



MARCH



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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				 1	 2
 4 Excel 2	 5 MOBILE LIBRARY Senior Center 10:20 am- 11:20 am	 6 Gmail Basics	 7 Word 1	 8 Tech Help Today	 9 11:00 – 12:00
 11 PowerPoint 1	 12 Tech Help Today	 13 Facebook	 14 Word II	 15 Excel 1	 16
 18 Word 1	 19 MOBILE LIBRARY Debry Community Center 3:30 pm – 4:30 pm	 20 PowerPoint 1	 21 Tech Help Today	 22 Excel 2	 23
 25 Excel I	 26 Gmail Basics	 27 Tech Help Today	 28 Facebook	 29 Mouse & Keyboarding	 30



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

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

Classes Available during On-on-One Help sessions or by Appointment



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 9 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