

Pikes Peak Library District

COMPUTER

CLASSES

Class offerings and times vary by location. For a current list of computer classes available at your Library, visit ppld.org. Call 389-8968 or visit ppld.org to register for a class. All classes are free unless otherwise noted.

Seniors

The following classes are intended to be of interest to seniors; however, seniors are welcome to take any of the computer classes.

55+ Computer Basics: Become familiar with the parts of a computer and practice simple navigation in a screen and window environment. Learn how to enter information using the keyboard. **Prerequisites:** Experience using a mouse or 55+ Mouse Basics class

55+ Computer Basics Practice Lab: Receive extra help practicing skills learned in the 55+ Computer Basics class. **Prerequisite:** 55+ Computer Basics

55+ Mouse Basics: Learn to hold, move, and click a computer mouse. Become familiar with the different cursor icons. This is a class for people who have never used a computer or mouse.

55+ Windows Basics: Become familiar with the parts of Microsoft windows by learning terminology, ways to open windows, how to toggle between windows, and how to save a file. **Prerequisite:** Computer Basics Practice Lab/55+ Computer Basics Practice Lab

Computer Basics: Become familiar with the parts of a computer and practice simple navigation in a screen and window environment. Learn how to enter information using the keyboard.

Computer Basics Practice Lab: Receive extra help practicing skills learned in the Computer Basics class. **Prerequisite:** Computer Basics

Excel I: Learn how to create, manipulate, and format a basic spreadsheet. **Prerequisite:** Word I or strong familiarity with the Microsoft Word program

Excel II: Learn more complex formatting, charts, formulas, and sorting of an Excel worksheet. **Prerequisite:** Excel I

Excel Practice Lab: Receive extra assistance while practicing the skills learned in Excel I and II. **Prerequisites:** Excel I and Excel II

Internet Basics: Learn to use the different functions of a web browser, how to navigate the Internet, and how to use different search techniques to find information. **Prerequisites:** Computer Basics/55+ Computer Basics or experience using a mouse and keyboard

Investment Tools @ your library®: Become a savvy investor. Learn about investment resources at the Library. Resources will cover print, electronic databases, and Internet sites. **Currently offered at Penrose Library only**

Minding Your Business: Learn how to research company and industry information using print resources, electronic databases, and Internet sites. Locate information for a job search or locate competition, vendors, and customers for your business. **Currently offered at Penrose Library only**

Selling on eBay: Learn how to sell items on eBay. It's the world's largest flea market, and a great place for you to start making some extra cash. This class will not cover buying basics on eBay. It is intended for those who have an eBay account and are ready to start selling.

Windows Basics: Become familiar with the parts of Microsoft Windows by learning terminology, ways to open windows, how to toggle between windows, and how to save a file. **Prerequisite:** Computer Basics Practice Lab/55+ Computer Basics Practice Lab

Word I: Become familiar with basic word processing skills necessary to create and save Word documents by learning to read the Microsoft Word screen and entering and manipulating basic text. **Prerequisites:** Computer Basics/55+ Computer Basics and experience using a mouse and keyboard

Word II: Become familiar with more advanced formatting features of Microsoft Word to make a professional looking page. **Prerequisite:** Word I

Word Processing Lab: Receive extra assistance practicing the skills learned in Word I by working through Word documents. **Prerequisite:** Word I