

Conéctese!



Clases de computadora para adultos

octubre 2011 – mayo 2012



Gratis para personas con una tarjeta de la Biblioteca de Plano

www.planolibrary.org

- Registración comienza a las 10:00 a.m. dos semanas antes de la fecha de la clase
- Clases se llenan en base de primer llegado, primer servicio (first-come, first-served)
- Experiencia en el uso del teclado y el ratón es requerido para todas las clases con la excepción de Destrezas Básicas de Computadoras para Principiantes

Destrezas Básicas de Computadoras para Principiantes (clase de 2 partes)

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

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|---------------|-----------------|--------|-------------|------------|
| octubre 1 & 8 | Regístrese 9/17 | sábado | 9 - 10:30am | Harrington |
| marzo 24 & 31 | Regístrese 3/10 | sábado | 9 - 10:30am | 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.

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|------------|-----------------|--------|-------------|------------|
| octubre 15 | Regístrese 10/1 | sábado | 9 - 10:30am | Harrington |
| abril 14 | Regístrese 3/31 | sábado | 9 - 10:30am | 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.

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|------------|-----------------|--------|-------------|------------|
| octubre 22 | Regístrese 10/8 | sábado | 9 - 10:30am | Harrington |
| abril 21 | Regístrese 04/7 | sábado | 9 - 10:30am | 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.

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|-------------------------------|-----------------|--------|-------------|------------|
| octubre 29 & noviembre 5 & 12 | Regístrese 9/15 | sábado | 9 - 10:30am | Harrington |
| abril 28 & mayo 5 & 12 | Regístrese 4/14 | sábado | 9 - 10:30am | Harrington |

Get Connected!



Computer Classes for Adults

October 2011 – May 2012

FREE for Plano Library cardholders

Learn

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

Register

online at www.planolibrary.org

or at any library by phone or in person



- **Classes are filled on a first-come, first-served basis**
- **Registration starts two weeks prior to the date of class at 10 a.m.**
- **Basic keyboard and mouse experience is required for all classes except beginning Computer Skills**

Computer Skills, Parts 1 and 2

Learn basic skills including the use of the mouse and the keyboard.

| | | | | |
|--------------------|--------------------|-----|-------------|---------------|
| October 1 & 8 | Registration 9/17 | Sat | 8:30 - 10am | Schimelpfenig |
| October 15 & 22 | Registration 10/1 | Sat | 8:30 - 10am | Haggard |
| October 29 & Nov 5 | Registration 10/15 | Sat | 8:30 - 10am | Davis |
| December 3 & 10 | Registration 11/19 | Sat | 9 - 10:30am | Harrington |
| January 21 & 28 | Registration 01/07 | Sat | 9 - 10:30am | Harrington |
| February 4 & 11 | Registration 01/21 | Sat | 8:30 - 10am | Schimelpfenig |
| February 18 & 25 | Registration 02/04 | Sat | 8:30 - 10am | Davis |
| March 3 & 10 | Registration 02/18 | Sat | 8:30 - 10am | Haggard |

E-mail with Gmail

Learn how to use the Gmail email service and some of the other useful Google services.

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|-------------|---------------------|-----|-------------|-------|
| November 12 | Registration 10/ 29 | Sat | 8:30 - 10am | Davis |
| March 10 | Registration 02/25 | Sat | 8:30 - 10am | Davis |

Internet Skills (Beginning)

Learn what the Internet is, how to connect to it and how to travel on it.

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|-------------|--------------------|-----|-------------|---------------|
| November 5 | Registration 10/22 | Sat | 8:30 - 10am | Schimelpfenig |
| November 12 | Registration 10/29 | Sat | 8:30 - 10am | Haggard |
| December 17 | Registration 12/3 | Sat | 9 - 10:30am | Harrington |
| January 21 | Registration 01/07 | Sat | 8:30 - 10am | Davis |
| February 4 | Registration 01/21 | Sat | 9 - 10:30am | Harrington |
| March 24 | Registration 03/10 | Sat | 8:30 - 10am | Davis |
| April 14 | Registration 03/31 | Sat | 8:30 - 10am | Schimelpfenig |

Internet Skills (Intermediate)

Learn how to find things using directories and search engines. Learn about Internet security.

