Word 201	Thursday, May 12, 10:30 – 12:30 p.m.	Pearl Bailey
	Thursday, May 12, 3 – 5 p.m.	South Morrison
Word 202	Tuesday, May 17, 10:30 – 12:30 p.m.	Pearl Bailey
	Tuesday, May 17, 3 – 5 p.m.	South Morrison
Email 201	Monday, May 23, 3 – 5 p.m.	South Morrison
Email 202	Wednesday, May 25, 3 – 5 p.m.	South Morrison
Excel 201	Tuesday, May 24, 10:30 – 12:30 p.m.	Main Street
Excel 202	Thursday, May 26, 10:30 – 12:30 p.m.	Main Street
iPad for Newbies	Monday, May 9, 3 – 5 p.m.	South Morrison
PowerPoint 201	Thursday, May 19, 10:30 – 12:30 p.m.	Grissom
	Thursday, May 19, 3 – 5 p.m.	South Morrison
Workforce Series	Wednesday, May 11, 3:30-5:30 p.m.	South Morrison
	Monday, May 16, 3:30 – 5:30 p.m.	Grissom
	Wednesday, May 18, 3:30-5:30 p.m.	Pearl Bailey

June 2016

CLASS	DATE & TIME	LOCATION
Computer Basics 101	Tuesday, June 7, 10:30 – 12:30 p.m.	Grissom
	Tuesday, June 7, 3 – 5 p.m.	South Morrison
	Wednesday, June 8, 10:30 – 12:30 p.m.	Main Street
	Saturday, June 11, 10:30 – 12:30 p.m.	Pearl Bailey
Computer Basics 102	Thursday, June 9, 10:30 – 12:30 p.m.	Grissom
	Thursday, June 9, 3 – 5 p.m.	South Morrison
	Monday, June 13, 10:30 – 12:30 p.m.	Main Street
	Saturday, June 18, 10:30 – 12:30 p.m.	Pearl Bailey
Word 201	Thursday, June 16, 10:30 – 12:30 p.m.	Main Street
	Thursday, June 16, 3 – 5 p.m.	South Morrison
	Tuesday, June 21, 10:30 – 12:30 p.m.	Grissom
	Monday, June 27, 6:30 – 8:30 p.m.	Pearl Bailey
Word 202	Tuesday, June 21, 3 – 5 p.m.	South Morrison
	Wednesday, June 22, 10:30 – 12:30 p.m.	Main Street
	Thursday, June 23, 10:30 – 12:30 p.m.	Grissom
	Tuesday, June 28, 6:30 – 8:30 p.m.	Pearl Bailey
Internet 201	Tuesday, June 14, 10:30 – 12:30 p.m.	Pearl Bailey
Publisher 201	Wednesday, June 29, 3 – 5 p.m.	South Morrison
PowerPoint 201	Tuesday, June 14, 3 – 5 p.m.	South Morrison
Excel 201	Wednesday, June 22, 3 – 5 p.m.	South Morrison
	Monday, June 27, 10:30 – 12:30 p.m.	Grissom
Excel 202	Thursday, June 23, 3 – 5 p.m.	South Morrison
	Tuesday, June 28, 10:30 – 12:30 p.m.	Grissom
Workforce Series	Wednesday, June 8, 3:30 – 5:30 p.m.	South Morrison
	Wednesday, June 15, 3:30 – 5:30 p.m.	Pearl Bailey
	Monday, June 20, 3:30 – 5:30 p.m.	Grissom

