



## COMPUTER CLASSES

*There is no charge, but space is limited and reservations are required.  
Please visit the Circulation Desk or call the Library at 931-486-2932  
to reserve your spot.*

All classes meet in the Multi-purpose Room at the Spring Hill Public Library.

### **COMPUTER BASICS**

**Monday, January 10, 2011**

**3:30 – 5:00**

This class is designed for the brand new computer user. Learn the various parts of a computer and how to communicate with a computer by using the keyboard and the mouse. No prior computer experience is necessary. This is a 1½-hour class.

### **INTRO TO E-MAIL**

**Monday, January 24, 2011**

**3:30 – 5:00**

Learn how to create a message, reply to a message, and attach files and photos, as well as some message formatting suggestions. Some prior computer experience is recommended. This is a 1½-hour class.

### **INTRO TO WORD 2010, part 1**

**Monday, January 31, 2011**

**3:30 – 5:00**

Learn to create, save, and find documents using Microsoft Word 2010. Some prior computer experience would be helpful; prior Word experience is not necessary. This is a 1½-hour class.

### **INTRO TO WORD 2010, part 2**

**Monday, February 7, 2011**

**3:30 – 5:00**

Learn to format a document using a variety of editing techniques using Microsoft Word 2010. Previous experience with word processing software is helpful, but not required. This is a 1½-hour class.

### **INTRO TO EXCEL 2010**

**Monday, February 14, 2011**

**3:30 – 5:00**

Learn to create, save, and find spreadsheets using Microsoft Excel 2010. Some prior computer experience would be helpful; no previous experience with spreadsheets is necessary. This is a 1½-hour class.

### **INTRO TO THE INTERNET**

**Monday, February 28, 2011**

**3:30 – 5:00**

Learn how to move around on a website and become familiar with Internet terms. Search techniques and privacy will also be discussed. Prior computer experience is helpful. This is a 1½-hour class.