



# El Segundo Public Library FREE Computer Classes



## SPRING 2017

### Friday, April 7th, 8:30-10am - *Introduction to the Computer*

This class will give a hands on introduction to basic computer terms and help students get comfortable using a keyboard & mouse.

If time permits, we will also cover how to search for information on the internet.

### Saturday, April 8th, 3-4:30pm - *Mobile Device Basics*

In this class, we will review what you can do with a mobile device and the basics of how to use it. We will also go over the main differences between working on a mobile device compared to using a laptop or desktop computer.

Bring your own device to practice or follow along with the presentation.

### Friday, April 21st, 8:30-10am - *Internet Basics*

In this class, we will review the basic parts of a website, go over the different types of websites as well as the kinds of activities one can do on the internet (shop, socialize, search, etc.). Familiarity with using a keyboard and mouse are required.

### Saturday, April 29th, 3-4:30pm - *Social Media Basics*

Wondering what the hype about social media is all about? This class is designed to provide an overview of the different types of social media, how to setup an account and basic features of what you can do on each site.

Bring your own device to practice or follow along with the presentation.

**\*Please flip over for May class schedule\***

### Please Note

- Registration is required as class size is limited. Please call or stop by the Information Desk to sign up.
- You will receive a reminder via phone or email before each class.
- Classes take place when the library is closed to the public. Late arrivals for these classes will not be admitted 5 minutes after class begins.

Questions or comments, please call the Information Desk, (310) 524-2728.



**El Segundo Public Library**

111 W. Mariposa Ave. | El Segundo, CA 90245 | (310) 524-2728 | [www.eslib.org](http://www.eslib.org)

## SPRING 2017 (CONTINUED)

### Friday, May 5th, 8:30-10am - *Email Attachments*

Learn about the different types of attachments, such as documents or photos, as well as how to open, save and attach them to an email. You must have an email account and be familiar with the basics of logging into your email as well as sending/receiving email to attend this class.

### Friday, May 19th, 8:30-10am - *Microsoft Word 2013 Basics*

Learn how to open, close, modify, save and print a basic Word document. We will also cover basic text formatting such as underlining, line spacing and changing font.

### Saturday, May 20th, 3-4:30pm - *Photo Basics*

Learn how to transfer photos from your camera or data phone to your computer. We will also cover the basics of how to organize and share your photos. If time permits, basic photo editing skills of resizing, rotating and cropping will also be discussed.

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