

Summer 2017 Computer Workshops @HFCL

HFCL Summer 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.	Sat. Jun 10th Tues. Jul 18th	10 am – 12 pm 2 pm – 4 pm	Jun 3-8 Jul 11-16	None
Internet Basics Learn to explore websites, shop online, and use browser tools.	Sat. Jun 17th Sat. Jul 15th	10 am – 12 pm 10 am – 12 pm	Jun 10-15 Jul 8-13	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.)	Tues. May 9th Tues. Jul 11th	2 pm – 4 pm 2 pm – 4 pm	May 2-7 Jul 4-9	None
Introduction to Microsoft Word Learn the basics of Microsoft Word for business and/or personal use.	Sat. May 13th Sat. Jul 22nd	10 am – 12 pm 10 am – 12 pm	May 6-11 Jul 15-20	None
Introduction to Microsoft Excel Learn the basics of Microsoft Excel spreadsheets.	Tues. May 16th Tues. Jul 25th	2 pm – 4 pm 2 pm – 4 pm	May 9-13 Jul 18-23	None
Windows 10 Demonstration See how Windows 10 represents the first step of a whole new generation of Windows.	Tues. Jun 6th Tue. Aug 8th	2 pm – 4 pm 2 pm – 4 pm	May 31 -Jun 4 Aug 1-6	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.

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