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# George & Cynthia Woods Mitchell Library & South Regional Library Computer Classes

## Computer Class Descriptions

- Computer Basics 1-3 - If you are new to computers or just want to know how to personalize and organize your computer, these classes are for you!
- Microsoft Excel 2013 Parts 1 - 6 - Microsoft Excel is required by most companies hiring in today's market. Join us to experience Excel from beginner to advanced, and take the stress out of using this fun and useful application.
- Open Lab - These two-hour blocks of time are set aside for your computer-related questions and problems. Use our computers or bring in your own for help and ideas.
- Outlook 2013 Parts 1-6 - Although Microsoft Outlook is used mainly as an email application, it is actually a personal information tool that can manage your calendars, tasks, contacts, and notes. Outlook can be used as a stand-alone application, or by multiple users in an organization. In this series we'll take a look at the features that make Outlook so popular.
- Website Creation for Teens - Have fun creating your own website using Weebly! You don't need to know html because Weebly has an easy, drag and drop interface. Ages 13-18. Class attendance requires a completed parental permission form. Please include your email address when registering to receive your form. Bring the completed form to Website Creation for Teens Part 1.
- Keyboarding - Do you need to know how to type? Join us for typing techniques and improved skills.

## Computer Classes - June 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			1 MITCHELL Computer Basics 1 9:30—11:30 AM	2 MITCHELL NO CLASS
5 SOUTH Excel Part 1 9:30 - 11:30 AM	6 MITCHELL Computer Basics 2 9:30—11:30 AM	7 SOUTH Excel Part 2 1:00 - 3:00 PM	8 MITCHELL Computer Basics 3 9:30—11:30 AM	9 MITCHELL Open Lab 9:30 - 11:30 AM
12 SOUTH Excel Part 3 9:30 - 11:30 AM	13 MITCHELL Outlook 1 - Mail 9:30 - 11:30 AM	14 SOUTH Excel Part 4 1:00 - 3:00 PM	15 MITCHELL Outlook 2 - Contacts 9:30 - 11:30 AM	16 MITCHELL Keyboarding 9:30 - 11:30 AM
19 SOUTH Excel Part 5 9:30 - 11:30 AM	20 MITCHELL Outlook 3 - Calendars 9:30 - 11:30 AM	21 SOUTH Excel Part 6 1:00 - 3:00 PM	22 MITCHELL Outlook 4 - Tasks/Notes 9:30 - 11:30 AM	23 MITCHELL NO CLASS
26 SOUTH Website Creation for Teens Part 1 9:30 - 11:30 AM	27 MITCHELL Outlook 5 - Organizing 9:30 - 11:30 AM	28 SOUTH Website Creation for Teens Part 2 1:00 - 3:00 PM	29 MITCHELL Outlook 6 - Tips & Tricks 9:30 - 11:30 AM	30 MITCHELL Open Lab 9:30 - 11:30 AM

South	Mitchell
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Events are subject to change without notice. Any individual who requires an auxiliary aid or service to participate in a library program should submit a request to the manager of the sponsoring facility at least 2 days in advance of the event.

**South Regional Library**  
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Denise Gardner

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