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|-------------|--------------------|-----|-------------|---------------|
| November 12 | Registration 10/29 | Sat | 8:30 - 10am | Schimelpfenig |
| November 19 | Registration 11/05 | Sat | 8:30 - 10am | Haggard |
| December 3 | Registration 11/19 | Sat | 8:30 - 10am | Parr |
| January 28 | Registration 01/14 | Sat | 8:30 - 10am | Davis |
| February 11 | Registration 1/28 | Sat | 9 - 10:30am | Harrington |
| March 31 | Registration 03/17 | Sat | 8:30 - 10am | Davis |
| April 14 | Registration 03/31 | Sat | 8:30 - 10am | Parr |

Microsoft Excel

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

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|------------------|---------------------|-----|-------------|---------------|
| October 1 & 8 | Registration 9/17 | Sat | 8:30 - 10am | Davis |
| October 15 & 22 | Registration 10/1 | Sat | 8:30 - 10am | Parr |
| December 3 & 10 | Registration 11/ 19 | Sat | 8:30 - 10am | Schimelpfenig |
| December 10 & 17 | Registration 11/26 | Sat | 8:30 - 10am | Parr |
| February 4 & 11 | Registration 01/21 | Sat | 8:30 - 10am | Haggard |
| February 18 & 25 | Registration 02/4 | Sat | 8:30 - 10am | Parr |
| March 3 & 10 | Registration 02/18 | Sat | 9 - 10:30am | Harrington |
| April 28 & May 5 | Registration 4/14 | Sat | 8:30 - 10am | Davis |
| May 5 & 12 | Registration 04/21 | Sat | 8:30 - 10am | Schimelpfenig |

Microsoft Publisher

Learn to create marketing documents with and without templates. Learn to insert and manipulate objects. Create a flyer and other documents.

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|-----------------|--------------------|-----|-------------|------------|
| October 1 & 8 | Registration 9/17 | Sat | 8:30 - 10am | Haggard |
| January 5 & 12 | Registration 12/22 | Thu | 7 - 8:30pm | Harrington |
| January 21 & 28 | Registration 01/7 | Sat | 8:30 - 10am | Parr |
| March 24 & 31 | Registration 03/10 | Sat | 8:30 - 10am | Parr |

Microsoft PowerPoint

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

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|-----------------|--------------------|-----|-------------|---------------|
| January 21 & 28 | Registration 01/07 | Sat | 8:30 - 10am | Schimelpfenig |
| February 4 & 11 | Registration 01/21 | Sat | 8:30 - 10am | Davis |
| March 3 & 10 | Registration 02/18 | Sat | 8:30 - 10am | Parr |
| March 24 & 31 | Registration 03/10 | Sat | 8:30 - 10am | Haggard |
| May 5 & 12 | Registration 04/21 | Sat | 8:30 - 10am | Parr |
| May 12 & 19 | Registration 04/28 | Sat | 8:30 - 10am | Davis |

Microsoft Word

Create basic text documents. Learn to format, proof and print using ribbon functions.

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|--------------------|--------------------|-----|-------------|---------------|
| October 1 & 8 | Registration 9/17 | Sat | 8:30 - 10am | Parr |
| October 15 & 22 | Registration 10/1 | Sat | 8:30 - 10am | Davis |
| October 22 & 29 | Registration 10/8 | Sat | 8:30 - 10am | Schimelpfenig |
| October 29 & Nov 5 | Registration 10/15 | Sat | 8:30 - 10am | Haggard |
| December 3 & 10 | Registration 11/19 | Sat | 8:30 - 10am | Davis |
| January 7 & 14 | Registration 12/22 | Sat | 8:30 - 10am | Haggard |
| February 18 & 25 | Registration 2/4 | Sat | 9 - 10:30am | Harrington |
| March 3 & 10 | Registration 2/18 | Sat | 8:30 - 10am | Schimelpfenig |
| April 14 & 21 | Registration 03/31 | Sat | 8:30 - 10am | Davis |
| April 28 & May 5 | Registration 04/14 | Sat | 8:30 - 10am | Haggard |
| May 17 & 24 | Registration 05/03 | Thu | 7 - 8:30pm | Harrington |



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 |