

Computer Classes

at the Anderson Main Library

Get hands-on help with a variety of free computer and technology classes for teens and adults. Registration is required and space is limited. Call 864-260-4500 x126 to sign up. Descriptions of each class are on the back.

January - March Schedule

Mouse Basics

Monday, January 10 | 5:30 - 7:30pm

Keyboard Basics

Thursday, January 13 | 3 - 5pm

Computer Basics

Thursday, January 20 | 10am - 12pm

Thursday, February 3 | 10am - 12pm

Thursday, March 3 | 3 - 5pm

Computer and Device Help

Thursday, January 27 | 3 - 5pm

Thursday, February 17 | 10am - 12pm

Saturday, March 19 | 3 - 5pm

Internet Basics

Thursday, February 10 | 3 - 5pm

Email Essentials

Thursday, February 24 | 3 - 5pm

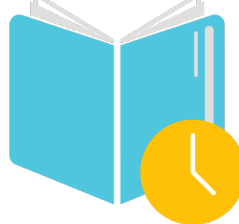
Microsoft Word Basics

Thursday, March 17 | 10am - 12pm

Intermediate Microsoft Word

Thursday, March 24 | 3 - 5pm

BOOK
A LIBRARIAN



Have specific questions about other computer programs or devices? Request a one-on-one session with Book-A-Librarian. Scan the QR code or visit andersonlibrary.org to get started.



Anderson Main Library
300 N. McDuffie St. | Anderson
(864) 260-4500 | andersonlibrary.org

*The library makes every effort to ensure our programs can be enjoyed by all.
Please contact the library for inquiries regarding accessibility or specific accommodations.*



Class Descriptions

Mouse Basics

Practice mouse skills and learn how to click, double-click, click and drag and scroll in this training class for beginners. No previous computer experience needed.

Keyboard Basics *(Prerequisite - basic mouse skills)*

Learn the keyboarding technique and how to use a computer keyboard for typing and editing text, numbers, and symbols. Completion of Mouse Basics is required prior to class attendance.

Computer Basics *(Prerequisite - basic mouse and keyboard skills)*

New computer users! Unravel the mystery of computers as you learn about the various parts of a computer, the difference between hardware and software, what an operating system is, and how to use it to create and store files.

Computer and Device Help

Learn how to use your computer, phone or tablet more efficiently. This session provides hands-on help with computer basics and Microsoft programs. If you have taken computer basics and Microsoft classes and still have questions about how to use a particular program feature, bring those questions and get answers. Get help with other electronic devices as well!

Internet Basics *(Prerequisite - basic mouse and keyboard skills)*

Learn to use Google Chrome or Microsoft Edge to perform simple searches and find websites. Learn how to navigate the web and evaluate site content. Get basic online etiquette and Internet safety tips.

Email Essentials *(Prerequisite - basic mouse and keyboard skills)*

Learn how to set up a free Yahoo or Google email account and send, receive, reply to, and forward messages containing text, files, images, or other attachments. Learn to open and save attachments, organize messages with folders, create a contact list, and learn basic email etiquette.

Microsoft Word Basics *(Prerequisite - basic mouse and keyboard skills)*

Learn how to use Microsoft Word to format, manipulate, save, print and share a text-based document. Interactively practice the basic skills of Microsoft Word by editing templates, typing and selecting text, cutting/copying/pasting content, and saving documents.

Intermediate Microsoft Word *(Prerequisite - MS Word Basics or permission of the instructor)*

Review the basic skills of Microsoft Word and learn more about how to format text and clip art. Use more advanced skills to create numbered and bulleted lists, insert tab stops, and create tables.

Each computer class meets for one session in the Computer Lab on the 2nd floor of the Anderson Main Library. Each session requires the ability to use a computer mouse. If you cannot use a mouse, it is strongly recommended that you use the Mousing Around tutorial before you come to class. You can find the tutorial at www.pbclibrary.org/mousing/intro.htm