



# BASIC PERSONAL COMPUTING

This class is designed to introduce you to the Windows operating system. It covers an introduction to the desktop and how to perform common tasks through the use of menus, toolbars and icons.

The class includes a demonstration of the operating system's basic features, along with guidance on how to maneuver through the menus and toolbars. Includes step-by-step instruction on how to create, delete and rename folders and files.

The class also teaches how to search for information on the computer. It covers the different ways to find information and how to the help files using the computer's help system.

The class is free of charge and designed for all library users *new* to personal computing.



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## CLASS INFORMATION

- WHEN:** Weekdays, weeknights, and weekend classes are available. Check at the Reference desk for available times.
- WHERE:** The Hoover Public Library Training Center (Administrative level)
- LENGTH:** Approximately 2 hours including a break (optional 1hour lab)
- WHO:** Individuals at least 12 years of age, children under the age of 12 must be accompanied by an adult and must be able to read.

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**Class size is limited. Reservations required.  
Sign up at the Technology Hub or call 444-7747.**

