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: 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 (I)
Prerequisite: Internet Skills III & Google Account
Topics:
- Sending and Receiving Email
- Creating Labels, Archiving, and Searching

Google: Gmail II (I)
Prerequisite: Internet Skills III & Google Account
Topics:
- Settings & Filters
- Chat

Google: Drive (I)
Prerequisite: Word IV, Gmail & Google Account
Topics:
- Upload & Share Files
- Introduction to the Drive apps

Google: Docs (I)
Prerequisite: Google: Drive
Topics:
- Create & Format Documents
- Sharing Documents

Google: Sheets (I)
Prerequisite: Google: Drive
Topics:
- Create & Format Spreadsheets
- Share Spreadsheets

Google: Forms (I)
Prerequisite: Google: Drive
Topics:
- Create & Format Surveys
- Share Surveys & Collect Responses

Class Prerequisites & Topics
(B) Beginning Classes ● (I) Intermediate Classes ● (A) Advanced Classes
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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

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

Photos & Computers (I)
Prerequisite: File Maintenance
Topics:
- Moving Pictures from Camera to Computer
- Delete Pictures On Camera
- Renaming Pictures

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

SPECIAL PROGRAM:
Genealogy Help

Would you like to get started researching your family history, discover who your ancestors were or get some assistance for a search already in process?

Drop in for some personalized assistance during the Genealogy Help sessions throughout the summer.

Class Prerequisites & Topics
(B) Beginning Classes ● (I) Intermediate Classes ● (A) Advanced Classes
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First Time on Twitter (B)
First Time on Facebook (B)
First Time on Pinterest (B)
First Time on Instagram (B)
First Time on Blogger (B)
Prerequisite: Internet Skills I
Topics:
- Creating an Account
- Components of the Interface
- Posting
- Responding
- Using Images
- And More!

Tablet Tuesday

At **Whole Foods, Rocky River**
19607 Detroit Rd, Rocky River, OH

Come ask your questions and discover something new about your ***tablet and smartphone***
(Android & Apple)

May 29

June 26

July 31

August 14

The App Show
An ONLINE Event

Second Monday of the Month
1:00-1:45 pm

Discover an app for mobile devices.

Watch at
https://livestream.com/rrpl

May 14 – CLEVNET App

June 11 – Bandsintown

July 9 – YouTube

August 13 – SnapChat