

# Basic Computer Office Skills Series

The series of classes will allow you to learn computer navigation basics, keyboarding, Internet use, Microsoft Word, Excel and PowerPoint. You can attend all of the classes in a row or drop in for the parts that you need most. Held on Mondays and Wednesdays 6:30 – 8:30pm. Registration is not required.

Date	Day	Class	Class Description
Jun 4	Day 1	Computer Fundamentals: How to Use a Computer	<p>We will learn the basics of how to use a basic computer, a mouse and keyboard. By the end of class you'll know the difference between right click and double click and how to properly set your hands on the keyboard.</p> <p>Pre-requisites: None</p>
Jun 6	Day 2	Computer Fundamentals: How to Use Internet and Emails	<p>We will discuss what the Internet is, what you can do with it, and how to access it safely. Then we will learn how to send emails, create email attachments and how to use mysterious CC and BCC line.</p> <p>Pre-requisites: None</p>
Jun 11	Day 3	Microsoft Word: Creating Documents & File Management	<p>We will learn how to create new documents from scratch, save, spell check and print. We will also explore the basics of how to manage your files. Optional, but encouraged: Bring a USB drive if you want to take your work home.</p> <p>PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.</p>
Jun 13	Day 4	Microsoft Word: Manipulating Text, Layouts and Graphics	<p>This class will focus on how to format text inserted in documents and build a proper page layout. We will learn how to insert images and use cut / copy and paste.</p> <p>Optional: Bring a USB drive if you want to save your work. PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.</p>
Jun 18	Day 5	Microsoft Word: Practice Session	<p>Practice creating documents and inputting text from scratch. This is hands-on, but self-paced session where you receive feedback on the documents created. Optional, but encouraged: Bring a USB drive if you want to take your work home.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Word navigation or have attended a previous Word Basics class.</p>
Jun 20	Day 6	Microsoft Word: Developing Documents	<p>Learn how to create a professional letter, use bulleted and numbered lists, and discuss various printing options and settings. Optional, but encouraged: Bring a USB drive if you want to take your work home.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Word navigation or have attended a previous Word Basics class.</p>
Jun 25	Day 7	Microsoft Word: Editing Tools	<p>We will explore more advanced features including Headers and Footers, Inserting Page Numbers, and using Find and Replace. Optional, but encouraged: Bring a USB drive if you want to take your work home.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Word navigation or have attended a previous Word Basics class.</p>
Jun 27	Day 8	Microsoft Word: Practice Session – Pt 2	<p>Practice creating documents, for example: a Memorandum and Cover Letter. This is hands-on, but self-paced session where you receive feedback on the documents created. Optional, but encouraged: Bring a USB drive if you want to take your work home.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Word navigation or have attended a previous Word Basics class.</p>



bedford public library

... for learning, for leisure, for life

Date	Day	Class	Class Description
Jul 9	Day 9	Microsoft Excel: Navigation and Formatting Data	<p>Come to this class if you have little to no experience using Microsoft Excel. We will go over basic elements of formatting cells and creating simple data. Skills: Entering Data, Auto Complete, Worksheet Navigation, Formatting Cells and Format Painter Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.</p>
Jul 11	Day 10	Microsoft Excel: Printing and Formulas	<p>Get some practice on how to use functions (AUTOSUM) and formulas for more complicated mathematical calculations. We will also learn how to format spreadsheets for printing. Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended a previous Excel Basics class</p>
Jul 16	Day 11	Microsoft Excel: Practice Session – Pt 1	<p>Practice basic data entry, using formulas and calculations to create data management spreadsheets. This is hands-on, but self-paced session where you receive feedback on the worksheets created. Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended a previous Excel Basics class</p>
Jul 18	Day 12	Microsoft Excel: Functions and Modifying Worksheets	<p>We will review formulas and how to properly write them for correct calculation. We will also learn the ways Cut/Copy/Paste, setup a worksheet and insert headers and footers. Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended a previous Excel Basics class.</p>
Jul 23	Day 13	Microsoft Excel: Managing Workbooks	<p>Working with lots of data can be difficult. We will explore how to manage large amounts of data by using AutoFill, Clearing Data, freezing panes. We will also learn the difference between Workbooks vs Worksheets. Views Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended a previous Excel Basics class.</p>
Jul 25	Day 14	Microsoft Excel: Practice Session – Pt 2	<p>Practice more complex data entry using formulas and advanced functions while editing a sales datasheet and a sample restaurant inventory. Optional: Bring a USB drive if you want to save your work. This is hands-on, but self-paced session where you receive feedback on the documents created.</p> <p>PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended a previous Excel Basics class.</p>
Jul 30	Day 15	Microsoft PowerPoint: Creating a Presentation	<p>If you ever find yourself in front of an audience and need to show something visual on the screen, PowerPoint will help you do it. In this class we will create a presentation deck with text, images and audio. Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.</p>
Aug 1	Day 16	Microsoft PowerPoint: Delivering a Presentation	<p>We will spruce up your presentations using transitions and animations. Then we will also talk about the proper way to deliver a presentation. Optional: Bring a USB drive if you want to save your work.</p> <p>PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.</p>