

Cyber Seniors (ages 55 and up)—Introduction to Computers (1 ½ hours)

This “no fear” class offers an introduction to what a computer is and how to use it. The class is designed for the true beginner with little or no experience on a computer and will introduce you to the basic components of a computer as well as basic functions of a keyboard and mouse.

Jan. 17 (Wed.)	10:00 A.M.
Feb. 21 (Wed)	10:00 A.M.
Mar. 14 (Wed.)	10:00 A.M.

Digital Camera Basics (1 ½ hours)

Learn how to get started in the world of digital cameras. See how one works, what the advantages are, and get help choosing a camera. Find out how to transfer, edit, save, and print pictures with your computer . Please bring a digital camera, if you own one.

Mar. 22 (Thurs.)	1:30 P.M.
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Introduction to E-Mail (1 hour)

Through this class, you will learn what e-mail is and how to use it. You will set up a Yahoo e-mail account and will learn how to open and send e-mails, create an e-mail “address book”, and send attachments.

Prerequisites: basic knowledge of computers, particularly how to use a mouse.

Feb. 6 (Tues.)	1:30 P.M.
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Introduction to Internet Searching (1 ½ hours)

This class will introduce you to the Internet. You will learn a brief overview of the Internet as well as how to find information using search engines such as Google. *Prerequisites:* Basic knowledge of computers, particularly how to use a mouse.

Feb. 7 (Wed.)	1:30 P.M.
Mar. 21 (Wed.)	1:30 P.M.

Introduction to Microsoft Excel (1 hour)

This class will cover the basics of using Excel to create and edit simple yet useful spreadsheets. Topics include: spreadsheet creation, editing, formulas, formating, printing, and saving.

Feb. 7 (Wed.)	3:15 P.M.
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Introduction to Microsoft Word (1 ½ hours)

This class will introduce you to Microsoft Word, a word processing program. You will learn to change fonts, cut and paste, and do many other things in Word. *Prerequisites:* Basic knowledge of computers, particularly how to use a mouse.

Feb. 6 (Tues.)	3:00 P.M.
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Introduction to the Online Library Catalog/ Databases (1 ½ hours)

This class will focus on using library's online catalog to search for materials at the Allendale Library and order materials from another library. You will also be introduced to several of the free databases available via the library website. *Prerequisites:* Basic knowledge of computers, particularly how to use a mouse.

Mar. 21 (Wed.)	6:30 P.M.
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Please call the Allendale Library at 895-4178 or stop by the library to sign up for classes.