

Please Note:

- All classes will meet on the 4th floor of the Cabell County Public Library.
- You may register two weeks prior to a class by coming to the 2nd floor Reference Desk or calling 528-5700.
- Please call and cancel if you cannot attend a class in which you are enrolled. That frees the space for someone else to take the class.
- You may repeat each class one time after waiting at least 30 days.
- To get the most from some classes previous computer experience is either recommended or required.
- If you don't have computer experience, it is recommended that first take the Windows class.
- Classes are limited in scope. We cannot always assist with or

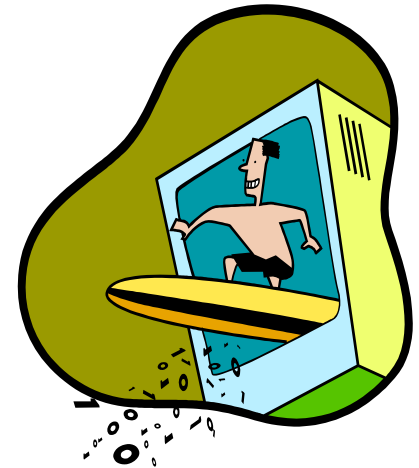
address problems that occur on personal home computers nor can we offer in-depth instruction.



Cabell County Public Library
455 Ninth Street Plaza
Huntington, WV 25701
Phone 304-528-5700

Website: <http://cabell.lib.wv.us>

**Cabell County Public Library
March - May 2003
Computer Class Schedule**



Windows

Skill Level: Beginner, no experience necessary.

If you've never used a computer or if you are new to computers this class provides an introduction. Learn about the special features of windows and the main components of a computer. Learn how to improve your skills using a mouse.

March 11	Tuesday	6:00 - 8:00
March 27	Thursday	2:30 - 4:30
April 10	Thursday	2:30 - 4:30
May 8	Thursday	2:30 - 4:30
May 20	Tuesday	2:00 - 4:00

Word

Skill Level: Ability to use a mouse is required, some computer experience is recommended.

Learn how to make attractive documents using Microsoft Word. Common commands such as edit, format, and save are used in this class.

April 1	Tuesday	2:00 - 4:00
May 15	Thursday	2:30 - 4:30

Beginning Internet

Skill Level: Ability to use a mouse is required, some computer experience is recommended.

This class is an introduction to the Internet. Learn basic terminology and some basics in how to search for information.

March 25	Tuesday	6:00 - 8:00
April 24	Thursday	2:30 - 4:30
April 29	Tuesday	2:00 - 4:00
May 13	Tuesday	2:00 - 4:00
May 29	Thursday	2:30 - 4:30

Advanced Internet

Skill Level: Ability to use a mouse is required, and some computer experience is recommended.

Now that you know the basics about the Internet, this class will help you to understand and practice special searching strategies. Evaluating web sites is one of the topics covered in this class.

April 3	Thursday	2:30 - 4:30
May 6	Tuesday	2:00 - 4:00

E-Mail

Skill Level: Ability to use a mouse is required, some computer experience is recommended.

In this popular class you will learn about the features of e-mail and how to create, open, save, and forward mail as well as how to maintain an address book.

March 13	Thursday	2:30 - 4:30
April 22	Tuesday	2:00 - 4:00
May 22	Thursday	2:30 - 4:30



Library Resources

Skill Level: Ability to use a mouse and some computer experience is required.

Learn about the on-line resources offered by the Cabell County Public Library and the WV Library Commission. We offer on-line practice tests as well as research tools for home, business, and school. Many of these on-line resources can be accessed from home computers. Great for parents and students!

April 8	Tuesday	6:00 - 8:00
May 1	Thursday	2:30 - 4:30