

Computer Class Schedule May 2017

Preregistration is required. If fewer than 3 people are signed up for a class, Lincoln Library reserves the right to cancel the class 24 hours in advance. Classes are held in the training room on the **second floor** of the library. To **register call 217-753-4900 x5627 OR visit the library calendar at <http://goo.gl/tdnQ0f>**.



- **Thursday, May 4th 10-11:30am — Email Basics** Learn how to enhance your email skills. Includes attachments, address books, and more. Must have experience with the mouse, Windows, and the Internet. 1½ hours.
- **Thursday, May 4th 3-4:30pm — Mobile Device Basics - How do I use my iPad/iPhone?** Need to know the basic skills (email, apps, adjusting settings, updates, backing up your device, etc.)? Do you want to know how to use your iPad/iPhone for something specific? **Attendees must have an iPad/iPhone and bring their iTunes username and password.** 1½ hours.
- **Wednesday, May 10th 6-7:30pm — Computer Basics** Learn about the keyboard, mouse, monitor and printer, and how to: turn on/off a computer, how to open/close a program and more. Attendees must take this class before any other if they are not comfortable using a computer. 1½ hours.
- **Thursday, May 11th 10-11:30am — Facebook Basics** Learn how to use Facebook and connect with family and friends. Already have an account, but have a question...bring the question to class and get the answer. Must have experience with the mouse, Windows, and the Internet. 1½ hours.
- **Thursday, May 11th 3-4:30pm — Microsoft Word Basics** Learn how to write, edit and save word processing documents and how to use templates and clipart to make flyers and announcements. Must have basic computer knowledge. Uses Word 2010. 1½ hours.
- **Thursday, May 18th 10-11:30am — Microsoft Excel Basics** Learn to keep track of budgets or finances. Includes entering, editing, sorting & moving text; creating & calculating simple formulas. Must have basic computer knowledge. Uses Excel 2010. 1½ hours.
- **Thursday, May 18th 3-4:30pm — Windows 10** Learn how to navigate the new Windows 10. Learn about changes and new features from previous Windows versions. We'll look at the new internet browser, Microsoft Edge, and Cortana, a personal assistant program, as well as other tips to use Windows 10. Must have experience with the mouse, Windows, and the Internet. 1½ hours.
- **Tuesday, May 23rd 6-7:30pm — Exploring Your Family Tree** An introduction to the genealogy resources offered and compiled by the library. Must have computer experience. 1½ hours.
- **Thursday, May 25th 10-11:30am — Pinterest Basics** From pinning to creating boards, learn the lingo, connect with friends, and get started using Pinterest. Already have an account, but have a question... bring the question to class and get the answer. Must have basic computer knowledge. **Attendees must have a Facebook or email account and bring their username and password.** 1½ hours.
- **Thursday, May 25th 3-4:30pm — eReader Devices with the Library** Covers how to use your eReader device (iPad, Kindle, Nook, etc.) to access eBooks and eAudiobooks available from the Library through Library on the Go, eRead Illinois, OneClickdigital, and Hoopla. **Please bring your eReader Device and any passwords you will need for app stores (iTunes Store, Google Play, etc.). YOU MUST HAVE A VALID LINCOLN LIBRARY CARD FOR THIS CLASS.** 1½ hours.