
Microsoft Word

Microsoft Word I: Basics

(Prerequisite - Familiarity of mouse/keyboard)

An introduction to Microsoft Word. Learn how to create a new document, open and close, print and save.

Microsoft Word II: Formatting

(Prerequisite - Word I)

An introduction to formatting. Learn how to customize pages with different fonts, lists, and borders.

Microsoft Word III: Advanced

(Prerequisite - Word I & II)

Learn some editing techniques including copy, paste, & undo, how to check spelling, about Page Setup, and some shortcuts.

Microsoft Word IV: Letters, Envelopes, & Labels

(Prerequisite - Word I & II)

Learn how to compose a letter with the Letter Wizard, and create envelopes and labels for mailing.

Microsoft Word V: Using images

(Prerequisite - Word I & II)

Learn how to find, copy, and paste pictures, clip art, and other images from a file, e-mail, or the internet into a Word document.

Registration is required for all classes.

Monday 9:00 - 9:00

Tuesday 9:00 - 9:00

Wednesday 9:00 - 9:00

Thursday 9:00 - 5:00

Friday 9:00 - 5:00

Saturday 9:00 - 5:00

Summer Saturdays

10:00–2:00



****NOT ALL CLASSES ARE
OFFERED EVERY MONTH.
Class times and lengths vary.**

**Class schedules are available in the
Reference Department, in the library
newsletter, and on our website.**

**Please contact the Reference
Department to sign-up.**

Updated July 2007

Computer Classes & other adult programs



**WEST WARWICK
PUBLIC LIBRARY**

1043 Main Street

West Warwick, RI 02893

www.wwlibrary.org

Phone: 401.828.3750 x4

Email: ref@wwlibrary.org

Computer Classes and other adult programs @ West Warwick Public Library

Beginner Classes



Computer Basics

(No prerequisite)

An introduction to computer hardware, mouse, monitor, keyboard, and basic computer functions.

Mousercize

(By appointment only)

Learn how to hold and move the mouse correctly. Practice with the mouse using specific online exercises.

Computer Keyboard

(No prerequisite)

An introduction to the computer keyboard, it's functions, and beginner's touch typing lesson.

Internet Basics

(Prerequisite - Familiarity of mouse/keyboard)

An introduction to internet access, search engines, and how to surf the internet for information and fun.

ABC's of Internet search

(Prerequisite - Familiarity of mouse/keyboard)

Learn how to use internet search engines and evaluate websites.

How to Buy A Computer

(No prerequisite)

Are you thinking of buying a computer? This informative class will help you identify your needs, determine a budget, decipher terminology and help you get the best bargain.

Yahoo! Email

(Prerequisite - You MUST have a Yahoo! email account . See Reference Staff to assist you if you don't.)

An introduction to e-mail usage, to include how to open, compose, send, and reply to e-mails.

Yahoo! Email Advanced

(Prerequisite - Yahoo Email)

Learn how to minimize junk mail, create folders, address books, and send attachments.

Microsoft Publisher

(Prerequisite - Word I & II)

Learn how to make signs, greeting cards, and brochures, with clip art.

Microsoft Excel (Excel 97 and above)

(Prerequisite - Word I, II, & III and a need or desire to chart finances)

Learn to organize and create lists, spreadsheets, charts, graphs, worksheets, and tables of information. Bring in work brought from home to create your own spreadsheet.



Job Success

Preparing and Creating a Resume

(Prerequisite - Word I & II)

An introduction to writing a resume and cover letter. Learn to use Microsoft templates to create a resume and how to save your resume for e-mail, e-forms, and scanning.

The Job Interview

(No prerequisite)

Prepare for your job interview. Learn how to: answer interview questions, create a reference list, and follow-up your interview.



What Not to Wear on a Job Interview

(No prerequisite)

Look your best for that Interview. Find out how to look your best for your job interview. Discover the do's and don'ts in work attire.

Make-Up for the Workplace - Part I

(No prerequisite)

Put your best face forward at work. Hear from an expert on how to apply the make-up that suits you and your job. Get tips on make-up application and how to achieve the look you want. See a live make-up demonstration.

Do a Complete Makeover - Part II

(Prerequisite—The Right Makeup Part I)

Bring your own make-up to the library and have a cosmetologist help you apply it to look your best.