

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

I'm out of bed and I made it to the keyboard. What more do you want?



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

Introduction to E-mail

Introduction to PowerPoint

Introduction to Digital Coupons-JAYC Store

Introduction to Facebook

Introduction to Publisher

Evergreen Indiana

(PLEASE CIRCLE) DAYS I AM AVAILABLE FOR CLASSES:

MON, TUES, WED, THURS, FRI.



Set up a time for help with your smartphone!

Our staff will give you a call to set up an appointment for classes about your smart phone.

You must be able tell us what smartphone you have before setting up the class so we are able to research your device to better assist you!



All classes are on the library's computers! Unless arranged otherwise.

Computer equipment provided by grants from Ripley County Community Foundation and Tyson Versailles Fund.



PO Box 769, Versailles, IN 47042
Email: info@tysonlibrary.org
Web address: www.tysonlibrary.org
Phone: 812-689-5894



Computer Classes



Smartphone Help Sessions!

See back panel for 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.

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

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.

Introduction Digital Coupons- JAYC Store



This class is 50 minutes. The class is intended for those who have little or no experience using digital coupons through Jay C or Kroger Stores. Basics of digital couponing will be explained during this class. **Must have valid JayC or Kroger plus card and a valid email account and password.**

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. **Must have a valid email address and password.**

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).