Boone County Public Library – Computer Class Descriptions

Classes offered at the Florence Branch

You Can Compute: Are you curious about computers but have never used one? In this class you will learn the basic parts of a computer, turning it on and off properly, and using the mouse and keyboard.

Internet-I: What is the Internet and where did it come-from? Find-out in this informative class. You will learn how to connect to the Internet from home, what you can find online, and how to find a Web site using a known address.

Internet-II: Searching the Internet can be confusing. You'll learn all about search engines and meta-search engines, keyword searching, and much more in this class.

Email: If you've heard about email and want to learn how to use it, this class if for you. You will learn how to set-up a free account and use the program, how to prevent viruses, and some email etiquette tips. This class does not cover other email programs.

Classes offered at the Main Library

MS Word-I: Find out all the basic information about using Word 2013. Learn about the ribbons, current business letter format, and lots of tips and tricks!

MS Word-II: Learn some of the more advanced things you can do with Word, such as creating a resume, a flyer, and more. Prerequisite for this class is MS Word I or a working knowledge of MS Word.

MS Excel I: Explore the basics of MS Excel 2013, including creating a worksheet, working with simple formulas, sorting and filtering, creating a pie chart, and more!

MS Excel II: Learn how to use more of Excel's functions by creating a budget, a checkbook register, and a chart. Find out other helpful options with this powerful program. Prerequisite for this class is MS Excel-I (Basics) or a working knowledge of Excel.

MS PowerPoint: Explore the basics of MS PowerPoint 2013, including customizing slide, adding transitions, adding images/hyperlinks/sounds, printing handouts, and more.

From time to time, we offer classes on using your iPad and other topics, like writing a resumé. Please check our Events page for a listing of classes and the BCPL Discover newsletter for details.

If you need one-on-one help, please contact our reference staff.