



QUESTIONS?

FREE Classes

 **Call:**
614-645-2275

 **Click:**
columbuslibrary.org

 **Come in:**
96 S. Grant Ave.

Check out these free classes offered in the Learning Lab at Main Library. No registration is required. If you're unable to attend, you can schedule a one-on-one appointment with a staff member. Call 614-645-2275 to make an appointment. You can also visit our Learning Lab every day from 1-5 p.m. to get the help you need.

TECH CLASSES

Introduction to Computers Learn basic computer skills, including how to use a mouse and keyboard, and how to manage digital files.

Monday, 9:30-11:30 a.m.

- Sept. 18
- Oct. 16
- Nov. 13

Monday, 6:30-8:30 p.m.

- Oct. 2
- Oct. 30

Saturday, 11 a.m.-1 p.m.

- Sept. 16

Introduction to the Internet Learn the basics of how to get online and navigate the Internet. Familiarity with basic computer skills, including mouse and keyboard, is required.

Wednesday, 9:30-11:30 a.m.

- Sept. 20
- Oct. 18
- Nov. 15

Thursday, 6:30-8:30 p.m.

- Sept. 7
- Oct. 5
- Nov. 2

Saturday, 11 a.m.-1 p.m.

- Oct. 7

Introduction to Microsoft Word Learn how to create, edit, save and print a document in Microsoft Word 2013. Familiarity with basic computer skills, including mouse and keyboard, is required.

Tuesday, 9:30-11:30 a.m.

- Sept. 19
- Oct. 17
- Nov. 14

Tuesday, 6:30-8:30 p.m.

- Sept. 5
- Oct. 3
- Oct. 31

Saturday, 11 a.m.-1 p.m.

- Nov. 18

Introduction to Microsoft Excel 1 Learn how to create a basic spreadsheet, enter data and use simple formulas using Microsoft Excel 2013. Familiarity with basic computer skills, including mouse and keyboard, is required.

Thursday, 9:30-11:30 a.m.

- Sept. 21
- Oct. 19
- Nov. 16

Wednesday, 6:30-8:30 p.m.

- Sept. 6
- Oct. 4
- Nov. 1

TECH CLASSES (continued)

Introduction to Microsoft Excel 2 Build on the skills you learned in Excel 1 to create and format a basic personal budget using Microsoft Excel 2013. Familiarity with basic computer skills, including mouse and keyboard, is required.

Tuesday, 9:30-11:30 a.m.

- Oct. 24
- Nov. 21

Wednesday, 6:30-8:30 p.m.

- Sept. 27
- Dec. 6

Online Job Hunting Learn the basics of looking for a job online. We'll look at online classifieds, job search sites, company sites and talk about how to avoid scams. Familiarity with basic computer skills, including mouse and keyboard, is required.

Monday, 9:30-11:30 a.m.

- Oct. 23

Thursday, 6:30-8:30 p.m.

- Sept. 14
- Nov. 9

Resumes for Job Hunters Learn how to create and edit a basic resume using Microsoft Word. Familiarity with basic computer skills, including mouse, keyboard and Word, is required.

Monday, 9:30-11:30 a.m.

- Sept. 25
- Nov. 20

Thursday, 6:30-8:30 p.m.

- Oct. 12

Digital Collections Meet with library staff one-on-one to learn how to access thousands of eBooks, audiobooks, movies, music and magazines for free on your smartphone or tablet through Overdrive, Hoopla and RBDigital.

Please call 614-645-2275 to set up appointment.