July 2016

CLASS	DATE & TIME	LOCATION
Computer Basics 101	Wednesday, July 6, 10:30 – 12:30 p.m.	Grissom
	Wednesday, July 6, 3 – 5 p.m.	South Morrison
	Monday, July 11, 10:30 – 12:30 p.m.	Pearl Bailey
	Tuesday, July 19, 10:30 – 12:30 p.m.	Main Street
Computer Basics 102	Thursday, July 7, 10:30 – 12:30 p.m.	Grissom
	Thursday, July 7, 3 – 5 p.m.	South Morrison
	Tuesday, July 12, 10:30 – 12:30 p.m.	Pearl Bailey
	Thursday, July 21, 10:30 – 12:30 p.m.	Main Street
Word 201	Wednesday, July 13, 10:30 – 12:30 p.m.	Grissom
	Tuesday, July 19, 3 – 5 p.m.	South Morrison
Word 202	Thursday, July 14, 10:30 – 12:30 p.m.	Grissom
	Monday, July 25, 3 – 5 p.m.	South Morrison
Email 201	Tuesday, July 26, 3 – 5 p.m.	South Morrison
Email 202	Wednesday, July 27, 3 – 5 p.m.	South Morrison
Excel 201	Tuesday, July 5, 10:30 – 12:30 p.m.	Main Street
	Wednesday, July 20, 3 – 5 p.m.	South Morrison
Excel 202	Monday, July 25, 10:30 – 12:30 p.m.	Main Street
	Thursday, July 28, 3 – 5 p.m.	South Morrison
PowerPoint 201	Wednesday, July 27, 6:30 – 8:30 p.m.	Grissom
Publisher 201	Thursday, July 28, 6:30 – 8:30 p.m.	Grissom
Workforce Series	Wednesday, July 13, 3:30 – 5:30 p.m.	South Morrison
	Monday, July 18, 3:30 – 5:30 p.m.	Grissom
	Wednesday, July 20, 3:30 – 5:30 p.m.	Pearl Bailey

August 2016

CLASS	DATE & TIME	LOCATION
Computer Basics 101	Thursday, August 4, 10:30 – 12:30 p.m.	Main Street
	Thursday, August 4, 3 – 5 p.m.	South Morrison
	Monday, August 8, 10:30 – 12:30 p.m.	Pearl Bailey
	Tuesday, August 9, 10:30 – 12:30 p.m.	Grissom
Computer Basics 102	Thursday, August 11, 10:30 – 12:30 p.m.	Main Street
	Thursday, August 11, 3 – 5 p.m.	South Morrison
	Tuesday, August 16, 10:30 – 12:30 p.m.	Grissom
	Wednesday, August 17, 10:30 – 12:30 p.m.	Pearl Bailey
Facebook 101	Thursday, August 18, 3 – 5 p.m.	South Morrison
Facebook 102	Thursday, August 25, 3 – 5 p.m.	South Morrison
Word 201	Tuesday, August 9, 3 – 5 p.m.	South Morrison
	Wednesday, August 10, 10:30 – 12:30 p.m.	Main Street
	Tuesday, August 23, 10:30 – 12:30 p.m.	Pearl Bailey
	Monday, August 29, 10:30 – 12:30 p.m.	Grissom
Word 202	Monday, August 15, 10:30 – 12:30 p.m.	Main Street
	Tuesday, August 16, 3 – 5 p.m.	South Morrison
	Monday, August 30, 10:30 – 12:30 p.m.	Grissom
	Thursday, August 25, 10:30 – 12:30 p.m.	Pearl Bailey
Internet 201	Monday, August 8, 3 – 5 p.m.	South Morrison
Excel 201	Monday, August 22, 6:30 – 8:30 p.m.	Main Street
	Wednesday, August 24, 10:30 – 12:30 p.m.	Pearl Bailey
Excel 202	Monday, August 29, 6:30 – 8:30 p.m.	Main Street
	Wednesday, August 31, 10:30 – 12:30 p.m.	Pearl Bailey
PowerPoint 201	Thursday, August 18, 10:30 – 12:30 p.m.	Pearl Bailey
Workforce Series	Wednesday, August 10, 3:30 – 5:30 p.m.	South Morrison
	Monday, August 15, 3:30 – 5:30 p.m.	Grissom
	Wednesday, August 17, 3:30 – 5:30 p.m.	Pearl Bailey

? One-on-one help is available!
Contact the library of your choice to schedule your one-on-one assistance with a library staff member.