

Class Prerequisites & Topics

(B) Beginning Classes ● (I) Intermediate Classes ● (A) Advanced Classes

(See Page 12 for software versions used in classes.)

Intro to Computers I (B)

Prerequisite: None

Topics:

- Turn on/off system
- Mouse & Keyboard
- Beginning Windows

Intro to Computers II (B)

Prerequisite: Intro to Computers I

Topics:

- Equipment in Detail
- Comprehensive Windows Functions

File Maintenance (I)

Prerequisite: Intro to Computers II

Topics:

- File Maintenance
- Moving & Copying Files
- Saving and Deleting Files

Beyond the Basics: Troubleshooting (I)

Prerequisite: File Maintenance

Topics:

- Cleaning & Maintenance
- PC Troubleshooting
- Getting Help

Beyond the Basics: Personalization (I)

Prerequisite: File Maintenance

Topics:

- Customizing Windows
- Desktop Settings

Beyond the Basics: Scanners (I)

Class is limited to 6 students.

Prerequisite: File Maintenance

Topics:

- Scanning Pictures & Slides
- Scanning Other Flat Articles
- Advanced scanning options

Internet Skills I (B)

Prerequisite: Intro to Computers II

Topics:

- Getting Connected
- Browsers
- Surfing through Webpages
- Basics of a Search Engine

Internet Skills II (B)

Prerequisite: Internet Skills I

Topics:

- Tabbed Browsing
- Online Forms
- Print from the Internet
- Changing the Home Page

Internet Skills III (B)

Prerequisite: Internet Skills II

Topics:

- Add & Manage Favorites
- Importing Images
- Search Images, News, Etc.

Internet Skills IV (Searching) (I)

Prerequisite: Internet Skills III

Topics:

- Simple Search Tips
- Advanced Search Techniques
- Evaluating Websites

Internet Skills V (Beyond Search Engines) (I)

Prerequisite: Internet Skills III

Topics:

- Google Scholar & Groups
- Library Resources

Google: Calendar (I)

Prerequisite: Internet Skills III & Google Account

Topics:

- Creating Calendars and Events
- Adding Reminders & Sharing Calendars

Google: Gmail (I)

Prerequisite: Internet Skills III & Google Account

Topics:

- Sending and Receiving Email
- Creating Labels, Archiving, and Searching

Google: Drive (I)

Prerequisite: Word IV, Gmail & Google Account

Topics:

- Upload & Share Files
- Create & Edit Forms, Docs, Presentations & Worksheets

Google: Maps (I)

Prerequisite: Internet Skills III

Topics:

- Searching Maps
- Obtaining Directions

Skype (I)

Prerequisite: Internet Skills III

Topics:

- Creating an account
- Instant Messaging
- Voice & Video Calls

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Word I (B)

Prerequisite: File Maintenance

Topics:

- Anatomy of Word Window
- Enter & Edit Text
- Character Formatting

Word II (B)

Prerequisite: Word I

Topics:

- Paragraph & Page Formatting
- Cut, Copy & Paste
- Spell Check
- Printing

Word III (I)

Prerequisite: Word II

Topics:

- Indents, Tabs, Bullets & Numbers
- Headers, Footers & Page Breaks

Word IV (I)

Prerequisite: Word III

Topics:

- Templates
- Thesaurus
- Find and Replace
- Saving to Other Formats

Word V (I)

Prerequisite: Word IV

Topics:

- Clip Art
- Watermarks & Borders
- SmartArt & Screen Shots

Word VI (I)

Prerequisite: Word IV

Topics:

- Drawing Tools

Word VII (A)

Prerequisite: Word IV

Topics:

- Tables

Word VIII (A)

Prerequisite: Word IV

Topics:

- Mail Merge Letters
- Mail Merge Labels & Envelopes
- Mail Merge Form Letters

Word IX (A)

Prerequisite: Word VI

Topics:

- Creating a Form
- Using Styles and Formatting
- Create a Table of Contents
- Recording and Using Macros

Word X (A)

Prerequisite: Word IX

Topics:

- Citations & Bibliographies
- Footnotes & Endnotes
- Bookmarks
- Comments
- Inserting Hyperlinks
- Quick Parts

Excel I (I)

Prerequisite: Word IV

Topics:

- Enter & Edit Information
- Formulas
- Character Formatting
- Working with Worksheets

Excel II (I)

Prerequisite: Excel I

Topics:

- Formulas & Functions
- Number Formats
- Printing Features

Excel III (A)

Prerequisite: Excel II

Topics:

- More Functions
- Absolutes
- Sorting Data & Number Formatting

Excel IV (A)

Prerequisite: Excel III

Topics:

- Charts
- Advanced Printing

Excel V (A)

Prerequisite: Excel III

Topics:

- Linking Sheets
- If/Then Statements
- Trace Precedents & Data Validation

Excel VI (A)

Prerequisite: Excel V

Topics:

- Pivot Tables
- Sparklines
- More Functions
- Templates

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Tablets: Android I (B/I)

Tablets: iPad I (B/I)

Prerequisite: Previous Computer Knowledge Helpful

Topics:

- Touch Screen Methods & Button Functions
- Accessing Settings & Finding Apps

Tablets: Android II (I)

Tablets: iPad II (I)

Prerequisite: Android I or iPad I

Topics:

- E-Mail, Internet & Other Apps
- Creating & Searching Contacts

Tablets: Apps (I)

Prerequisite: Android I or iPad I

Topics:

- Apps for Tablets & Smart Phones
- Common Features of Apps

Tablets: Settings (I)

Prerequisite: Tablets: Apps

Topics:

- Display Settings
- Wifi Settings
- Bluetooth Settings

Photos & Computers (I)

Prerequisite: File Maintenance

Topics:

- Moving Pictures from Camera to Computer
- Delete Pictures On Camera
- Renaming Pictures

Tablet Tuesdays & SmartPhone Saturdays

Join us around Rocky River this summer
and get to know your tablet and smartphone a little better

Tablet Tuesdays

at Whole Foods 19607 Detroit Rd, Rocky River, OH

9:30-11:00 a.m.

May 30

June 27

July 25

August 8

SmartPhone Saturdays

at Bradstreet's Landing* 22400 Lake Rd, Rocky River, OH

9:30-11:00 a.m.

June 10

July 22

*If there is inclement weather, the sessions will be held at the library. Call the Training Department at 440.333.7610 ext. 3754 if in doubt of the location.