

Classes are scheduled to suit your needs. Contact the library to



Please fill out and return this side to sign up. A Staff member will call you to set up a one-on-one class.

Name: _____

Phone #: _____

Class(es) I'm interested in:

Please circle classes your interested in below.

- Computer Basics
- Introduction to Word
- Advanced Word
- Introduction to E-mail
- Introduction to PowerPoint
- Introduction to Excel
- Introduction to Facebook
- Introduction to Publisher
- Evergreen Indiana



Computer Clinic

One-on-one help...

- Have a question about a specific computer program?
- Have a particular task you would like to accomplish on the computer?

Schedule a time and a library staff member will provide one-on-one help with your specific computer program.

The library staff cannot provide technical (hardware) support for your computer. But, we can give you guidance on how to improve your documents/files and help you use your computer more effectively.

There is no cost for this but time may be limited due to other staff duties.

All classes are on the library's computers!

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Computer equipment provided by grants from Ripley County Community Foundation and Tyson Versailles Fund.
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PO Box 769, Versailles, IN 47042
Email: info@tysonlibrary.org
Web address: www.tysonlibrary.org
Phone: 812-689-5894



Tyson Library

Computer Classes



Computer clinic

See back page for more details!

► **Classes offered**

Computer Basics



This class is 50 minutes. The class is intended for those who have no knowledge of, or are just beginning to use, a personal computer. The class will introduce you to the key parts of a computer and the important steps to getting started, including an introduction to Microsoft Windows.

Introduction to Word



This class is 50 minutes. The class is intended for those who have had no, or very little, experience with Microsoft Word. The class introduces word processing, including how to create and work with a letter/document, and some of the commonly used text features.



Advanced Word

For the more experienced Word user, this class covers more in depth formatting techniques and how to create and use templates.

Ask for any Library employee for more information or fill out and return to sign up for a class!

Introduction to E-mail



This class is 50 minutes. The class is intended for those who have little or no experience using e-mail. Basics of e-mail will be explained along with various alternative e-mail systems. A free google e-mail account will be set up during the class for practice and for permanent use, if desired.

Introduction to PowerPoint



This class is 50 minutes. The class is intended for those who have had no, or very little, experience with Microsoft PowerPoint. The class shows you how to make a presentation "slide show" using PowerPoint and some of the commonly used features of the program.



Evergreen Indiana

Learn how to better use the library's Evergreen system to find materials in the library and expand your access to materials in nearly 100 public libraries throughout the state.

Have a suggestion for a program? Talk with a Librarian today!

Introduction to Excel



This class is 50 minutes. The class is intended for those who have had no, or very little, experience with Microsoft Excel. The class introduces Excel as a tool to work with spreadsheets to handle data for such applications as budgets, income statements, balance sheets, and inventory.

Introduction to Facebook



This class is a 45 minute class intended for those who have no experience with, but are interested in learning the basics of how to set up an account, log in, learn what a news feed, and more.

Introduction to Publisher



This class is 50 minutes. The class is intended for those who have had no, or very little, experience with Microsoft Publisher. The class introduces using text and clipart to produce flyers, postcards, and brochures (such as this computer class brochure).