

¡Conéctese!



Clases de computadora gratis

septiembre 2010 - julio 2011



Regístrese

En línea en 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.

septiembre 4 & 11	Regístrese 8/21	sábado	9 - 10:30am	Harrington
enero 8 & 15	Regístrese 12/28	sábado	9 - 10:30am	Harrington
mayo 12 & 19	Regístrese 4/28	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.

septiembre 18	Regístrese 9/4	sábado	9 - 10:30am	Harrington
enero 29	Regístrese 1/15	sábado	9 - 10:30am	Harrington
mayo 26	Regístrese 5/12	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.

septiembre 25	Regístrese 9/11	sábado	9 - 10:30am	Harrington
febrero 5	Regístrese 1/22	sábado	9 - 10:30am	Harrington
junio 9	Regístrese 5/26	jueves	7 - 8:30pm	Harrington

Microsoft PowerPoint (clase de 2 partes)

Ésta clase presentará las funciones básicas de Microsoft PowerPoint. La clase cubrirá como crear presentaciones básicas utilizando las funciones de la barra de herramientas (toolbar), ilustraciones, animación y sorteo de diapositivas.

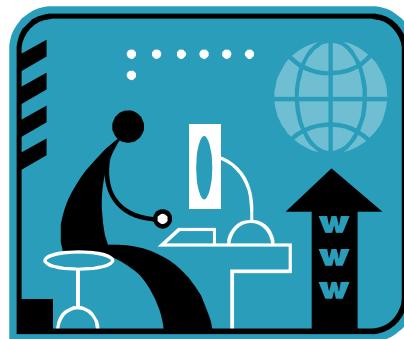
abril 21 & 28	Regístrese 4/7	jueves	7 - 8:30pm	Harrington
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Microsoft Word (clase de 3 partes)

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.

octubre 2, 9 & 16	Regístrese 9/18	sábado	9 - 10:30am	Harrington
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Get connected!



Free Computer Classes

September 2010 - July 2011



Learn

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

Register

online at 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 except Beginning Computer Skills

Computer Skills (Beginning)

Basic skills including use of the keyboard and mouse.

September 18 & 25	Register 9/4	Sat.	8:30 - 10am	Haggard
October 16 & 23	Register 10/2	Sat.	8:30 - 10am	Davis
October 23 & 30	Register 10/9	Sat.	8:30 - 10am	Harrington
November 6 & 13	Register 10/23	Sat.	8:30 - 10am	Schimelpfenig
January 8 & 15	Register 12/28	Sat.	8:30 - 10am	Haggard
April 2 & 9	Register 3/19	Sat.	8:30 - 10am	Davis
April 23 & 30	Register 4/9	Sat.	9 - 10:30am	Harrington
May 7 & 14	Register 4/23	Sat.	8:30 - 10am	Schimelpfenig
June 4 & 11	Register 5/21	Sat.	9 - 10:30am	Harrington

Email Skills

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

November 13	Register 10/30	Sat.	8:30 - 10am	Davis
April 30	Register 4/16	Sat.	8:30 - 10am	Davis

Internet Skills (Beginning)

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

September 25	Register 9/11	Sat.	8:30 - 10am	Schimelpfenig
October 16	Register 10/2	Sat.	8:30 - 10am	Haggard
October 30	Register 10/16	Sat.	8:30 - 10am	Davis
November 13	Register 10/30	Sat.	9 - 10:30am	Harrington
February 5	Register 1/22	Sat.	8:30 - 10am	Haggard
March 26	Register 3/12	Sat.	8:30 - 10am	Schimelpfenig
April 16	Register 4/2	Sat.	8:30 - 10am	Davis
June 16	Register 6/2	Thu.	7 - 8:30pm	Harrington

Internet Skills (Intermediate)

Use search engines, email and proper netiquette.

September 11	Register 8/28	Sat.	8:30 - 10am	Parr
October 2	Register 9/18	Sat.	8:30 - 10am	Schimelpfenig
November 6	Register 10/23	Sat.	8:30 - 10am	Davis
November 20	Register 11/6	Sat.	9 - 10:30am	Harrington
April 2	Register 3/19	Sat.	8:30 - 10am	Schimelpfenig
April 23	Register 4/9	Sat.	8:30 - 10am	Davis
June 23	Register 6/9	Thu.	7 - 8:30pm	Harrington

Microsoft Excel (2-part class)

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

October 2 & 9	Register 9/18	Sat.	8:30 - 10am	Davis
October 16 & 23	Register 10/2	Sat.	8:30 - 10am	Parr
November 13 & 20	Register 10/30	Sat.	8:30 - 10am	Haggard
December 4 & 11	Register 11/20	Sat.	8:30 - 10am	Schimelpfenig
February 5 & 12	Register 1/22	Sat.	8:30 - 10am	Davis
March 26 & April 2	Register 3/12	Sat.	8:30 - 10am	Parr
April 30 & May 7	Register 4/16	Sat.	8:30 - 10am	Haggard
June 4 & 11	Register 5/21	Sat.	8:30 - 10am	Davis
June 18 & 25	Register 6/4	Sat.	8:30 - 10am	Schimelpfenig

Microsoft PowerPoint (2-part class)

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

January 15 & 22	Register 1/4	Sat.	8:30 - 10am	Schimelpfenig
January 22 & 29	Register 1/8	Sat.	8:30 - 10am	Parr
February 19 & 26	Register 2/5	Sat.	8:30 - 10am	Davis
May 7 & 14	Register 4/23	Sat.	8:30 - 10am	Parr
June 11 & 18	Register 5/28	Sat.	8:30 - 10am	Haggard

Microsoft Publisher (2-part class)

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

December 11 & 18	Register 11/27	Sat.	8:30 - 10am	Haggard
February 5 & 12	Register 1/22	Sat.	8:30 - 10am	Parr
February 12 & 19	Register 1/29	Sat.	8:30 - 10am	Schimelpfenig
June 18 & 25	Register 6/4	Sat.	8:30 - 10am	Parr

Microsoft Word (2-part class)

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

September 11 & 18	Register 8/28	Sat.	8:30 - 10am	Davis
October 9 & 16	Register 9/25	Sat.	8:30 - 10am	Schimelpfenig
October 23 & 30	Register 10/9	Sat.	8:30 - 10am	Haggard
November 6 & 13	Register 10/23	Sat.	8:30 - 10am	Parr
December 4 & 11	Register 11/20	Sat.	9 - 10:30am	Harrington
January 22 & 29	Register 1/8	Sat.	8:30 - 10am	Davis
February 19 & 26	Register 2/5	Sat.	9 - 10:30am	Harrington
March 26 & April 2	Register 3/12	Sat.	8:30 - 10am	Haggard
April 9 & 16	Register 3/26	Sat.	8:30 - 10am	Schimelpfenig
July 9 & 16	Register 6/25	Sat.	8:30 - 10am	Davis
July 23 & 30	Register 7/9	Sat.	8:30 - 10am	Parr

Locations

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