

# KCLS Techlab Class Offerings

Class Size: Minimum of 6 and Maximum of 8

Duration: 1.25 hours

**Introduction to Computers** - Practice the skills necessary for using a computer including using the mouse, selecting items and text, arranging windows, and browsing the Internet and library catalog.

**Internet 1**- Introduction to the Internet. Learn to use menus and toolbars.

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

**Internet 3**- Learn about search engines, map services, and other useful sites.

**Email Basics 1**- Create your own Gmail email account.

**Email Basics 2**- Work with your new Gmail account. Send and open attachments.

**Email Basics 3**- Review of Email Basics 1-2. Create an address book.

**Microsoft Word 2007 1**- Introduction to MS Word. Learn to create and save documents.

**Microsoft Word 2007 2**- Understand the ribbon and create folders for documents.

**Microsoft Word 2007 3**- Learn to format, insert section breaks, and set up headers and footers.

**Microsoft Excel 2007 1**- Introduction to Excel. Learn to work with formulas.

**Microsoft Excel 2007 2**- Learn how to set up absolute cell references and copy formulas.

**Microsoft Excel 2007 3**- Learn to use functions and how to enhance a spreadsheet.

**Microsoft Publisher 2007**- Learn the basics of using desktop publishing to create flyers, greeting cards, brochures, and other documents.

**Microsoft PowerPoint 2007**- Learn how to create a slide show presentation.

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

*Prerequisite: Students must have an email address.*

**LinkedIn or Facebook Basics**- Learn about the social networking websites Facebook or LinkedIn

and setup an account. *Prerequisites: Basic understanding of the Internet and an email account.*

## **Please note:**

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

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

Seattle, 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 Elenya**

**Paben at 425.369.3444 or email [enpaben@kcls.org](mailto:enpaben@kcls.org)**