

# ¡Conéctese!



Clases de  
computadora gratis

septiembre 2009 - julio 2010



## Regístrese

En línea en [www.planolibrary.org](http://www.planolibrary.org) o en cualquier biblioteca dos semanas antes de la clase

### Destrezas Básicas de Computadoras para Principiantes

Las personas que atiendan a ésta clase aprenderán el conocimiento básico de la computadora y la habilidad de usar el teclado y el ratón.

sep. 5	Regístrese 8/22	sábado	9 - 10:30am	Harrington
enero 21	Regístrese 1/7	jueves	7 - 8:30pm	Harrington
mar. 27	Regístrese 3/13	sábado	9 - 10:30am	Harrington
mayo 13	Regístrese 4/29	jueves	7 - 8:30pm	Harrington

### Internet para Principiantes

Las personas que atiendan ésta clase aprenderán como usar las teclas de función, el ratón y entrar a vínculos de la Internet desde la página de la biblioteca y completarán una búsqueda sencilla. La clase incluirá el tema de seguridad en línea básica.

sep. 12	Regístrese 8/29	sábado	9 - 10:30am	Harrington
enero 28	Regístrese 1/14	jueves	7 - 8:30pm	Harrington
mayo 20	Regístrese 5/6	jueves	7 - 8:30pm	Harrington

### Internet Intermedio

Las personas que atiendan a ésta clase aprenderán como usar los motores de búsqueda (search engines), correo electrónico (email) y la propia etiqueta a usar en la red cibernética. La clase incluirá el tema de seguridad en línea básica.

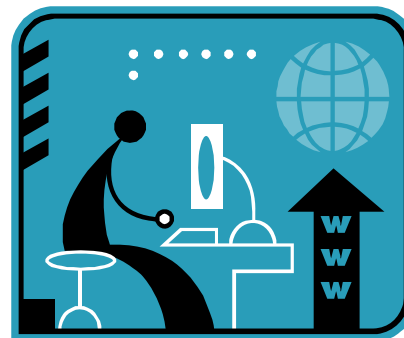
sep. 19	Regístrese 9/5	sábado	9 - 10:30am	Harrington
feb. 4	Regístrese 1/21	jueves	7 - 8:30pm	Harrington
mayo 27	Regístrese 5/13	jueves	7 - 8:30pm	Harrington

### Microsoft Word (clase de 3 partes)

Ésta clase presentará las funciones básicas de Microsoft Word. Los estudiantes crearán documentos básicos usando la barra de herramientas (toolbar), formato, tablas, y otras funciones del programa.

sep. 26, oct. 3 & 10	Regístrese 9/12	sábado	9 - 10:30am	Harrington
abr. 8, 15 & 22	Regístrese 3/25	jueves	7 - 8:30pm	Harrington

# Get connected!



Free  
Computer  
Classes

September 2009 - July 2010

Plano Public  
Library System



## Learn

Beginning Computer Skills • Email Skills • Internet Skills  
Microsoft programs: Access • Excel • PowerPoint • Publisher • Word

## Register

online at [www.planolibrary.org](http://www.planolibrary.org)  
or at any library two weeks prior to class

Classes are funded by a Loan Star grant from the Texas State Library & Archives Commission

- Classes are filled on a first-come, first-served basis
- Registration starts two weeks prior to the date of class
- Basic keyboard and mouse experience is required for all classes

**Computer Skills (Beginning)**

Basic skills including use of the keyboard and mouse.

Sep. 3	Register 8/20	Thu.	7 - 8:30pm	Harrington
Oct. 17	Register 10/3	Sat.	8:30 - 10am	Davis
Nov. 12	Register 10/29	Thu.	7 - 8:30pm	Harrington
Jan. 30	Register 1/16	Sat.	9 - 10:30am	Harrington
Feb. 6	Register 1/23	Sat.	8:30 - 10am	Schimelpfenig
Mar. 6	Register 2/20	Sat.	8:30 - 10am	Haggard
Apr. 17	Register 4/3	Sat.	8:30 - 10am	Davis
Jun. 12	Register 5/29	Sat.	9 - 10:30am	Harrington

**Email Skills**

Sign up for an email account, learn how to send, forward, save and reply to email.

Nov. 7	Register 10/24	Sat.	8:30 - 10am	Davis
May 15	Register 5/1	Sat.	8:30 - 10am	Davis

**Internet Skills (Beginning)**

Use standard function keys, the mouse, and access internet links from the library's homepage.

Sep. 10	Register 8/27	Thu.	7 - 8:30pm	Harrington
Oct. 24	Register 10/10	Sat.	8:30 - 10am	Davis
Nov. 19	Register 11/5	Thu.	7 - 8:30pm	Harrington
Feb. 6	Register 1/23	Sat.	9 - 10:30am	Harrington
Feb. 20	Register 2/6	Sat.	8:30 - 10am	Schimelpfenig
Mar. 27	Register 3/13	Sat.	8:30 - 10am	Haggard
Apr. 17	Register 4/3	Sat.	9 - 10:30am	Harrington
May 1	Register 4/17	Sat.	8:30 - 10am	Davis
Jun. 19	Register 6/5	Sat.	9 - 10:30am	Harrington

**Internet Skills (Intermediate)**

Use search engines, email and proper netiquette.

