Bosler Memorial Library
Data Den
Class Descriptions

Class schedules change monthly. Schedules are available for pickup in the library near the entrance doors or upstairs in the Data Den. To register, call the library at 243-4642 anytime after 1:00.

Class Name	Description	Pre-requisites
Basic Computer Classes		
Computer Fundamentals & Mouse Skills	Introduction to the basic parts of the computer, basic computing, and practice using the mouse.	None
Typing on the Computer	An opportunity to practice your keyboarding skills and test your speed and accuracy.	Computer Fundamentals & Mouse Skills if new to computing
Introduction to Internet	Introduction to the basic vocabulary and the internet environment. Participants will learn how to perform basic internet search techniques.	Computer Fundamentals & Mouse Skills and Typing on the Computer
Introduction to E-mail	Participants may open a free Google e-mail account and receive a brief overview of how emailing works.	Computer Fundamentals & Mouse Skills, Typing on the Computer, and Introduction to the Internet
Microsoft Office Classes		
Microsoft Word 1	Introduction to basic word processing screens and functions. Participants will create a document, and learn the functions of cut, copy, paste, spell-check, save and print.	Computer Fundamentals & Mouse Skills and Typing on the Computer
Microsoft Word 2	Participants will learn to create and format tables, apply styles and format text into columns. We will also cover inserting, repositioning, editing, adding borders, and re-sizing graphic images.	Microsoft Word 1
Mail Merge	Participants will learn to develop form letters (a letter personalized and sent to multiple recipients) using the Mail	Microsoft Word 1 (or equivalent skill set)

	Merge feature in Microsoft Word.	
Microsoft Excel 1 – Database	Participants will learn the parts of a spreadsheet and navigation within a spreadsheet. By creating a simple database, participants will learn the functions of highlighting and formatting cells, rows, and columns, wrapping text, sorting data, and opening, saving, and printing files.	Typing Skills Microsoft Word 1 (or equivalent skill set)
Microsoft Excel 2 - Formatting	Introduction to the Excel toolbars and formatting as well as the autofill and autosum functions. Includes a detailed look at the format dialogue box features	Microsoft Word 1 (or equivalent skill set), Microsoft Excel 1
Microsoft Excel 3 – Budget Worksheet	Participants will create a budget worksheet with simple formulas and functions.	Microsoft Excel 1 and 2
Microsoft Excel Review	Participants will work through a series of worksheets utilizing the concepts presented in Excel 1, 2, and 3.	Microsoft Excel 1, 2, and 3
Microsoft Excel Charts	Participants will create their own datasets and then build charts from those datasets	Microsoft Excel 1, 2, 3, and Review
Microsoft Excel 4 – For Business Use	Participants will learn to use more complicated formulas and functions and work with multiple spreadsheets in a workbook.	Microsoft 1, 2, 3, and Review; Workplace Excel experience
Microsoft Excel 5 – Analysis Tools	Participants will learn how to create and modify charts, pivot tables, and pivot charts	Microsoft 1, 2, 3, and Review; Workplace Excel experience
Microsoft PowerPoint	PowerPoint allows users to create a professional graphic slide presentation. This class is an introduction to the major features of the program. Participants will create a PowerPoint presentation.	Typing Skills Microsoft Word 1 (or equivalent skill base)
Microsoft Publisher –	Publisher allows users to create	Typing Skills

Desktop Publishing	professional-looking brochures, newsletters, greeting cards, etc. This class is an introduction to some of the main features of the program.	Strong Microsoft Word skills
Microsoft Publisher – Working with Templates	Participants will review the wealth of templates available for different kinds of publications.	Typing Skills Strong Microsoft Word skills
Specialty Programs:		
Beginning Genealogy	Participants will learn the information needed to begin creating their family tree and the local resources available to aid their research.	None
Heritage Quest	Heritage Quest is a collection of online genealogy databases that can be accessed from home. Participants will learn how to search census records, local and family histories, Revolutionary War records, etc.	Mouse and Keyboard Skills, Computer Fundamentals, Internet Skills
Online Genealogy	Participants will learn types of websites and the different kinds of information to be found in each. Participants will also learn some internet search techniques and how to recognize good and bad information.	Mouse and Keyboard Skills, Computer Fundamentals, Internet Skills
eBay 1 – Buying Through eBay	Participants will learn the ins and outs of buying on the world's largest online auction site.	Internet, Email, Microsoft Word (or equivalent skill base)
eBay 2 – Selling Through eBay	Participants will learn the ins and outs of selling on the world's largest online auction site.	Internet, Email, Microsoft Word (or equivalent skill base)
eBay Pics	Participants will learn different photography and layout techniques to maximize exposure of our items before listing on eBay. Participants will use Microsoft Photo Editor to edit and crop pictures.	eBay 2 - Selling

Facebook	Participants will be introduced to the basics of creating a Facebook page.	Computer Fundamentals, Internet
Google	Participants will learn to use the features on the Google home page to enhance their search skills	Computer Fundamentals, Internet
Holiday Publisher	Participants will use Microsoft Publisher to create original holiday cards using Avery bi-fold cards and table place cards.	Computer Fundamentals, Microsoft Word 1 (or equivalent skill base)
Internet Searching	Participants will learn some basics of the internet, but also the two distinct ways of searching the net…utilizing a web address or a search engine.	Computer Fundamentals
Resume Writing	Participants will be shown how to enter their resumes into the Word resume template	Computer Fundamentals, Typing Skills, Internet, Microsoft Word 1 (or equivalent skill base
Selling Online for Free	Participants will learn about different available websites for listing and selling items online for free.	Computer Fundamentals, Internet
Tech Tips	Websites to visit for tips to help fix problems with computers and tips for what you can do on your own before you call a technical support hotline.	Computer Fundamentals, Internet
Introduction to Windows Operating System	Participants will be given a tour of Windows and all it offers. Participants will learn about the differences between operating systems and software programs.	Computer Fundamentals