

Computer Class Schedule

July 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>.



- **Tuesday, July 11th 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, July 13th 10-11:30am — 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.
- **Tuesday, July 18th 6-7:30pm — 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.
- **Wednesday, July 19th 6-7:30pm — What Do I Read Next?** Learn how to use Goodreads and Novelist to browse reading interests, discover new authors, rate and review your reads, and choose your next literary adventure in this class. Need more help? Find out what reader services the library offers. Must have computer experience. 1½ hours.
- **Thursday, July 20th 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, July 20th 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.
- **Saturday, July 22nd 11-12pm — Checkout a Library Techie** Get help uploading a resume, downloading a file, creating an email account, or with almost anything else technology related for free during this one hour open questions session. Must have computer experience. 1 hour long.
- **Thursday, July 27th 10-11:30am — 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.
- **Thursday, July 27th 3-4:30pm — 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.