

Computer Classes

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

Wednesday, July 11 1 PM
Bellville Branch 419.886.3811
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.

Excel® - Beyond the Basics

Tuesday, July 10 5:30 PM
This class is for those who are familiar with the basics of Microsoft Excel®. Extend your knowledge with new functions, advanced formatting, filtering sorting, and charts.

Excel® - Advanced

Tuesday, July 17 5:30 PM
If you've taken the first two Microsoft Excel classes and want to learn more, this is the class for you.

Internet - the Basics

Wednesday, July 25 5:30 PM
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 - Create a Résumé

Thursday, July 31 5:30-7:30 PM
Drop in for tips on creating an effective résumé in this relaxed, friendly, session.

PowerPoint® - the Basics

Thursday, July 19 5:30 PM
Learn the basics in our introductory PowerPoint class!

PowerPoint® - Beyond the Basics

Thursday, July 26 5:30 PM
Build on basic skills learned in the first class, learning new tips and tricks to create visually crisp presentations.

Word® - Advanced

Thursday, July 12 5:30 PM
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