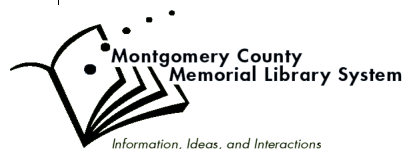


All programs are subject to change without prior notice. Please check with the library to confirm the day and time of the program.

August 2010

Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 Excel 1 9:30 - 11:30 AM Learn the basics of spreadsheets and formulas. Discover how to make Excel do the math work for you! Basic mouse and keyboard skills required. Word 1 suggested.	5 Excel 2 9:30 - 11:30 AM Build on the basics with more advanced tools. Learn how to freeze and protect your spreadsheets, how to filter records, and limit what can be entered in a cell. Excel 1 or familiarity with Excel required.	6	7
9	10	11 Computer Basics 1 9:30 - 11:30 AM View the parts inside a computer and learn how it works. Mouse basics and computer terminology is included.	12 Computer Basics 2 9:30 - 11:30 AM Learn how to use Windows XP to change the way your computer looks and functions.	13	14
16 ESPAÑOL Introducción a Microsoft Word 5:30 - 7 PM <i>Aprenda a usar Microsoft Word para escribir cartas, anuncios, y otros documentos.</i>	17	18 How to Organize Your PC (Computer Basics 3) 9:30 - 11:30 AM Learn how to create folders, copy, paste, move, and delete files, and search for lost items.	19 Open Lab 11:30 - 1:30 AM Bring your computer-related questions and projects to open lab for help and answers. ESPAÑOL Introducción a Microsoft Word 5:30 - 7 PM <i>Aprenda a usar Microsoft Word para escribir cartas, anuncios, y otros documentos.</i>	20	21 ESPAÑOL Microsoft Word Práctica 9:00 - 10:00 AM
23	24	25 Excel Formulas & Functions Class Moved to September	26 Excel Charts 9:30 - 11:30 Charts can make even dull information visually appealing and easy to understand. Learn how to create and enhance several types of charts. Excel 1 or strong familiarity with Excel required.	27	28
30	31				



Central Library

104 I-45 North Conroe, TX 77301

Local 936-539-7814 Metro 936-442-7712

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September 2010

Mon	Tue	Wed	Thu	Fri	Sat
		<p>1 Excel Formulas & Functions 9:30 - 11:30 AM From basic formulas and functions to nested IF statements. Learn how to put Excel to work for you! Excel 1 or strong familiarity with Excel required.</p>	<p>2 Computer Basics 1 9:30 - 11:30 View the parts inside a computer and learn how it works. Mouse basics and computer terminology is included.</p>	3	<p>4 ESPAÑOL Internet Práctica 9:00 - 10:00 AM</p>
6 Library is Closed	7	<p>8 Computer Basics 2 9:30 - 11:30 AM Learn how to use Windows XP to change the way your computer looks and functions.</p>	<p>9 Computer Basics 3 9:30 - 11:30 Learn how to create folders, copy, paste, and move files, and search for lost items.</p>	10	11
13	14	<p>15 Publisher 1 9:30 - 11:30 AM Discover the tools used to produce documents such as newsletters, brochures, signs, cards, gift certificates, and more.</p>	<p>16 Open Lab 11:30 - 1:30 Bring your computer-related questions and projects to open lab for help and answers.</p>	17	18
<p>20 ESPAÑOL Microsoft Word II 5:30 - 7:30 PM Usó más avanzado de Word para formatear documentos. Se requiere conocimiento previo de Word.</p>	21	<p>22 Publisher 2 9:30 - 11:30 In this level 2 class you'll develop more skills for designing and editing publications of all types.</p>	<p>23 Email Basics 9:30 - 11:30 Open your own email account and learn how to create and send emails. Learn how to open and reply to mail, add attachments, save, and delete.</p> <p>ESPAÑOL Microsoft Word II 5:30 - 7:30 PM Usó más avanzado de Word para formatear documentos. Se requiere conocimiento previo de Word.</p>	24	<p>25 ESPAÑOL Microsoft Word II Práctica 9:00 - 10:00 AM</p>
27	28	<p>29 Word 2007 Basics Part I 9:30 - 11:30 Are you ready for the new look and feel of Microsoft Word? Join us as we explore the basics of navigating and using Word 2007.</p>	<p>30 Word 2007 Basics Part II 9:30 - 11:30 Learn how to create, edit and format text in Word 2007.</p>		