

# The Computer Compass



## Introductory Classes

*If you have no prior computer experience, take these classes first.  
It is recommended that these introductory classes be taken in the following order:*

**1. Computer Basics** - Perfect for beginners, this class provides the basic skills used when navigating a computer. Students will learn about the different computer components and will gain skill in using the mouse & keyboard. Students will locate, open, and close programs and will also learn how to create, save, delete, and print a file. This course also serves as a great refresher for those who have occasionally used a computer. **NOTE:** All classes are taught using Windows 7, the operating system used by the library's computers.

**2. Internet Basics** - The second of two core classes, Internet Basics provides a basic understanding of how the Internet works and how to locate information online. Students learn how to navigate a website with hands-on activities, which include using a search engine and downloading a picture from the Internet. The class wraps up with information about online safety as well as computer security when browsing the Internet.

## Intermediate Classes

*In order to attend intermediate classes, students are required to either  
have taken both introductory courses OR have prior knowledge of computers.*

## **E-Mail Instruction**

*All e-mail classes use Yahoo e-mail for instruction. We can provide assistance with other e-mail providers as well.*

**Introduction to E-Mail** - Introduction to E-Mail serves as an excellent stepping stone from introductory to intermediate classes. Class begins up with voluntary sign-up for a Yahoo e-mail address. Students are shown how to open and send e-mails.

**Advanced E-Mail** - Students taking this class should have already established e-mail accounts. Attendees are given general information on how to use their e-mail accounts. Students will complete various hands-on exercises, including adding a contact to their address book, attaching files to e-mails, creating folders, & more.

## **Microsoft Office**

*If you have no prior experience using Microsoft Office, you should take Word before attempting any other class.  
All classes are taught using Office 2010, the edition used by the library's computers.*

**Word 2010** - This course teaches basic word processing skills and provides a foundation for future courses regarding the Microsoft Office suite. Students will become familiar with the layout of this program and will gain knowledge on its various features. Students will also learn how to format text and paragraphs and will create, save, and print a document of their own.

**PowerPoint 2010** - In this course, students will learn to create an effective, professional-looking PowerPoint presentation. This class covers the basics of PowerPoint, including slide construction and design, transitions, slide timing, and more.

**Publisher 2010**- Publisher is a desktop publishing program that gives you the freedom to get creative! Those attending this class will learn about the various operations that make up Publisher. Students will gain greater understanding of these tools and their functions through the creation of a greeting card, which they will be able to print for free and take home.

**Excel 2010** - In this introduction to Excel, students will learn the basics of creating and manipulating a simple spreadsheet. This class covers data table setup and basic formulas.



## Microsoft Office (continued)

*If you have no prior experience using Microsoft Office, you should take Word before attempting any other class.*

**Advanced Excel 2010** - This fast-paced course discusses Excel at a more in-depth level, covering more advanced formulas, pivot tables, and more. Students are expected to have taken the Excel 2010 class or have prior knowledge of Excel before attempting this course.

**Advanced Word 2010** - This fast-paced course explores Word at a more in-depth level, covering document formatting, mail merge, and more. Students are expected to have taken the Word 2010 class or have prior knowledge of Word before attempting this course.

### **Additional Instruction**

*Attendees of these classes should have completed both Introductory courses or have prior computer knowledge.*



**Internet Job Searching & Résumés** - In the 21st century, most employers request that job applications and résumés be submitted online. This can be exasperating if you are fairly new at using computers, but this class seeks to remedy this frustration! Students will create a résumé using free templates and will learn more about searching and applying for jobs online.

**Advanced Internet Searching** - If you have a basic knowledge of how to use the Internet and want to perfect your searching technique, this is the class for you! Learn more about how the Google search engine works and discover the best ways to find what you're seeking. Students will also practice using different Google features like image search, Google Maps, and more. Instructor will also touch briefly on using Bing, Yahoo, and Ask.com. This class provides useful tips and tricks to make your searching a success.

**Internet Safety** - Students learn about the various methods used to gain information online and how they can protect their own sensitive information while using the Internet.

**GALILEO** - GALILEO serves as Georgia's virtual library and is an excellent source of reliable information. Students will benefit from taking this course as GALILEO is exceptionally useful for academic research.

**Ancestry.com® Library Edition** - Georgia Library patrons can access Ancestry.com Library Edition for free from any public library computer through GALILEO. This course will take you through the basics of using Ancestry.com Library Edition. Students will learn how to search for their ancestors and get started on a family lineage chart.

**Facebook** - Learn how to use this popular social network and get connected with your family and friends! Introduction to Facebook includes registration for a Facebook account and getting a basic profile set up. Advanced Facebook demonstrates how to create photo albums and events, set greater privacy options, & more.

**Open Computer Lab** - Want to learn how to perform a specific task on a computer? Staff is available to answer your computer and e-book questions on an individual basis and will show you how to do the little things you have wanted to learn how to do with a computer. This is NOT a class.

- Classes generally last an hour and a half and are taught by trained Library staff and community leaders.
- With the exception of Open Computer Lab, certificates are provided to all attendees who complete a course.
- Instruction begins on time; students arriving over five minutes late will not be permitted to attend class.
- No registration is required. Students wishing to attend should arrive 10-15 minutes prior to class starting.
- Class schedules are available at all Bibb County Public Libraries and online at [www.biblib.org](http://www.biblib.org).
- For more information, call the Washington Memorial Library Reference Desk at 478-744-0825.