

Computer Classes at Rondo Community Outreach Library

Check out dates and times, and register for classes, at the Reference Desk.

Beginning Computer

If you have never used a computer before, or your skills are a little rusty, this is the class for you. We will practice using the mouse, practice typing, learn how to open and close programs, get e-mail accounts, and use the Internet.

Experience: None needed, but bring lots of questions!

Microsoft Word

We will learn how to create documents in Microsoft Word. We will learn to format documents, use spell check, and make tables. We will also learn how to make headers and footers, lists, insert pictures, create envelopes and labels and use mail merge.

*Experience: To join this class, you will **NEED** to be able to type with both hands, use your mouse, and go to a website on the Internet.*

Microsoft Excel

This class will teach you how to make spreadsheets using Microsoft Excel. You will make budgets, inventories, contact lists and more. You will learn how to enter and format information, do calculations, create pie graphs, filter lists, and more.

*Experience: To join this class, you will **NEED** to be able to type with both hands, and feel **very** comfortable with using the mouse.*

Microsoft PowerPoint

In this class, you will create a presentation that uses pictures, design, and animation.

Experience: Basic typing and mouse skills needed.

Microsoft Publisher

This class will teach you how to make documents for business and personal use. You will create a business card, flyer, invitation and greeting card.

*Experience: To join this class, you will **NEED** to feel very comfortable with using the mouse.*

We suggest buying a flash drive before taking this class.

What if I only need to improve my typing or mouse skills?

Check out our calendar for Learning Lab times. You can come in then to practice typing using Mavis Beacon, or do some mouse exercises.

Open: No need to register.

How to Be a Great Computer Owner

This class covers the best way to maintain your computer, deal with problems and keep your computer secure, as well as other important issues.

This class is for people who have just bought a computer, or who are thinking about buying a computer soon.