Sep. 17	Register 9/3	Thu.	7 - 8:30pm	Harrington
Oct. 31	Register 10/17	Sat.	8:30 - 10am	Davis
Dec. 3	Register 11/19	Thu.	7 - 8:30pm	Harrington
Feb. 27	Register 2/13	Sat.	8:30 - 10am	Schimelpfenig
Mar. 6	Register 2/20	Sat.	8:30 - 10am	Parr
Apr. 10	Register 3/27	Sat.	8:30 - 10am	Haggard
May 8	Register 4/24	Sat.	8:30 - 10am	Davis
Jun. 26	Register 6/12	Sat.	9 - 10:30am	Harrington

**Microsoft Access**

Create and edit a database, including designing, modifying and performing queries.

Sep. 12 & 19	Register 8/29	Sat.	9:00 - 10:30am	Schimelpfenig
Jan 9 & 16	Register 12/26	Sat.	8:30 - 10am	Davis

**Microsoft Excel (2-part class)**

Create simple spreadsheets, using formatting, basic math formulas, simple graphs, toolbar functions, and sorting data.

Sep. 19 & 26	Register 9/5	Sat.	8:30 - 10am	Haggard
Oct. 10 & 17	Register 9/26	Sat.	8:30 - 10am	Parr
Dec. 5 & 12	Register 11/21	Sat.	8:30 - 10am	Schimelpfenig
Jan. 23 & 30	Register 1/9	Sat.	8:30 - 10am	Davis
Feb. 27 & Mar. 6	Register 2/13	Sat.	9 - 10:30am	Harrington
Mar. 27 & Apr. 3	Register 3/13	Sat.	8:30 - 10am	Parr
Apr. 24 & May 1	Register 4/10	Sat.	8:30 - 10am	Haggard
Jun. 5 & 12	Register 5/22	Sat.	8:30 - 10am	Schimelpfenig
Jun. 19 & 26	Register 6/5	Sat.	8:30 - 10am	Davis

**Microsoft PowerPoint (2-part class)**

Create basic slide presentations, using toolbar functions, clip art, animation, and slide sorting.

Sep. 5 & 12	Register 8/22	Sat.	8:30 - 10am	Parr
Oct. 3 & 10	Register 9/19	Sat.	8:30 - 10am	Davis
Nov. 14 & 21	Register 10/31	Sat.	8:30 - 10am	Schimelpfenig
Jan. 9 & 16	Register 12/26	Sat.	8:30 - 10am	Haggard
Feb. 6 & 13	Register 1/23	Sat.	8:30 - 10am	Parr

**Microsoft Publisher (2-part class)**

Create simple graphic documents, including a flyer and a newsletter.

Sep. 26 & Oct. 3	Register 9/12	Sat.	8:30 - 10am	Parr
Oct. 24 & 31	Register 10/10	Sat.	8:30 - 10am	Haggard
Jan. 23 & 30	Register 1/9	Sat.	8:30 - 10am	Schimelpfenig
Feb. 13 & 20	Register 1/30	Sat.	8:30 - 10am	Davis
May 8 & 15	Register 4/24	Sat.	8:30 - 10am	Parr

**Microsoft Word (2-part class)**

Create basic documents using the toolbar, formatting, tables and other program functions.

Sep. 5 & 12	Register 8/22	Sat.	8:30 - 10am	Davis
Oct. 10 & 17	Register 9/26	Sat.	8:30 - 10am	Schimelpfenig
Oct. 24 & 31	Register 10/10	Sat.	9 - 10:30am	Harrington
Nov. 7 & 14	Register 10/24	Sat.	8:30 - 10am	Haggard
Dec. 12 & 19	Register 11/28	Sat.	8:30 - 10am	Parr
Jan. 7 & 14	Register 12/24	Thu.	7 - 8:30pm	Harrington
Feb. 11 & 18	Register 1/28	Thu.	7 - 8:30pm	Harrington
Apr. 17 & 24	Register 4/3	Sat.	8:30 - 10am	Schimelpfenig
Jun. 5 & 12	Register 5/22	Sat.	8:30 - 10am	Haggard
Jun 12 & 19	Register 5/29	Sat.	8:30 - 10am	Parr
Jul. 10 & 17	Register 6/26	Sat.	8:30 - 10am	Davis

**Locations**

Davis Library  
 Haggard Library  
 Harrington Library  
 Parr Library  
 Schimelpfenig Library

7501-B Independence Pkwy. (972) 208-8000  
 2501 Coit Road (972) 769-4250  
 1501 18th Street (972) 941-7175  
 6200 Windhaven Pkwy. (972) 769-4300  
 5024 Custer Road (972) 769-4200