



Hoover Public Library Computer Classes

Intro to Personal Computing

PREREQUISITES:

- None

This class is designed to introduce library patrons 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.

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

The class includes a demonstration of the basic features of the Windows operating system , along with guidance on how to maneuver through the menus and toolbars. The class 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.

CLASS INFORMATION

WHEN: Weekdays, weeknights, and weekend classes when available. Check at the Technology Hub for available times.

WHERE: The Hoover Public Library Training Center (Administrative level)

LENGTH: Each class meeting is approximately 2 hours, including a break.

WHO: Children under the age of 12 must be accompanied by an adult and must be able to read.