



A library card in good standing is now required to register for workshops.

Registration is handled on a first come first served basis.

Class size is very limited.

The dates & times of all workshops are subject to cancellation.

The West Florida Public Library reserves the right to cancel any workshop that does not have a minimum of five registered patrons.

Workshops are held in the Computer Lab located at Main library.

Individuals may register no more than two people for a given workshop.

If you need to cancel, please call the Computer Lab as soon as possible, preferably within 24 hours of the scheduled workshop.

West Florida Public Library
Computer Department
200 W. Gregory Street
Pensacola, Florida 32502
436-5088 or 436-5060 ext. 2235
www.cityofpensacola.com/library

Free Computer Workshops



September 2010

West Florida Public Library
offers FREE
one-session, hands-on
Computer workshops.

Registration begins
Thursday, September 2, 2010
Phone in-8:30AM
Walk in-9AM
Phone: 436-5088
or
436-5060 ext. 2235
Registration is required

Mouse Skills

(No computer experience necessary)

Join us to learn basic computer terms, common navigation tools, and tips on handling a mouse.

Saturday, September 11, 2010
10:30 AM – 12 NOON

Typing for Beginners

(Prerequisite: Mouse Skills or equivalent)

Come and refresh those rusty typing skills with this hands-on workshop. There will be a brief introduction of proper typing techniques, as well as a demo of selected Internet websites for practicing purposes.

Saturday, September 18, 2010
10:30 AM – 12 NOON

Intro to Keyboard

(Prerequisite: Mouse Skills or equivalent)

Explore the functions of the computer keyboard. Make your computer experience more enjoyable by learning to effectively input information.

Saturday, September 25, 2010
10:30 AM – 12 NOON

Patrons registering for workshops listed below should already be proficient with mouse, keyboard, and basic computer skills.

Intro to the Internet

Come and learn the basics of exploring the Internet. Navigation and browser basics will be covered.

Basic Internet safety will be discussed.

Wednesday, September 15, 2010
9:30 AM – 11:30 AM

Google

(Prerequisite: Intro to the Internet or equivalent)

Can you Google?

If you can't, then come and learn all that this powerful search engine can do.

Wednesday, September 22, 2010
9:30 AM – 11:30 AM

Please check in at the Computer Department desk ten minutes prior to your scheduled workshop.

Patrons registering for workshops listed below should already be proficient with mouse, keyboard, and basic computer skills.

Excel I

Introduction to the basic features of Microsoft Excel along with basic Excel terminology, screen layout, and data entry.

Tuesday, September 14, 2010
5:30 PM – 7:30 PM

Excel II

Formatting, formulas, copy & paste, and more.

Tuesday, September 21, 2010
5:30 PM – 7:30 PM

Excel III

List and Mail Merge — Learn how Excel can manage lists of information. Also learn how to Mail Merge the list with a Word Document.

Tuesday, September 28, 2010
5:30 PM – 7:30 PM

Introduction to using a Laptop

(Prerequisite: Bring your own laptop)

A laptop can be challenging for a new user.

Come to this hands-on presentation and learn tips and tricks that will maximize your laptop experience. Wireless and basic software will be discussed.

Friday, September 10, 2010
9:30 AM – 11:30 AM

Windows 7

Don't understand Windows 7?

Can't figure out the newest changes ?

Come to this workshop and discover what alterations Microsoft has made to its newest operation system. Direct comparisons to Windows XP will be explained.

(This will be a demo only. Patrons are welcome to bring their own Windows 7 laptops.)

Friday, September 17, 2010
9:30 AM – 11:30 AM

OpenOffice

Can't afford Microsoft Office 2007?

Come and discover the freeware product called OpenOffice. It has applications similar in function to Word, Excel, & Power Point.

A demonstration will be given.

Friday, September 24, 2010
9:30 AM – 11:30 AM