

Schedule of Classes

Each class is offered twice. Once in the evening and once in the morning. Each class need only be taken one time.

Class	Day	Date	Time
Intro to Computers	Monday	February 13	6-7:30 pm
	Friday	February 17	10-11:30 am
Windows 10	Monday	February 20	6-7:30 pm
	Friday	February 24	10-11:30 am
Intro to Web Browsing	Monday	February 27	6-7:30 pm
	Friday	March 3	10-11:30 am
Search Smart	Monday	March 6	6-7:30 pm
	Friday	March 10	10-11:30 am
Basic Word 2013	Monday	March 13	6-7:30 pm
	Friday	March 17	10-11:30 am
Word 2013 - Beyond Basics	Monday	March 20	6-7:30 pm
	Friday	March 24	10-11:30 am
Basic Excel 2013	Monday	March 27	6-7:30 pm
	Friday	March 31	10-11:30 am
Excel 2013 - Beyond Basics	Monday	April 3	6-7:30 pm
	Friday	April 7	10-11:30 am

Free!

Computer Classes

Winter 2017



700 S. Otsego Avenue
Gaylord, MI 49735
(989) 732-5841

www.otsegoountylibrary.org
ocl@otsego.org

Registration for Classes is Required

Register for any class by calling the library -- 732-5841 -- or by signing up in person at the circulation desk at the Gaylord—Main Branch—Library.

Questions?

Please contact Jackie Skinner for more information about computer classes. Call the library or send an email to: ocl@otsego.org

About Our Classes

All classes are FREE, one-time, 90 minute sessions held at the Main Branch Library in Gaylord. Classes are held in the meeting room.

Classes have a limited capacity

If you cannot attend a class, please notify the Library as soon as possible to allow us to fill the seat. If you sign up for a class and do not attend without notification, you will be charged a \$5 no show fee .

Class Descriptions

Introduction to Computers

Learn about different types of computers along with the corresponding terminology. Practice mouse skills.

Windows 10

Learn what's different in Windows 10 compared to earlier versions of Windows. Practice using tiles, apps, & file explorer. Locate and use task view.

Web Browsing

Learn the basics of the Internet, including navigating a Web page and using a search engine. Recognize a secure Internet site when it's accessed.



Class Descriptions

Search Smart

Learn to use Internet search engine's advanced options to find the best information on the web. Discover unique and reliable online resources available to Otsego County Library patrons.

Word 2013 Basics

Learn to create a document using Microsoft Word, including using the ribbon; creating, saving, and printing documents; highlighting, copying, and pasting text; checking spelling and grammar.

Word 2013—Beyond Basics

Create bulleted & numbered lists & tables. Insert page numbers and symbols. Utilize templates as well as headers & footers.

Basic Excel 2013

Learn the very basics when creating a spreadsheet in Excel 2013 including: recognizing Excel terminology; maneuvering around a worksheet; making corrections in Excel; Formatting cells, columns and rows; Using formulas; Saving workbooks and printing.

Basic Excel 2013—Beyond Basics

Learn skills to utilize Excel 2013 more effectively using: Auto-Sum; Drag and copy; editing columns and rows; cutting, copying and pasting; managing cell borders and fills; adding new worksheets; rearranging and renaming worksheets; Creating charts or graphs and much more.