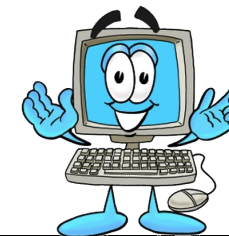




April



All Class times are 4:00pm - 5:00 pm unless otherwise noted.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 1 Excel 2	 2 MOBILE LIBRARY Senior Center 10:20 am- 11:20 am	 3 10AM-11AM 4PM-5PM	 4 Word II	 5 Tech Help Today	6
 8 Word 1	 9 10AM-11AM 4PM-5PM	 10 PowerPoint 1	 11 Gmail Basics	 12 Excel 1	13
 15 10AM-11AM 4PM-5PM	 16 MOBILE LIBRARY Deby Community Center 3:30 pm – 4:30 pm	 17 Mouse & Keyboarding	 18 Tech Help Today	 closed for The Library is closed for Easter	
 22 Word II	 23 PowerPoint 1	 24 Tech Help Today	 25	26	 27 11:00 – 12:00
 29 Excel 2	 30 Word 1				



Computer Classes available at your library



Gmail - Prerequisite: You must have an account with Gmail before attending the class.

Visit www.gmail.com to register for a free account. You will learn the basics of your inbox, how to compose a message, create folders/labels, change settings, send attachments and more



Excel 1

Learn how to adjust cells Build a worksheet, write formulas and use functions, use auto sum, fill series, and learn terminology



Excel 2 Prerequisite: Excel 1

Learn how to work with Multiple Sources, Absolute vs. Relative Cell, Freezing Panes, the If Function, and Headers and Footers.



Facebook Prerequisite: You must have an account with Facebook before attending the class. Visit www.facebook.com to register for a free account. On your personal account, you will explore privacy settings, learn about your profile, and find your friends and more



Mouse and Keyboarding

Learn the basics of using a computer mouse and keyboard. Learn to maneuver the mouse (hold, click & scroll) and then practice online with typing tutorials



One-on-One Help

If you have your own personal computer questions about software, laptop or anything else bring them in for one-on-one help.



PowerPoint

Get presentation-savvy with this essential business software. Learn to make colorful, personalized slideshows fast!



Word 1

Learn basic word processing skills using Microsoft Word. Formatting, fonts, spellcheck and many more useful features will be explored!



Word 2 Prerequisite: Word 1

Spell Checking and Grammar, Thesaurus, Indents and Tabs, Bullets and List, and Page Layouts



Word- Fillable Forms NEW CLASS

Learn to create a form that can be distributed electronically. Forms are locked for editing but allow a user to enter in data and print out the forms.



Smart Phones

This lab will help basic functions of the smart phone including adding contacts, dialing numbers, using email and other question you may have.

Coming Soon. PowerPoint 2, Excel 3, and Word 3

Registration is requested.

Classes are limited to 6 patrons

You must have a valid Library Card.

Call ASAP if you are unable to attend

Classes are taught in the classroom beside the Information Service desk on the second floor.

To register for a class: Call 252-335-7536, email, mbarnett@earlibrary.org or go to the events page on our Facebook Page.

Pasquotank County Library
100 E Colonial Avenue
Elizabeth City NC 27909