

September 2010

GULF GATE LIBRARY COMPUTER CLASS SCHEDULE

Tuesday, Wednesday, and Thursday, September 7-9 from 10 AM to 4:45 PM - **How to Use the Mouse:**

Apart from our "Basic Computers" class, **in order to sign up for 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>.

Tuesday, September 14 at 6 PM - **Beginning Genealogy:**

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

Wednesday, September 15 at 2 PM - **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. No pre-requisite skills are required.

Thursday, September 16 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.

Tuesday, September 21 at 2 PM - **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. No pre-requisite skills are required.

Wednesday, September 22 at 2 PM - **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 a mouse and understand the Windows operating system.

Thursday, September 23 at 2 PM - **How to Use the Library Catalog:**

Learn how to create a personal account and then search the online catalog and request library items. ***Pre-requisite skills:** Know how to use a mouse, minimize and maximize windows, and scroll up and down within a window.

Tuesday, September 28 at 6 PM - **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 a mouse, minimize and maximize windows, and scroll up and down within a window.

Thursday, September 30 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 skill:** Know how to use a mouse.



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.