

Computer Classes

April 2018

Most of these classes are held in the Computer Lab at Main Library, unless otherwise indicated. Registration is required for all classes. Space is limited. Register online at mrcpl.org/calendar or call 419.521.3146. Drop-in sessions require NO sign-up.

Bringing the Library to Your Tablet

Monday, April 9 1 PM
Monday, April 16 6 PM
Lexington Branch 419.884.2500

Relax with us as we show you how to bring the library to life on your device! Get access to eaudiobooks, ebooks, movies, music, and magazines.

Internet - the Basics

Monday, April 23 2 PM

Learn to surf the Web with confidence. We'll explain the basics of searching with hands-on activities. We'll also show you how your library card gives you access to thousands of articles others have to pay to see.

Job Seeker's Drop-in Workshop - Online Job Search

Wednesday, April 11 5:30-7:30 PM

Learn how to search and apply for jobs online, in a friendly drop-in session.

Word® - the Basics

Tuesday, April 10 9:30 AM

Learn how to navigate, format text, save, and retrieve a file. Students will learn to use the Cut, Copy and Paste commands to move text, and how to use the Help feature.

Word® - Beyond the Basics

Thursday, April 19 9:30 AM

Discover the Quick Access Toolbar, Autocorrect tips, how to use the Ruler and Tabs, and the Table function.

Word® - Advanced

Tuesday, April 24 9:30 AM

If you've taken the first two Microsoft Word classes and want to learn more, this is the class for you.

PERSONALIZED 1-TO-1 SESSIONS

Call 419.521.3146 to schedule a friendly 1-to-1 session with our lab staff for help with software training (Microsoft Office etc.), job searching, resume writing, tablets and e-readers, and general computer assistance.



Computer Lab



**Mansfield/Richland County
Public Library**

43 West Third Street • Mansfield, OH • 44902