

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
April - May 2004
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.

April 6 Tuesday 2:00 - 4:00

May 13 Thursday 2:30 - 4:30

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 15 Thursday 2:30 - 4:30

May 18 Tuesday 2:00 - 4:00

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.

April 20 Tuesday 2:00 - 4:00

May 11 Tuesday 2:00 - 4:00

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 1 Thursday 2:30 - 4:30

May 27 Thursday 2:30 - 4:30

E-Mail

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

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.

May 6 Thursday 2:30 - 4:30

Genealogy 101

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

Are you interested in tracing your family history? Learn about how the Internet can help in your search as well as what the Library has to offer in the Local History & Genealogy Room. (Limited to 10 people)

April 29 Thursday 2:30 - 4:30