

Winter/Spring 2017 Computer Workshops @HFCL

HFCL Winter/Spring 2017 Adult Computer Workshop Schedule

Class Name	Class Date	Time	Registration Dates	Fee
Computer Basics Get started with many basic features of using a computer. Good class for beginners and recent learners.	Tue. Jan 17 th Sat. Feb 18 th Tue. Mar 21 st Sat. Apr 15 th	2pm – 4pm 10am – 12pm 2pm - 4pm 10am – 12pm	Jan 10-15 Feb 11-16 Mar 14-19 Apr 8-13	None
Internet Basics Learn to explore websites, shop on-line, and use browser tools.	Sat. Jan 21 st Tue. Feb 21 st Sat. Mar 25 th Tue. Apr 18 th	10am – 12pm 2pm – 4pm 10am - 12pm 2pm – 4pm	Jan 14-19 Feb 14-19 Mar 18-23 Apr 11-16	None
Introduction to E-mail Create a free e-mail take home account and begin e-mailing in class and beyond. (Cell phone # required to set up account.)	Sat. Jan 28 th Sat. Feb 25 th Tue. Mar 28 th Sat. Apr 22 nd	10am – 12pm 10am – 12pm 2pm – 4pm 10am – 12pm	Jan 21-26 Feb 18-23 Mar 21-26 Apr 15-20	None
Introduction to Microsoft Word Learn the basics of Microsoft Word for business and/or personal use.	Sat. Feb 4 th Tue. Mar 7 th Tue. Apr 1 st	10am – 12pm 2pm – 4pm 10am – 12pm	Jan 29 -Feb 4 Mar 1-5 Mar 24 -29	None
Introduction to Microsoft Excel Learn the basics of Microsoft Excel spreadsheets.	Tue. Feb 7 th Sat. Mar 11 th Tue. Apr 4 th Sat. Apr 29 th	2pm – 4pm 10am – 12pm 2pm – 4pm 10am – 12pm	Feb 1-5 Mar 4-9 Mar 29-Apr 2 Apr 22-27	None
Working with Digital Images See how to transfer pictures from your camera to computer. Edit pictures by using crop, highlight and other basic enhancement features.	Sat. Feb 11 th Tue. Mar 14 th Sat. Apr 8 th	10am – 12pm 2pm – 4pm 10am – 12pm	Feb 4-9 Mar 7-12 Apr 1-6	None
Windows 10 Demonstration See how Windows 10 represents the first step of a whole new generation of Windows.	Tue. Feb 14 th Sat. Mar 18 th Tue. Apr 11 th	2pm – 4pm 10am – 12pm 2pm – 4pm	Feb 7-12 Mar 11-16 Apr 4-9	None

All workshops take place in the first-floor training room at Henry Ford Centennial Library.

Workshops are free unless indicated. Registration begins one week before each class. Basic computer skills are required for all workshops except for Basic Computers.

HOW TO REGISTER: Visit or call the Henry Ford Centennial Library Adult Reference Desk at (313)943-2330 on the registration date specified above for your workshop. Registration begins at 9:30am and workshops do fill up, so call early! Please specify your workshop's name and date when you call.

Sponsored by Friends of the Library - Dearborn