

### **Introduction to Microsoft Word**

March 14, 15, 17, 18, 2016  
10-11:30 AM in the Computer Lab  
Registration required.

In this course you will learn valuable word processing skills like creating, saving and retrieving documents; inserting and deleting text; formatting text; and using cut, copy and paste; using clipart, using templates, creating and editing tables.

### **Exploring Google**

Monday-Wednesday, March 21-23, 2016  
1-2:30 PM in the Computer Lab  
Registration required.

Come explore some of the most helpful apps that Google offers. This course will introduce you to storing and backing up your files in Google Drive, finding your way around and viewing the world in a new way with Google Maps, and keeping your personal and professional life scheduled in Google Calendar. These apps are all free to use and are available for both desktop and mobile devices. This class will introduce you to the desktop versions of each app.

### **The Complete Job Search, Resumes and Cover Letters**

Monday, Tuesday, Thursday, Friday,  
April 11, 12, 14, 15  
10-11:30 AM in the Computer Lab  
Registration required.

This course will guide you through an assessment of your personal strengths, and teach you how to complete effective applications, resumes, and cover letters. You will learn to use the Internet to search for jobs and learn effective skills for interviewing and follow-up. Prior to taking this course, you should already have basic Windows, Word, Internet and Email skills.

### **iPad Play with a Q & A**

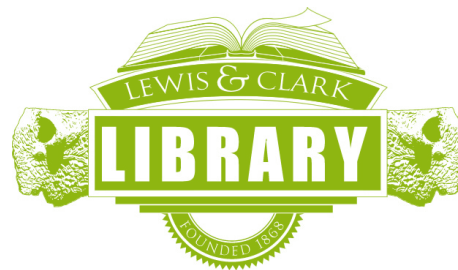
Wednesday, April 20  
1-2:30 PM, Large Meeting Room  
This is a time to play with your iPad and get answers to your questions! Please bring your iPad fully charged.

### **Introduction to Pixlr.com**

Thursday & Friday, May 12 & 13  
10-11:30 AM in the Computer Lab  
Registration required.  
Learn how to use this fun, free, online photo editor. A great alternative to PhotoShop, Pixlr.com has a powerful array of tools available to the beginner with Pixlr Express and to the more advanced artist with Pixlr Editor. Students need to know how to use the Internet and feel comfortable with a computer.

### **Android Tablet Play with Q & A**

Wednesday, May 18, 2016  
1-2:30 PM in the Large Meeting Room  
This is a time to play with your Android tablet device and get answers to your questions! Please bring your tablet fully charged.



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## **Spring 2016 Computer Classes**





### **Introduction to Windows 10**

Tuesday & Wednesday, January 5 & 6, 2016. 1-2:30 PM. In the Computer Lab. Registration required. Windows 10 represents a new approach to computing between devices for Microsoft. This course will teach you the basics of this innovative Operating System (OS) including important settings, how to navigate and customize the Start menu and various screens, and how to find and install apps that you'll love to use. You can bring your Windows 10 device-fully charged- to class.

### **Beginner iPad Class**

Tuesday, January 26, 2016  
1-2:30 PM in the Large Meeting Room  
Apple continues to enhance the iPad's usability with the release of iOS 9. Notes, Music, News, Maps and many other apps have new features you'll want to learn and use. This course is a comprehensive introduction to using the iPad including all of the included standard apps that come with iOS 9. Haven't upgraded to iOS 9 yet? Don't worry, this class will still teach you all you need to know, your device will just lack some of the new features.

### **Beginner Android Tablet Class**

Thursday, January 28, 2016  
2-3:30 PM in the Large Meeting Room  
This course will teach you the basic skills of using your Android-based tablet device including initial setup, gestures, organizing apps and Home screens, finding and installing useful apps, and using Maps and the Camera functions. This course does not include phone-specific information.

Seating is limited in the  
Computer Lab &  
registration is required.  
Call 447-1690 or visit the  
Library's Information  
Desk to sign up.

### **Wellness on the Web**

Friday, February 5, 2016  
10-11:30 AM in the Computer Lab  
Registration required.  
The web is a phenomenal resource for health information. This course will introduce you to the types of websites you can use to learn about health issues, blogs that you can follow to learn what's new, online resources you can work out with, and mobile apps that can help you in your journey toward a healthier tomorrow.

### **Facebook 101**

Tuesday, February 9, 2016  
10-11:30 AM in the Computer Lab  
Registration required.  
In this course, you will learn how to become a member of this free website, post messages and photos online. Learn how to customize your profile, create important Life Event posts, work with the Facebook photo albums, chat, groups, and more. If you already have an account be sure to bring your Facebook login information to class.

### **Absolute Beginners Computers (ABC)**

Tuesday-Friday, February 16-19, 2016  
10-11:30 AM in the Computer Lab  
Registration required.  
In this fun, hands-on course you will learn all the basic computer skills including using the mouse and keyboard, working in Microsoft Windows, using Microsoft Word, surfing the Internet and using Email. This course is ideal for someone who has a little experience with the computer but wants to know more.

### **Introduction to Email**

Thursday & Friday, March 3 & 4, 2016  
10-11:30 AM in the Computer Lab  
Registration required.  
Want to know more about email? This course will teach you how to create an account, send and receive messages, attach pictures, avoid spam, create and organize folders, and more.

