



El Segundo Public Library FREE Computer Classes



SUMMER 2018

Wednesday, June 20th, 2pm-3:30pm - *Photo Basics*

Need help downloading photos from your camera or phone? Not sure how to organize and share your photos? This class will cover these topics and, if time permits, go over basic photo editing skills of resizing, rotating and cropping. Be sure to bring your own camera, phone, tablet, or laptop to practice with or to follow along with the presentation.

Friday, July 13, 8:30am-10am - *Excel Basics*

This beginning class will go over how to create a simple spreadsheet, including how to format cells, enter formulas and manipulate data.

Saturday, July 14, 8:30am-10am - *Intermediate Excel*

In this intermediate level class, we are going beyond the basics to learn more advanced formulas, perform complex data sorts and work with multiple worksheets. Please note, this class is intended for students that are already familiar with beginning Excel skills including creating simple spreadsheets and basic cell formatting. If you are not comfortable with these skills, please sign up for our Excel Basics class instead.

Friday, August 24, 8:30am-10am - *Powerpoint Basics*

Learn the basics of how to create a power point slide show - it's easier than you think! We will go over themes, editing, layout, basic animations and how to play the slide show once complete.

Saturday, August 25th, 8:30am-10am - *Intermediate Powerpoint*

In this intermediate level class, we're moving past the basics to learn more advanced features including adding music, video, and how to export/share a completed slide show. Please note, this class is intended for students that are already familiar with beginning Powerpoint skills including creating simple slide shows and basic formatting. If you are not comfortable with these beginning skills, please sign up for our Powerpoint Basics class instead.

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.
- Some 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.



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



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