

PRESS RELEASE

UPDATE: Classes to start on Thursday, January 19, 2012

Release Date: January 5, 2012

Contact: Ashland Branch Library, 541-774-6996

Take Control of Your Computer

Free beginning computer help sessions begin again on Thursday, January 19, in the Guanajuato Room of the Ashland Branch Library, 410 Siskiyou Boulevard. All sessions are held on Thursday mornings from 10 a.m. – 12 noon. Classes fill quickly, so please call 541-774-6996 to reserve a spot.

January 19: How to Talk to Your Computer

Like all the sessions in the series, this one is very hands-on.

January 26: Windows Concepts

The standard elements of Windows are introduced, including the Desktop, Start Menu, Task bar, and Quick Start Menu.

February 2: Web Basics

Learn what the Internet is, how to navigate around it, and use a search engine.

February 9: Word Processing

You will learn the basics of word processing to help you create documents.

February 16: E-mail I

This session covers reading and replying to a message, sending a new message, and managing your Inbox.

February 23: E-mail II

Practice some of the most common text-editing techniques needed to write e-mail messages and view attachments.

Please contact the Ashland Branch Library at 541-774-6996 for more information.



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