

Computer Classes

June 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 or call 419.521.3146.

PowerPoint®-the Basics

Wednesday, June 26 6 PM
Learn the basics in our introductory PowerPoint class!

Word®-Advanced

Wednesday, June 19 9:30 AM
Learn about headers, footers, sections, page numbering, and more.

Word® - the Basics

Wednesday, June 5 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.

Writing a Résumé

Thursday, June 6 6 PM
An effective résumé can get you the job you want. Learn how to put one together.

Word® - Beyond the Basics

Thursday, June 13 9:30 AM
Discover the Quick Access Toolbar, Autocorrect tips, how to use the Ruler and Tabs, and the Table function.

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