

Computer Classes

May 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.

Internet-the Basics

Wednesday, May 3 2 PM

Thursday, May 18 5:30 PM

Learn to surf the Web with confidence. We'll explain the basics of searching with hands-on activities.

Excel®-Beyond the Basics

Thursday, May 4 5:30 PM

This class is for those who are familiar with the basics of Microsoft Excel. Extend your knowledge with new functions, advanced formatting with themes and using Excel-provided templates.

Word®-Advanced

Tuesday, May 9 5:30 PM

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

Résumé Design

Wednesday, May 10 2 PM

Learn how to create an effective résumé; what to include and what to leave out so your résumé stands out in the crowd.

Interview Skills

Thursday, May 11 5:30 PM

Friday, May 19 9:30 AM

Get prepared for the final step in the job search process. Learn interview skills or polish up on the ones you already have! Mock interviews will be part of this learning experience.

Word®-the Basics

Wednesday, May 17 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.

Bringing the Library to Your Tablet

Tuesday, May 23 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.

Ohio Means Jobs

Thursday, May 25 5:30 PM

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