

# October 2010

## GULF GATE LIBRARY COMPUTER CLASS SCHEDULE

Monday, Tuesday, and Wednesday, October 4-6 from 10 AM to 7 PM - **How to Use the Computer Mouse**

**In order to sign up for most of our computer classes, you need to have the pre-requisite skill of knowing how to use the computer mouse.** To teach yourself at your own pace, our computer lab will be open for three straight days in order for you to take the "Mousing Around" online tutorial. You can also take this online tutorial anytime on your home computer at <http://pbclibrary.org/mousing/intro.htm>.

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Tuesday, October 5 at 2 PM and at 2:30 PM - **How to Use the Library Catalog and Your Personal Account**

During a 30-minute, one-on-one session, learn how to search the library catalog and use your personal library account.

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Tuesday, October 5 at 6 PM - **Computer Basics**

Wednesday, October 6 at 2 PM - **Computer Basics**

Thursday, October 7 at 11 AM - **Computer Basics**

This class is for people who have no prior knowledge of computers. Participants will learn about the Windows operating system and terminology related to using the computer keyboard and mouse.

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Thursday, October 7 at 2 PM and at 2:30 PM - **How to Use the Library Catalog and Your Personal Account**

During a 30-minute, one-on-one session, learn how to search the library catalog and use your personal library account.

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Tuesday, October 12 at 6 PM - **Beginning Genealogy**

Thursday, October 14 at 2 PM - **Beginning Genealogy**

For people who want to research their family histories, explore some useful online resources like Heritage Quest, RootsWeb, and FamilySearch.

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Wednesday, October 20 at 2 PM - **Introduction to the Internet**

Thursday, October 21 at 11 AM - **Introduction to the Internet**

Topics covered in class are the web browser Internet Explorer, basic Internet terminology, and web site navigation.

**\*Pre-requisite skills:** Know how to use the computer mouse and understand the Windows operating system.

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Thursday, October 21 at 2 PM - **Word Processing**

Instead of buying the Microsoft Word software, learn how to use the similar but free OpenOffice Writer software, which is available to download at <http://www.openoffice.org/product/writer.html>. **\*Pre-requisite skills:** Know how to use the computer mouse, minimize and maximize windows, scroll up and down within a window, and understand the Windows operating system.

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Wednesday, October 27 at 2 PM - **Introduction to Basic E-mail**

Thursday, October 28 at 11 AM - **Introduction to Basic E-mail**

This class teaches e-mail terminology and e-mail operations (e.g., replying to and composing a message, attaching files, and forwarding a message). **\*Pre-requisite skills:** Know how to use the computer mouse, minimize and maximize windows, scroll up and down within a window, and understand the Windows operating system.

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Thursday, October 28 at 2 PM - **Word Processing**

Instead of buying the Microsoft Word software, learn how to use the similar but free OpenOffice Writer software, which is available to download at <http://www.openoffice.org/product/writer.html>. **\*Pre-requisite skills:** Know how to use the computer mouse, minimize and maximize windows, scroll up and down within a window, and understand the Windows operating system.

All classes are free and run less than 90 minutes in length. **Advance signup is required.** To sign up for any of the listed computer classes, please contact 861-5000 or stop by the Gulf Gate Library Reference Desk at 7112 Curtiss Avenue, Sarasota, FL 33573. For those people who do not sign up, including laptop users, you are welcome to sit and listen to the classes but cannot participate.