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# George & Cynthia Woods Mitchell Library & South Regional Library

## Computer Classes

### Computer Class Descriptions

- **Microsoft Excel 2013 Parts 1-6** - Microsoft Excel is required by most companies hiring in today's market. Join us to experience Excel from beginner to advanced, and take the stress out of using this fun and useful application.
- **Keyboarding for Teens** - Join us for this class if you need to be more efficient on a keyboard.
- **Downloading Free eBooks/Audio Books** - Learn how to search for, checkout, and download free eBooks and audio books. Bring your devices, cords, and passwords.
- **Open Lab** - This two-hour block of time is set aside for your computer-related questions and problems.
- **Publisher Parts 1-5** - Discover the Microsoft application used to produce professional publications such as newsletters, brochures, signs, cards, gift certificates and more.
- **QuickBooks Parts 1-5** - Looking for accounting software to manage payroll, inventory, sales, and other needs of your small business? Then join us for QuickBooks! This popular accounting software is quick to learn and easy to use. Seating is limited. **\*\*Register for this set of classes at [www.countylibrary.org](http://www.countylibrary.org).** Click on 'Calendar Events', then hover over each class and click 'Register Now'.

### Computer Classes - August 2017

Monday	Tuesday	Wednesday	Thursday	Friday
	1 MITCHELL Excel Part 1 9:30 - 11:30	2 SOUTH Keyboarding for Teens 1:00 - 3:00	3 MITCHELL Excel Part 2 9:30 - 11:30	4  NO CLASS
7  NO CLASS	8  NO CLASS	9 SOUTH Downloading Free e-Books & Audio Books 1:00 - 3:00	10 MITCHELL Excel Part 3 9:30 - 11:30	11 MITCHELL Excel Part 4 9:30 - 11:30
14 SOUTH Open Lab 9:30 - 11:30	15 MITCHELL Excel Part 5 9:30 - 11:30	16 SOUTH Publisher Part 1 1:00 - 3:00	17 MITCHELL Excel Part 6 9:30 - 11:30	18 MITCHELL <u>Register Online</u> **QuickBooks Part 1 9:30 - 11:30
21 SOUTH Publisher Part 2 9:30 - 11:30	22 MITCHELL <u>Register Online</u> **QuickBooks Part 2 9:30 - 11:30	23 SOUTH Publisher Part 3 1:00 - 3:00	24 MITCHELL <u>Register Online</u> **QuickBooks Part 3 9:30 - 11:30	25  NO CLASS
28 SOUTH Publisher Part 4 9:30 - 11:30	29 MITCHELL <u>Register Online</u> **QuickBooks Part 4 9:30 - 11:30	30 SOUTH Publisher Part 5 1:00 - 3:00	31 MITCHELL <u>Register Online</u> **QuickBooks Part 5 9:30 - 11:30	

South	Mitchell
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Events are subject to change without notice. Any individual who requires an auxiliary aid or service to participate in a library program should submit a request to the manager of the sponsoring facility at least 2 days in advance of the event.

**South Regional Library**  
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Denise Gardner

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