

PRESS RELEASE

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Free Basic Computer Demonstrations at Jackson County Library Services

Sign up now for free Adult Basic Computer Demonstrations offered January through June at Jackson County branch libraries. All hands-on demonstrations are bilingual (English and Spanish). Seating is limited. Reservations are encouraged. Please call your local library branch to reserve a spot in any or all sessions.

Basics I

Session One – Using the Mouse and Keyboard – Like all classes in the series, this class is very hands-on.

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

Session Three – Electronic Mail (E-mail) – Students will learn to establish an e-mail account and practice using the service.

Session Four – Individualized Instruction and Practice – Students may bring their own laptop computers and discuss any additional issues or questions.

Basics II

Session One – Word Processing – Learn to format, edit, and enhance text as well as import text and graphics.

Session Two – Photo Editing – Students will learn to import pictures and adjust the images. A digital camera will be provided by the instructors.

Session Three – File Management – Effectively manage data on the computer, transfer files to a flash drive, and burn data CDs.

Session Four – Review and Practice – Students will practice their skills by creating a simple promotional flyer for the Library Computer Class.

Basics III

Session One – Advanced Word Processing - Learn the features of columns, headers and footers, pagination, and text boxes to create a newsletter-style document.

Session Two – Spreadsheet – Enter data and formulas into cells and format cells, and generate graphs that represent their data.

Session Three – Computer Management – Discover the function of several of the Control Panel features.

Session Four – Internet Services – Visit and learn about the services provided by Skype, Craigslist, E-Bay, Facebook, and Twitter. Emphasis will be on sign-up and sign-in procedures.

These sessions are supported by a bequest from the Kenneth A. and Lucille D. Hulburt Family Trust. For more information, please see the Jackson County Library Services Web site at www.jcls.org or call the Business Office at 541-774-8679.



JACKSON COUNTY
Library Services

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