

February 2012

Mon	Tue	Wed	Thu	Fri	Sat
		<p>1 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.</p>	2	<p>3 Computer Basics 2 9:30 - 11:30 AM Learn how to use Windows XP to change the way your computer looks and functions (backgrounds and color schemes, mouse speed, keyboard repeats,</p>	4
<p>6 Microsoft Excel Part 1 6:30 - 8:30 PM Learn the basics of spreadsheets. Discover how to format rows, columns and text and how to fill your spreadsheet with preset and self-created series. Basic formula writing is included.</p>	7	<p>8 Library to Go 9:30 - 11:30 AM Learn how to download audiobooks and eBooks for free from the library. Bring your library card and mobile devices for hands-on experience.</p>	9	<p>10 Computer Basics 3 9:30 - 11:30 AM Learn how to create folders, copy, paste, and move files, and search for lost items.</p>	11
<p>13 Microsoft Excel Part 2 6:30 - 8:30 PM Learn how to freeze and protect your spreadsheets, how to sort records, and limit what can be entered in a cell; control page breaks and page numbering, filter your lists and subtotal your data.</p>	14	<p>15 Open Lab 9:30 - 11:30 AM Open lab is a time to get answers to your questions, get help on projects, or just come practice what you have learned.</p>	16	<p>17 eBooks: The Basics 9:30 - 10:30 AM Understand the basics about e-books and how to download them for free from the library. Bring your library card and eReaders for hands-on experience.</p>	18
<p>20 Library is CLOSED</p>	21	<p>22 Library to Go 9:30 - 11:30 AM Learn how to download audiobooks and eBooks for free from the library. Bring your library card and mobile devices for hands-on experience.</p>	23	<p>24 No Class</p>	25
<p>27 Microsoft Excel Part 3 6:30 - 8:30 PM Formulas are one of the most useful features of Excel. Come learn the basic formats of formulas and functions and let Excel do all the calculations for you.</p>	28	<p>29 How to Search the Internet 9:30 - 11:30 AM Learn about search engines and how to conduct searches that give you great results. Mouse and keyboard skills are required.</p>	<p>All programs are subject to change without prior notice. Please check with the library to confirm the day and time of the program.</p>		