

DESCRIPCIONES DE LAS CLASES

Computación Básica

Aquí aprenderá las habilidades básicas para usar el ratón y el teclado. También aprenderá lo básico del sistema operativo Windows. *Para estudiantes con conocimiento limitado de computadoras.*

Internet Básica*

Esta es una introducción para navegar la Internet usando Microsoft Internet Explorer. En la clase aprenderá las técnicas para encontrar sitios de Internet e información con buscadores como Google o Yahoo.

Microsoft Word Básica*

Microsoft Word I: En esta introducción al procesador de textos de Microsoft podrá desarrollar sus habilidades para crear, editar, guardar e imprimir documentos. También aprenderá a mover y copiar texto.

Microsoft Word II: Word I es un requisito previo. Se enseñará a hacer tablas, columnas, listas, campos de texto y diseño de página.

Correo Electrónico Básico *

Es una introducción al uso del correo electrónico. Aprenderá a crear y usar una cuenta de correo electrónico gratuita en la Internet. Además aprenderá a crear, mandar, recibir y administrar mensajes electrónicos.

Microsoft PowerPoint Básica*

Cree una diapositiva patrón, agregue el texto, los formatos del diseño y las animaciones básicas.

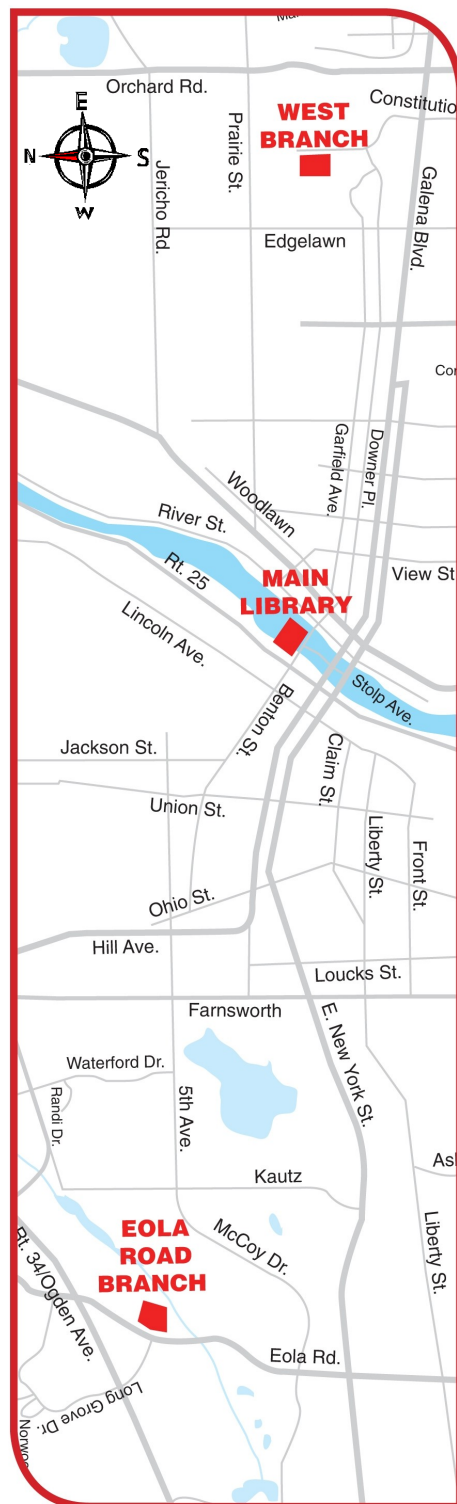
Para esta clase se necesita que los estudiantes tengan la habilidad y conocimiento para usar el ratón (señalar, oprimir y arrastrar) y el teclado o haber tomado la clase de Computación Básica.

Register / Inscribirse

Registration opens 30 days before the class date.

To see all locations <http://tinyurl.com/2a7ujlr>
Main Library <http://tinyurl.com/3cquan>
Eola Road Branch <http://tinyurl.com/264bp4x>
West Branch <http://tinyurl.com/25qay44>

****Computer classes may be cancelled at any time due to low registration.****



CLASS DESCRIPTIONS

Computer Basics

This class will cover mouse and keyboarding skills as well as an overview of the Windows operating system.

Internet Basics *

This class is an introduction to navigating the Internet using Microsoft Internet Explorer. The class will cover techniques in finding websites and information using a variety of search engines, like Google or Yahoo.

E-Mail Basics *

Covers creating and using a FREE web-based e-mail account. In addition, it will cover creating, sending, receiving and managing e-mail messages.

Microsoft Word Basics *

Microsoft Word I: Skills in creating, formatting, saving and printing documents. Fundamental commands, and formatting words, sentences, text blocks or entire pages will be covered.
Microsoft Word II: Word I is a prerequisite. Tables, columns, lists, text boxes and page layout will be covered.

Microsoft Excel Basics *

Learn basics of cells, sums, formatting and more by designing a spreadsheet.

Microsoft PowerPoint Basics *

Create a slide master, add text, design formats and basic animations.

