



Hoover Public Library Computer Classes

Basics of Microsoft *Publisher*

PREREQUISITES:

- Intro. to Personal Computing
- Basic Word, Parts 1 & 2

This class is designed to introduce the student to Microsoft Publisher, a desktop publishing application that helps create eye-catching newsletters, flyers, brochures, programs, and web sites.

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

The class includes a demonstration of the application and its basic features, along with guidance on how to maneuver through the menus and toolbars. Includes step-by-step instructions on how to create and edit publications will also be included.

This class covers formatting text, indentions and tabs, the use of graphics, editing techniques, and printing.

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

Basics of Microsoft Publisher is a two-part class.
In order to get the most out of this class, sure to sign up for **both** parts.

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 3 hours, including a break.

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