

# Computer Classes January 2019

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](http://mrcpl.org/calendar) or call 419.521.3146.

## Internet - the Basics

**Tuesday, January 15 9:30 AM**

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.

## PowerPoint®-the Basics

**Thursday, January 10 5:30 PM**

Learn the basics in our introductory PowerPoint class!

## PowerPoint®-Beyond the Basics

**Thursday, January 17 5:30 PM**

Build on basic skills learned in the first class, learning new tips and tricks to create visually crisp presentations.

## Word® - the Basics

**Tuesday, January 8 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 more.

## Word® - Beyond the Basics

**Wednesday, January 16 9:30 AM**

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

## Word® - Advanced

**Wednesday, January 30 9:30 AM**

Learn about headers, footers, sections, page numbering, and more.

## Bringing the Library to Your Tablet

**Monday, January 7 1 PM**

**Lexington Branch 419.884.2500**

**Wednesday, January 23 1 PM**

**Bellville Branch 419.886.3811**

Enjoy this friendly tech session as we show you how to bring the library to life on your device! Get access to audiobooks, ebooks, movies, music and magazines.

### 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, 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