

# Cabell County Public Library

## January - March 2005 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.

Jan. 11	Tuesday	2:00 - 4:00
Feb. 17	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.

Feb. 8	Tuesday	2:00 - 4:00
March 17	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.

Jan. 20	Thursday	2:30 - 4:30
Feb. 22	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.

Jan. 25	Tuesday	2:00 - 4:00
March 3	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.

Feb. 3	Thursday	2:30 - 4:30
March 8	Tuesday	2:00 - 4:00

### Library Resources

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

***You must bring your library card to this class.***

Get the most out of the on-line catalog and learn about the electronic resources, many available from home

computers. Great class for students and parents!

March 22      Tuesday      6:30 -8:30

### **Resume Building & Job Hunting**

*You must be able to use a mouse and understand basic Internet concepts..*

*Experience with Word is strongly recommended.*

If you've preparing to job hunt, join us for this one-time session that will offer tips on preparing a resume, researching job opportunities, and using on-line employment resources.

March 31      Thursday      2:30 - 4:30



#### **At Your Convenience...**

Contact the Reference Department at 528-5700 to schedule a time to come in and learn about I-Bistro or our electronic resources.

#### **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.



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