The Newport News Public Library System offers free computer courses at Grissom, Main Street Pearl Bailey and the South Morrison Libraries in Newport News.

Courses are offered on an ongoing basis covering various topics in one-day sessions. Courses are free, but registration is required. Students may register for classes on the Library System’s website at http://nnpls.libguides.com/events or by calling the respective Library. Registration usually opens two weeks before the start of the class.

If fewer than five students have registered for a class as of 24 hours before the start of the class, it will be rescheduled for low enrollment.

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

**Aug.-Nov. 2013 Computer Course Descriptions**

**Copy, Cut and Paste**
Learn the essentials for cut, copy and paste with text using Microsoft Office Word. Prerequisite: Basic Computers 101 & Word 201
Specific Skills Taught/students should demonstrate at conclusion of class: Selecting text, Copy/Cut text, Paste text

**Computer Basics 101**
Students will concentrate on how to use the mouse properly and the layout of the keyboard (this is not a typing class). 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: Click to open programs, Identify computer components, Type simple sentences

**Computer Basics 102**
Students will build upon skills learned in the Introduction to Computers 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 and print and save. Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Moving Windows, Printing and Saving, Basic Desktop functions

**Internet 201**
Introduces users to the Internet and focuses on basic Internet functions. Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Identify parts of the internet address, Browse Websites, Internet Searching (International sites will be explored)

**Email 201: Sending and Receiving**
Each student will establish an email account and learn to generate and send email messages. Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Sign up for an account, Send and receive email

**Email 202: Reply, Forward and Attachments**
Students will learn how to reply to email messages, forward email and send attachments with email. Prerequisites: Computer Basics. Must have an email account established prior to class.
Specific Skills Taught/students should demonstrate at conclusion of class: Reply to email messages, Forward email messages, Send and receive attachments

**Excel 201: Using Data, Rows and Columns**
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

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**November 2013**

<table>
<thead>
<tr>
<th>Class</th>
<th>Date and time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>One-on-One Assistance</td>
<td>Nov. 5, Tuesday, 9-11 a.m.</td>
<td>South Morrison</td>
</tr>
<tr>
<td>Computer Basics 101</td>
<td>Nov. 6, Wednesday, 9-11 a.m.</td>
<td>South Morrison</td>
</tr>
<tr>
<td>Computer Basics 102</td>
<td>Nov. 7, Thursday, 6:30-8:30 p.m.</td>
<td>Pearl Bailey Library</td>
</tr>
<tr>
<td>Copy, Cut and Paste</td>
<td>Nov. 14, Wednesday, 9-11 a.m.</td>
<td>South Morrison</td>
</tr>
<tr>
<td>Word 201</td>
<td>Nov. 12, Tuesday, 10 a.m.-noon</td>
<td>Grissom Library</td>
</tr>
<tr>
<td>Word 202</td>
<td>Nov. 15, Wednesday, 10 a.m.-noon</td>
<td>Grissom Library</td>
</tr>
</tbody>
</table>

Classes are free, but registration is required. Register for all classes at http://nnpls.libguides.com/events OR call the respective Library.

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**Newport News Public Library System**
700 Town Center Drive, Suite 300
Newport News, VA 23602
757-926-1350

http://nnpls.libguides.com

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**Computer Course Schedule & Course Descriptions Aug.-Nov. 2013**

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**Virgil I. Grissom Library, 366 DeShazor Drive, 757-369-3190**
**Main Street Library, 110 Main Street, 757-591-4858**
**Pearl Bailey Library, 2510 Wickham Avenue, 757-247-8677**
**Library at South Morrison Family Education Center, 746 Adams Drive, Room 9, 757-369-6810**

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Computer Course Descriptions (continued)

Excel 202: Formulas and Editing
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, Printing

Word 201
Aug. 12, Monday, 10 a.m.-noon
Aug. 26, Monday, 6:30-8:30 p.m.

PB Break-Out Session
Aug. 12, Monday, 5-5 p.m.

Internet 201
Aug. 19, Monday, 10 a.m.-noon
Aug. 21, Wednesday, 9-11 a.m.

Email 201
Aug. 20, Monday, 10 a.m.-noon
Aug. 22, Thursday, 9-11 a.m.

Facebook 101
Aug. 27, Tuesday, 9-11 a.m.

Cut, Copy and Paste
Aug. 29, Thursday, 9-11 a.m.

PB Jobseekers’ Club: Online Job Searching
Club members will gain the ability to network with each other while obtaining some of the needed skills for entering the workforce.
Specific Skills Taught/students should demonstrate at conclusion of class:
Creation of an email account, Creation of a resume, Assistance with an online job application

PowerPoint 201
Students will learn create a slide show presentation.
Prerequisites: Computer Basic 101 and Word 201.
Specific Skills Taught/students should demonstrate at conclusion of class:
Create a basic slideshow presentation, Insert pictures, Design slides, Use of slide transitions

Word 201: An Introduction to Word
Introduces users to the Microsoft Word program and explains the basic features required to create a document.
Specific Skills Taught/students should demonstrate at conclusion of class:
Using tabs, Exploring the ribbon, Creating a document

Word 202: Templates, Fonts and Graphics
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, Creation of a Flyer, Inserting graphics like: shapes, WordArt, pictures, etc., Adjustment of the page layout

Excel 201
Aug. 6, Tuesday, 9-11 a.m.
Aug. 15, Thursday, 6:30-8:30 p.m.

Computer Basics 102
Aug. 8, Thursday, 10 a.m.-noon

Word 202
Aug. 13, Tuesday, 10 a.m.-noon
Aug. 28, Wednesday, 6:30-8:30 p.m.

PB Break-Out Session
Aug. 19, Monday, 5-5 p.m.

Internet 201
Aug. 19, Monday, 10 a.m.-noon
Aug. 21, Wednesday, 9-11 a.m.

Email 201
Aug. 20, Monday, 10 a.m.-noon
Aug. 22, Thursday, 9-11 a.m.

Computer Basics 102
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Cut, Copy and Paste
Aug. 29, Thursday, 9-11 a.m.