



BPL'S CENTRAL LOCATION COMPUTER CLASSES—September 2022

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Wednesday, September 14	11:00am -12:00pm
<input type="checkbox"/>	Keyboarding	Wednesday, September 14	12:15pm -1:15pm
<input type="checkbox"/>	Word2010 Basic Part 1	Monday, September 19	3:00pm-4:00pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Monday, September 19	4:15pm-5:15pm
<input type="checkbox"/>	Basic Internet	Wednesday, September 28	10:00am -11:00am
<input type="checkbox"/>	Internet Searches	Wednesday, September 28	11:15am -12:15pm

How to Register

1. Complete the name and phone information. PLEASE PRINT.
2. Check the box next to the class you would like to attend.
3. Return the entire form to a staff person in the Computer Commons (first floor of the East Building).

****Please note that registration does not necessarily guarantee you a spot in the class.**

First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

- You September also register online through the Events Calendar (cobpl.org) or the RLCC website (www.rlccbpl.wordpress.com).
- Classes will be held on the **4th floor of the Linn-Henley Research Library**.
- If you cannot attend your class, call Computer Services at (205) 226-3696 or email cenrtc@cobpl.org as soon as possible.
- **No one will be admitted after the time class is scheduled to start.**

CLASS DESCRIPTIONS

Basic Internet - Public Computer Services trainers will introduce participants to the history of the Internet, how to access and surf the Web, what web browsers are, what search engines are available, and basic search methods.

Basic PC - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.

Internet Searches- Participants will learn how to use search engines such as Google or Bing.

Keyboarding- Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.

Word 2010 Basic Part 1— This Introduction to Microsoft Word 2010 training class is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, and format Microsoft Word documents.

Word 2010 Basic Part 2— This class serves as a continuation of Part 1 of the basic class, focusing on basic features and applications of Microsoft Word 2010.