

Computer Classes

August 2017

These classes are held in the Computer Lab at Main Library. Space is limited - call 419.521.3146 to sign up. Drop-in sessions require NO sign-up.

Excel® - the Basics

Wednesday, August 2 2 PM

Thursday, August 17 5:30 PM

Participants will learn how to create and format a spreadsheet using basic formulas for business or personal use.

Interview Skills

Thursday, August 3 5:30 PM

Get prepared for the final step in the job search process. Learn interview skills or polish up on the ones you already have!

Word® - Advanced

Tuesday, August 8 5:30 PM

If you've taken the first two Microsoft Word classes and want to learn more, this is the class for you.

Bringing the Library to Your Tablet

Thursday, August 10 5:30 PM

Join us for a relaxed session where you'll learn to use your tablet to find fun, free audiobooks, ebooks,, movies, music and magazines.

Word® - the Basics

Tuesday, August 15 2 PM

Learn how to navigate, format text, save, and retrieve a file. Students will learn to use the Cut, Copy and Paste commands to move text, and how to use the Help feature.

Ohio Means Jobs

Tuesday, August 22 9:30 AM

Kickstart your job search by enrolling with the Ohio Means Jobs website. Learn how to create a profile and use the site for job searching, planning a career, online training and more.



Computer Lab



**Mansfield/Richland County
Public Library**

43 West Third Street • Mansfield, OH • 44902