

**Please Note:**

- All classes will meet on the 4<sup>th</sup> floor of the Cabell County Public Library.
- You may register two weeks prior to a class by coming to the 2<sup>nd</sup> 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  
January - March 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.

January 13	Tuesday	2:00 - 4:00
January 29	Thursday	2:30 - 4:30
February 10	Tuesday	2:00 - 4:00
February 26	Thursday	2:30 - 4:30
March 25	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.

January 20	Tuesday	2:00 - 4:00
February 12	Thursday	2:30 - 4:30
March 18	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.

January 15	Thursday	2:30 - 4:30
February 3	Tuesday	2:00 - 4:00
February 17	Tuesday	2:00 - 4:00
March 11	Thursday	2:30 - 4:30
March 30	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.

January 22	Thursday	2:30 - 4:30
February 5	Thursday	2:30 - 4:30
March 16	Tuesday	2:00 - 4:00

## 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.

January 27	Tuesday	2:00 - 4:00
February 19	Thursday	2:30 - 4:30
March 23	Tuesday	2:00 - 4:00

## 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. Great for parents and students!

March 9	Tuesday	5:00 - 7:00
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## Excel

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

Learn how to prepare a simple spreadsheet and perform basic calculations.

February 24	Tuesday	2:00 - 4:00
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