** This class requires that students have the ability and knowledge to use a mouse (pointing, clicking and dragging) and a computer keyboard or completion of the Computer Basics class.*

Classes available at all
Aurora Public Library locations:

- * Main Library 1 E. Benton St. 630-264-4100
 - * Eola Road 555 S. Eola Road 630-264-3400
 - West 233 S. Constitution Drive 630-264-3600
- You may call the above numbers or register online.

www.aurorapubliclibrary.org

* Clases de computación en español

**FREE
COMPUTER
CLASSES
FOR ADULTS**

**AURORA
PUBLIC
LIBRARY**

**CLASES GRATUITAS
de COMPUTACIÓN
PARA ADULTOS**

**March — May
2012**

Eola Road Branch Computer Classes

March

- 8 - Microsoft Word Basics I, 10 a.m. to noon (Th)
- 14 - Computer Basics, 6 to 8 p.m. (We)
- 21 - Internet Basics, 6 to 8 p.m. (We)
- 22 - Microsoft Word Basics II, 10 a.m. to noon (Th)
- 28 - Email Basics, 6 to 8 p.m. (We)
- 29 - Microsoft Excel Basics, 10 a.m. to noon (Th)

April

- 11 - Microsoft Word Basics I, 6 to 8 p.m. (We)
- 12 - Computer Basics for Seniors, 9 a.m. to noon (Th)
- 18 - Microsoft Word Basics II, 6 to 8 p.m. (We)
- 19 - Internet Basics for Seniors, 9 a.m. to noon (Th)
- 25 - Microsoft Excel Basics, 6 to 8 p.m. (We)
- 26 - Email Basics for Seniors, 9 a.m. to noon (Th)

MAY

- 9 - Computer Basics, 6 to 8 p.m. (We)
- 10 - Microsoft Word Basics I, 10 a.m. to noon (Th)
- 16 - Internet Basics, 6 to 8 p.m. (We)
- 17 - Microsoft Word Basics II, 10 a.m. to noon (Th)
- 23 - Email Basics, 6 to 8 p.m. (We)
- 24 - Microsoft Excel Basics, 10 a.m. to noon (Th)

Eola Road Branch Clases de la computadora

(Español)

Marzo

- 6 - Computación Básica, 11 a.m. to 1 p.m. (Ma)
- 20 - Computación Básica, 11 a.m. to 1 p.m. (Ma)

Abril

- 10 - Correo Electrónico Básico, 11 a.m. to 1 p.m. (Ma)
- 24 - Correo Electrónico Básico, 11 a.m. to 1 p.m. (Ma)

Mayo

- 8 - Computación Básica, 11 a.m. to 1 p.m. (Ma)
- 22 - Computación Básica, 11 a.m. to 1 p.m. (Ma)

Main Library Clases de la computadora

(Español)

Marzo

- 6 - Computación Básica, 6 to 8 p.m. (Ma)
- 13 - Microsoft Word I, 6 to 8 p.m. (Ma)
- 20 - Internet Básica, 6 to 8 p.m. (Ma)
- 27 - Microsoft Word II, 6 to 8 p.m. (Ma)

Abril

- 3 - Computación Básica, 6 to 8 p.m. (Ma)
- 10 - Microsoft Word I, 6 to 8 p.m. (Ma)
- 17 - Internet Básica, 6 to 8 p.m. (Ma)
- 20 - Correo Electrónico Básico, 10 a.m. to noon (Vi)
- 24 - Microsoft Word II, 6 to 8 p.m. (Ma)

Mayo

- 8 - Computación Básica, 6 to 8 p.m. (Ma)
- 15 - Microsoft Word I, 6 to 8 p.m. (Ma)
- 22 - Internet Básica, 6 to 8 p.m. (Ma)
- 29 - Correo Electrónico Básico, 10 a.m. to noon (Vi)
- 29 - Microsoft Word II, 6 to 8 p.m. (Ma)

Main Library Computer Classes

(English)

April

- 6 - Computer Basics, 10 a.m. to noon (Fr)
- 17 - Internet Basics, 10 a.m. to noon (Tu)
- 20 - Email Basics, 1 to 3 p.m. (Fr)

West Computer Classes

(English)

March

- 6 - Microsoft Word Basics I, 9:30 to 11 a.m. (Tu)
- 14 - Computer Basics, 6:30 to 8 p.m. (We)
- 27 - Microsoft Word Basics II, 9:30 to 11 a.m. (Tu)

April

- 3 - Internet & Email Basics, 9:30 to 11 a.m. (Tu)
- 10 - Computer Basics, 9:30 to 11 a.m. (Tu)
- 24 - Microsoft Word Basics I, 9:30 to 11 a.m. (Tu)

May

- 1 - Computer Basics, 9:30 to 11 a.m. (Tu)
- 9 - Internet & Email Basics, 6:30 to 8 p.m. (We)

Check-out the following titles:

Teach Yourself Visually Windows 7

by Paul McFedries

Teach Yourself Visually Vista

by Paul McFedries

Teach Yourself Visually Word 2007

by Elaine Marmel

Teach Yourself Visually Windows ME

by Ruth Maran

Teach Yourself Visually Word 2010

by Elaine Marmel

2007 Microsoft Office System Plain & Simple

by Jerry Joyce and Marianne Moon

Microsoft Office Excel 2007 Plain & Simple

by Curtis Frye

Microsoft Office PowerPoint 2007 Plain & Simple

by Nancy Muir

Microsoft Office Word 2007 Plain & Simple

by Jerry Joyce and Marianne Moon

Windows 7 Plain & Simple

by Jerry Joyce and Marianne Moon

Windows Vista Plain & Simple

by Jerry Joyce and Marianne Moon

These are some books about using computers. For more titles, check the Aurora Public Library catalog.

Aurora Public Library* has online databases which will allow you to learn computer skills at your own pace. To access these databases, go to the Library's homepage at

www.aurorapubliclibrary.org

1. Click on 'Research —one of the buttons on the red bar across the top
2. Click on the link for 'Databases by Subject'
3. Click on 'Career & Employment' link
4. Select either 'Learning Express Library' or 'Universal Class'
5. After you have logged in using the number on your library card and your PIN number, select -
'Popular Software Tutorials' under Learning Express Library
OR
'Computers and Tech' under Universal Class
6. Choose the desired course

***You must have a valid Aurora Public Library card.**