

Computer Basics

Tue, Jan 9, 1:00 – 3:00 p.m.
Wed, Jan 24, 6:00 – 8:00 p.m.
Tue, Feb 6, 1:00 – 3:00 p.m.
Tue, Mar 6, 1:00 – 3:00 p.m.

No computer experience is necessary for this program. You'll learn the main parts of a computer; uses of a computer; moving & resizing windows; maximizing, minimizing and closing windows; and how to use a mouse.

Registration begins 2 weeks before class



Internet Basics

Wed, Jan 10, 1:00 – 3:00 p.m.
Wed, Jan 31, 6:00 – 8:00 p.m.
Wed, Feb 7, 1:00 – 3:00 p.m.
Wed, Mar 7, 1:00 – 3:00 p.m.

This program will cover an overview of the Internet, how to access a web site & how to move around a web page.

Ability to use a mouse is required. Computer Basics class is recommended.

Registration begins 2 weeks before class

Check with the Inver Glen Library or visit the library's web page for updates to classes:
<http://www.dakotacounty.us/library>

Internet Practice

Tue, Jan 16, 1:00 – 3:00 p.m.
Tue, Feb 13, 1:00 – 3:00 p.m.
Tue, Mar 13, 1:00 – 3:00 p.m.

Basic Internet knowledge is required for this class. Practice and expand upon what you've learned in the Internet Basics class such as typing in web site addresses, filling out forms, using drop-down boxes and more.

Registration begins 2 weeks before class

Finding Info on the Web

Tue, Jan 30, 1:00 – 3:00 p.m.
Tue, Mar 27, 1:00 – 3:00 p.m.

Get better results in your web searches by using search engines, library databases, directories and other special web sites. The class includes tips on where to begin a search. **Basic Internet knowledge is required.**

Registration begins 2 weeks before class



Google

Tue, Feb 20, 1:00 – 3:00 p.m.
Wed, Mar 21, 6:00 – 8:00 p.m.

Google is more than just a search engine. Learn about special features including maps, a telephone directory, online shopping, picture search & much, much more! **Basic Internet knowledge is required.**

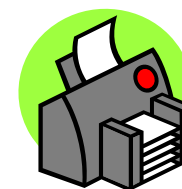
Registration begins 2 weeks before class

Printing

Wed, Feb 14, 1:00 – 2:45 p.m.
Wed, Mar 28, 1:00 – 2:45 p.m.

This class will cover how to find the number of pages *before* printing and how to print all pages, a range of pages, one page or a selection of material. Special situations with pictures, .pdf files, frames pages and pages cutting off will also be covered.

Registration begins 2 weeks before class



Copy, Cut, Paste

Tue, Jan 23, 1:00 – 2:45 p.m.
Wed, Feb 28, 6:00 – 7:45 p.m.
Tue, Mar 20, 1:00 – 2:45 p.m.

Practice moving text by using Copy/Paste, Cut/Paste and dragging text. We'll use the Internet and MS Word. **Basic Internet knowledge is required.**

Registration begins 2 weeks before class

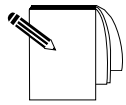


Microsoft Word

Wed, Jan 17, 6:00 – 8:15 p.m.
Wed, Feb 21, 1:00 – 3:15 p.m.
Wed, Mar 14, 6:00 – 8:15 p.m.

Learn the basics of word processing using Word: select & format text, use toolbars & menus, center, set margins and save documents. **Basic computer & mouse skills required.**

Registration begins 2 weeks before class



Microsoft Publisher: Make a Greeting Card

Tue, Feb 27, 1:00 – 2:45 p.m.

Learn how to use the Microsoft Publisher desktop publishing program to create a greeting card using a wizard. **Basic computer & mouse skills required.**

Registration begins 2 weeks before class

Please notify the library if you're registered for a class but are unable to attend.

Late arrivals may lose their reservation if others are waiting to attend the class.



Dakota County

Inver Glen Library

**8098 Blaine Ave
Inver Grove Heights**

(corner of 80th & Blaine; enter from Blaine Ave)

Winter Hours:

Mon, Tue, Wed 12:00 - 8:30
Thurs, Fri, Sat 10:00 - 5:30

Each class is one session only. If multiple dates are listed, please select *one* date.

All programs are **free** but require registration due to limited seating in the Computer Lab.

Call 651-554-6840 for information or to register for programs.

www.dakotacounty.us/library

11/29/06-mw

Free!

Computer Programs

at the

Inver Glen Learning Lab



Winter 2007

651-554-6840