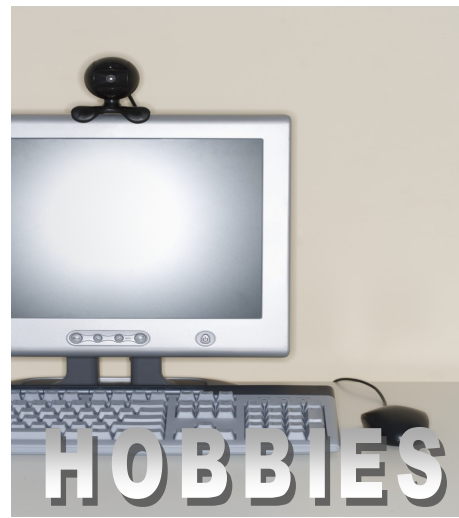
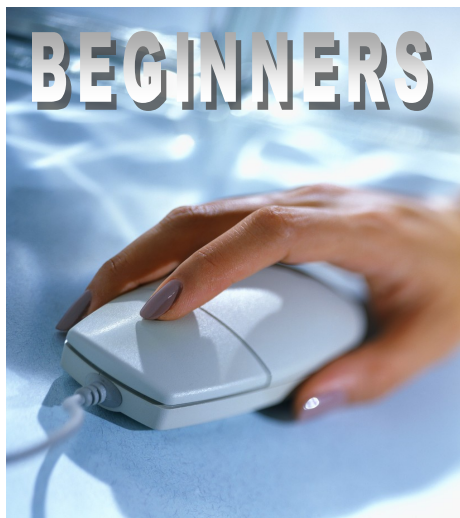


WAKULLA COUNTY PUBLIC LIBRARY

Computer Classes

All classes are FREE and open to Wakulla County residents. The classes are held in the Computer Lab at Wakulla County Public Library, 4330 Crawfordville Highway, located on US 319, 3.7 miles south of the Courthouse in Crawfordville.



FREE Classes!

All classes are held in the
Computer Training Lab
located here at the library.

Call the library to register at 926-7415.

Questions About Classes?
Need help choosing the right class? Instructor Deanna Ramsey will be happy to answer your questions about any scheduled class. You may contact her at (850) 668-1418.

We are excited to announce that the library has recently installed all new public computers and updated to Windows 7 in the computer lab. We also offer free wireless Internet access to patrons with wireless-enabled laptop computers or handheld devices. Through this Wi-Fi access we seek to expand the number of users who can access Internet-based resources while at the library, thus furthering our mission to support the informational and educational needs of Wakulla County residents.

No matter what your skill level with computers, we have a class for you! Our hands-on computer training is led by a skilled instructor, Deanna Ramsey, and conducted in the Computer Training Lab located here at the Wakulla County Public Library.

So whether you are a person seeking employment, wishing to enhance your current skill set, or a first time user: don't let a lack of computer knowledge be an obstacle to your progress. Join us for one of our many class offerings.

We have categorized the classes by topic based on the following tracks:

- **Computer Skills for *First Time Users***
- **Computer Skills for *Job Seekers***
- **Computer Skills for *Career Advancement***
- **Computer Skills for *Hobbies and Entertainment***

These categories are just suggestions. Register for as many classes as you like. You are not limited to any particular category.

Wakulla County Public Library MAY/JUNE Computer Class Schedule

All classes are FREE and open to Wakulla County residents. The classes are held in the Computer Lab at Wakulla County Public Library, 4330 Crawfordville Highway, located on US 319, 3.7 miles south of the Courthouse in Crawfordville. Call the library to register at 926-7415. Be considerate: If you must cancel please do so by 5:00 p.m. the day prior to the scheduled class.

COMPUTER SKILLS FOR FIRST TIME USERS

A series of classes offered for individuals new to technology. These classes focus on the basic computer skills needed to survive in today's evolving society.

Jun 5 (Tue) 1:30 - 4:30 PM Windows 7: *Getting Started*

Learn to navigate Windows 7 and use programs provided including saving and printing.

Jun 12 (Tue) 1:30 - 4:30 PM Windows 7: *Surfing the Internet*

Safely and securely access the World Wide Web; find information, how to shop, find driving directions, watch TV, etc.

Jun 19 (Tue) 1:30 - 4:30 PM Windows 7: *Email*

Create an email account or use an existing one, learn to send and reply to messages, attach files and download attachments.

Jun 26 (Tue) 1:30 - 4:30 PM Windows 7: *Organize Your Computer Files*

Learn to copy, move and delete files on your computer and to a flash drive.

COMPUTER SKILLS FOR JOB SEEKERS

A series of classes offered for individuals seeking employment. These classes focus on the computer skills needed by every job applicant to help improve proficiency and boost self confidence.

May 15 (Tue) 9:30 AM - 12:30 PM LinkedIn: *A Job Seekers Best Resource*

LinkedIn is one of the best job search tools on the web. Create an account, setup a profile, add a photo, and much more!

May 15 (Tue) 1:30 AM - 4:30 PM Microsoft Word ²⁰⁰⁷: *Mail Merge*

Use Microsoft Word's Merge to create letters and mailing labels from addresses in Outlook, Excel or Word!

May 23 (Wed) 9:30 AM - 12:30 PM Microsoft Outlook ²⁰⁰⁷: *Calendars, Task, Notes & More!*

Discover many time saving tips. Create appointments and invite attendees, setup and assign tasks and create and share notes.

COMPUTER SKILLS FOR CAREER ADVANCEMENT

A series of classes offered for individuals seeking a new career field or advancing in their current field. These classes focus on enhancing a current skill set and gaining new proficiencies.

May 9 (Wed) 1:30 - 4:30 PM Microsoft Excel ²⁰⁰⁷: *More Formulas & Functions (Class III)*

Create a custom worksheet work with more formulas and functions.

May 23 (Wed) 1:30 - 4:30 PM Microsoft Excel ²⁰⁰⁷: *More Formulas & Functions (Class IV)*

Create a custom worksheet work with more formulas and functions.

COMPUTER SKILLS FOR HOBBIES AND ENTERTAINMENT

A series of classes offered for individuals who wish to begin a new hobby, learn more about their current hobby or curious about a particular program and want to learn more!

Multimedia: *Digitize Your Family History*

Create a multimedia presentation of your family history using photos, video, audio and documents to share at reunions or give as gift for the holidays.

Jun 5 (Tue) 5:30 - 8:30 PM Multimedia: *Digitalize Your Family Heritage (Class I)*

Jun 12 (Tue) 5:30 - 8:30 PM Multimedia: *Digitalize Your Family Heritage (Class II)*

Jun 19 (Tue) 5:30 - 8:30 PM Multimedia: *Digitalize Your Family Heritage (Class III)*

Jun 26 (Tue) 5:30 - 8:30 PM Multimedia: *Digitalize Your Family Heritage (Class IV)*