

## COMPUTER CLASSES

*Sign-up for computer classes begins on the 15th of the previous month. A non-refundable fee may be required to register and more advanced classes may require a test to qualify.*

*Class size is limited. Sessions are typically 90 minutes long.*

*Class schedule flyers are available in the lobby or outside the Computer Center. The schedule is also posted on the library's website. Register online with a credit card (available for most classes).*



Computer skills are valuable.

### Training on the Web:

Mouse Help  
[www.gcflearnfree.org/computers/module/14](http://www.gcflearnfree.org/computers/module/14)

Free computer help topics:  
[www.gcflearnfree.org](http://www.gcflearnfree.org)

Typing skills:  
[www.freetypinggame.net](http://www.freetypinggame.net)

Microsoft Office:  
<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

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### Computer Center Access

*Oak Lawn residents need a valid library card to use the Computer Center for free computer access (printing not included).*

*As a courtesy non-residents may present a valid library card to receive one hour of computer time free. Non-residents may also purchase a Visitor Pass for \$1 per logon or use the free 10 minute walk up station.*

*Printing is 10¢ for each black and white page and \$.50 for each color page.*

OAK LAWN  
PUBLIC LIBRARY



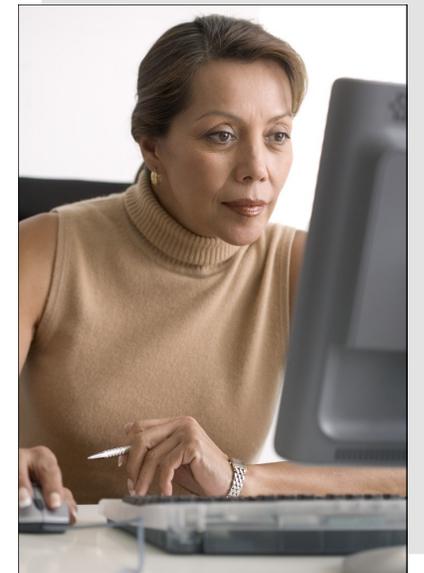
9427 S. Raymond  
Oak Lawn, IL 60453  
Phone: 708-422-4990  
[www.oaklawnlibrary.org](http://www.oaklawnlibrary.org)

## Computer Training and Education Tools



OAK LAWN  
PUBLIC LIBRARY

Step into technology.



## Where to start...

If you are new to computers there are many skills to learn before you will feel comfortable. To use a computer you must be able to use a mouse. Laptop computers (or notebooks) use a built in mouse called a touchpad. With a little practice, you will learn to click and navigate around the screen. Before you sign up for any classes be sure to spend a little time using a mouse. You will need this skill to get the most out of the class.



The Computer Center can help you with mouse skills. Simply stop at the staff desk and tell them that you would like to practice using the mouse. They will help you to get started.

*Note: As a courtesy non-residents may present a valid library card to receive one hour of computer time free. Non-residents may also purchase a Visitor Pass for \$1.*



### Computer Classes

The Computer Center offers a variety of classes to help you get started. There is a \$6 fee for each class and sign-up is required. Each class features a different computer skill. You may want to take them all or only the ones that you need.

**Windows** - This introduction to the Windows operating system and basic PC jargon are necessary to navigate through and around programs. Students will learn about: hardware, software, window functions, drives, rebooting, menus, display options, desktop icons, and more.

**Word Processing** - This class will enable the student to prepare a document, make changes, save and open files, and print. Students will also become familiar with basic formatting options and implementation as well as spell checking. *(Requires Windows 1 or basic computer skills)*

**Introduction to Internet** - This class exposes the total novice to the Internet world via explanation of terms, how it works, what is needed, how to navigate, what not to do, and how to use a search engine. *(Requires basic computer skills.)*

**Email Basics** - The students will learn how to write, read, and send email as well as how to open and send attachments. *(Requires basic computer and Internet skills)*

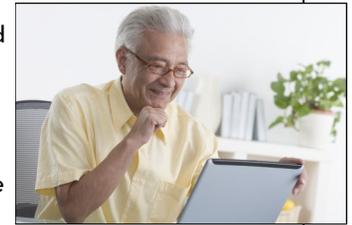
In addition to these basic skills the library also offers more advanced classes on these topics: Working with Images, Excel Basics, How to Create a Flyer in Microsoft Publisher, PowerPoint Essentials, Resume Help, Online Genealogy Research with Ancestry, Consumer Health Resources on the Web, and more.



### Computer Help Station

One on one help is available any time in the Computer Center. Assistance with computer skills is provided on a limited basis. Staff members may be called away to assist other patrons with various tasks. Staff will spend 15-60 minutes per day with an individual requesting help. More advanced computer skills may require that an appointment be made.

*Note: No work will be done on personal equipment.*



### Self Training

If you cannot attend classes the library has other training options.

**Free Internet Learning:**  
[www.gcfllearnfree.org](http://www.gcfllearnfree.org)

**Online and DVD Training** - The Computer Center has DVD and online resources to learn computer skills. This is available any time the Computer Center is open.

**Check out Books or AV Material** - The library has a collection of books on just about any computer topic (004.1-006.7). In the AV Department look for training DVDs that you can check out and take home.