May 2012 Class Schedule

	Class	Date	Start Time	End Time	Location
Week One					
	The Mouse in the Window	May 2	10:00 AM	11:00 AM	Spring Hill Lab
	Life on the Internet	May 2	5:00 PM	6:00 PM	Spring Hill Lab
Week Two					
	Disks, Directories and Drives	May 9	10:00 AM	11:15 AM	Spring Hill Lab
	E-Mail on the Internet	May 9	5:00 PM	6:00 PM	Spring Hill Lab
	The Mouse in the Window	May 11	10:00 AM	11:00 AM	East Hernando Lab
	Library 101	May 11	1:30 PM	2:30 PM	Main
	E-Books	May 11	4:00 PM	5:00 PM	Main
Week Three					
	The Ins and Outs of Windows	May 16	10:00 AM	11:30 AM	Spring Hill Lab
	Pictures on the Internet	May 16	5:00 PM	6:00 PM	Spring Hill Lab
	Disks, Directories and Drives	May 18	10:00 AM	11:30 AM	East Hernando Lab
	Library 101	May 18	1:30 PM	2:30 PM	Spring Hill
	E-Books	May 18	4:00 PM	5:00 PM	Spring Hill
Week Four					
	The Last Roundup	May 23	10:00 AM	11:30 AM	Spring Hill Lab
	Word's the Bird	May 23	5:00 PM	6:00 PM	Spring Hill Lab
	The Ins and Outs of Windows	May 25	10:00 AM	11:30 AM	East Hernando Lab
	Library 101	May 25	1:30 PM	2:30 PM	East Hernando
	E-Books	May 25	4:00 PM	5:00 PM	East Hernando
Week Five					
	Life on the Internet	May 30	10:00 AM	11:00 AM	Spring Hill Lab
	The Mouse in the Window	May 30	5:00 PM	6:00 PM	Spring Hill Lab

May 2012 Class Schedule

Lab Class descriptions

The Mouse in the Window (60 minutes)

Learning how to communicate with computers using pictures, symbols, and a mouse

Disks, Directories and Drives Directories and Drives (75 minutes)

Using the Windows operating system to make files, keep track of folders, locate programs, and save everything

The Ins and Outs the Windows (90 minutes)

Windows features and functions, from menus to hotkeys, from optical discs to printing

The Last Roundup (90 minutes)

Confronting a new Windows program and figuring out how to use it Also, an introduction to troubleshooting

Life on the Internet (55 minutes)

Getting on the Internet and getting around while you're there, with a security warning or two

E-mail on the Internet (55 minutes)

Staying in touch using the Internet as your platform

Pictures on the Internet (55 minutes)

Getting pictures off the Internet and getting pictures on the Internet. Includes e-mail, Facebook, eBay, and more

Word's the Bird (55 minutes)

A lightweight introduction to using Microsoft Word.

Meeting Room Class descriptions

Library 101

A tour of the library, an introduction to the catalog, and an overview of services

e-Books

How to use your e-book reader at HCPL