



**frisco public library**  
Inspiring Intellect, Curiosity and Imagination



## Computer Classes from April - December 2008

### April

April 5, Saturday, 10:00 AM - Intro to Computers  
April 17, Thursday, 7:00 PM - Intro to the Internet  
April 24, Thursday, 7:00 PM - Basic Email

### May

May 3, Saturday, 10:00 AM - Intro to Computers  
May 22, Thursday, 7:00 PM - Intro to Word  
May 29, Thursday, 7:00 PM - Intermediate Word

### June

June 7, Saturday, 10:00 AM - Intro to Computers  
June 19, Thursday, 7:00 PM - Intro to PowerPoint  
June 26, Thursday, 7:00 PM - Intermediate PowerPoint

### July

July 24, Thursday, 7:00 PM - Microsoft Access  
July 31, Thursday, 7:00 PM - Microsoft Excel

### August

August 2, Saturday, 10:00 AM - Intro to Computers  
August 21, Thursday, 7:00 PM - Intro to the Internet  
August 28, Thursday, 7:00 PM - Basic Email

### September

September 6, Saturday, 10:00 AM - Intro to Computers  
September 18, Thursday, 7:00 PM - Intro to Word  
September 25, Thursday 7:00 PM - Intermediate Word

### October

October 4, Saturday, 10:00 AM - Intro to Computers  
October 23, Thursday, 7:00 PM - Intro to PowerPoint  
October 30, Thursday, 7:00 PM - Intermediate PowerPoint

### November

November 1, Saturday, 10:00 AM - Intro to Computers  
November 20, Thursday, 7:00 PM - Databases

### December

**No classes**

### Intro to computers

Don't be intimidated by technology! This friendly beginners course will teach you the basics of the personal computer. Learn how to use a mouse and keyboard to navigate through various folders and files and even log on to the Internet.

### Intro to the Internet

This class will introduce you to the basics of the Internet and World Wide Web. You will learn how the Internet works, how to search and download information, how to use e-mail, and more.

### Basic Email

Learn how to set up a free email account so you can send, forward, and reply to messages!

### Intro / Intermediate Word

These classes are introductory level courses that will show you the basic functions of the Microsoft Office Word program. Topics include inserting text, basic formatting, working with graphics, and many other topics essential in creating professional-looking documents.

### Intro / Intermediate PowerPoint

These classes are introductory level courses that will show you how to use Microsoft PowerPoint. Learn how to create presentations by adding new slides, inserting clip art; moving and resizing objects; using graphic images from the Internet and more.

### MS Access

You will learn the Microsoft Access basics for creating databases that will help you manage and use all the information you deal with daily. The course will cover the fundamentals of simple database design, building data tables and querying and retrieving the information you need from the database.

### MS Excel

This class will introduce you to the basics of the Microsoft Excel spreadsheet program. You will learn how to create an Excel spreadsheet, create formulas and text entries, and format and print the spreadsheet.

### TexShare Databases

The commercial databases licensed by TexShare offer authoritative, full-text articles from verifiable, subscription-only sources. Every search yields results you won't see anywhere else. TexShare databases cover subject areas such as General Information and Periodicals, Homework and Education, History and Genealogy, Health and Medical, Business Resources, and Books and Literature.