

KCLS Techlab Class Offerings

Class Size: Minimum of 6 and Maximum 8

Duration: 1.25 hours

Computer Basics 1- Learn how to use the mouse and play fun mouse games

Computer Basics 2- Get familiar with the keyboard and practice using typing exercises

Computer Basics 3- Introduction to Windows

Introduction to Computers 1- Explanation of computers, how to use a mouse, basic keyboarding, and basic computer vocabulary

Introduction to Computers 2- Managing windows and introduction to Microsoft Word

Introduction to Computers 3- Introduction to the Internet and KCLS library catalog

Internet 1- Intro to the Internet and understanding menus and toolbars

Internet 2- Learn how to use browsers and move around the Internet

Internet 3- Get familiar with search engines, map services, other useful sites and security

Email Basics 1- Create your own Gmail email account

Email Basics 2- Work with your new Gmail account and send and open attachments

Email Basics 3- Review of Email Basics 1-2 and create an address book

Microsoft Word 2007 1- Introduction to MS Word, learn how to create and save documents

Microsoft Word 2007 2- Understand the ribbon, create folders for saving documents

Microsoft Word 2007 3- Review of MS Word 1-2 and more

Resume Building 1- Use Resume building software to create a professional resume

Resume Building 2- Continue building your resume, learn job seeking tips and advice

Resume Building 3- Learn cover letter basics, explore various job hunting web sites

Blog Basics- Learn the basic concepts of blogs and starting a blog using Google's Blogger service.

Prerequisite: Students must have an email address.

Microsoft PowerPoint 2007- Learn how to create a slide show presentation. *Prerequisite: Ability to use the mouse and keyboard.*

Microsoft Publisher 2007- Learn the basics of using desktop publishing to create flyers, greeting cards, brochures and other documents. *Prerequisite: Ability to use the mouse and keyboard.*

Please note:

- *Class description and or content are subject to change at the instructor's discretion.*
- *Special classes, including KCLS Catalog and Databases, MS Powerpoint, MS Excel, and Blogging can be arranged with instructor.*

King County Library System can only serve locations within the district.

Seattle, Renton, Enumclaw, Hunts Point, and Yarrow Point addresses are outside the KCLS service area. Classes are scheduled Weekdays on a first-come first served basis.

Please reserve enough room to park a 35' motor home vehicle. To schedule a class call Félix Reyes at 425.369.3444 or email foreyes@kcls.org