

# Computer Training @ Bernardsville Public Library

## Hands-on Workshops

The library offers hands-on computer training workshops. Workshop sessions typically run for 1-1/2 hours. Topics may be covered in a single class or once a week for two or three weeks.

Classes are provided at no charge. A \$5.00 deposit is required to hold your place and will be returned to you at the first class. Registration preference may be given to Bernardsville residents.



## Description of Classes

*An asterisk (\*) indicates that proficiency with the mouse and familiarity with the keyboard is needed.*

- **Absolute Beginner Basics**  
Master the art of using the mouse and keyboarding, and cover basic computer programs.
- **Advanced Computer Basics\***  
Learn about file management and navigating your desktop. (Prerequisite: Absolute Beginner Basics or equivalent knowledge.)
- **Microsoft Word for Beginners\***  
An introduction to Microsoft's word processing software.
- **Microsoft Word I and II\***  
More in-depth than Word for Beginners.
- **Microsoft Excel for Beginners\***  
Learn the basics of Excel spreadsheets.
- **Create Mailing Labels\***  
Use Microsoft Word to create mailing labels. (Prerequisite: Microsoft Word for Beginners or equivalent knowledge.)
- **Introduction to the Internet\***  
Learn what the Internet is and how you can use it.
- **Set Up Your Own Email Account\***  
Set up a free account that you can use anywhere.
- **Advanced Word\*** (Prerequisite: Microsoft Word for Beginners or equivalent knowledge.)

## **Demonstration Workshops**

*An asterisk (\*) indicates that Introduction to the Internet or equivalent knowledge is required.*

The library periodically offers special programs on computer-related topics that are not hands-on:

- Maximizing your computer's performance
- Computer troubleshooting
- Firewalls
- Shopping online\*
- Travel planning on the Internet\*
- Job searching on the Internet\*