

Fall 2017 Computer Workshops @HFCL

HFCL Fall 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.	Tues. Sep 12 th Tues. Oct 10 th Tues. Nov 7 th	2 pm – 4 pm 2 pm – 4 pm 2 pm – 4 pm	Sep 5-10 Oct 3-8 Oct 31-Nov 5	None
Internet Basics Learn to explore websites, shop on-line, and use browser tools.	Tues. Sep 19 th Tues. Oct 17 th Tues. Nov 14 th	2 pm - 4 pm 2 pm – 4 pm 2 pm – 4 pm	Sep 12-17 Oct 10-15 Nov 7-12	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. Sep 23 rd Sat. Nov 18 th	10 am - 12 pm 10 am – 12 pm	Sep 16-21 Nov 11-16	None
Introduction to Microsoft Word Learn the basics of Microsoft Word for business and/or personal use.	Tues. Sep 26 th Tues. Oct 24 th	2 pm – 4 pm 2 pm – 4 pm	Sep 19-24 Oct 17-22	None
Introduction to Microsoft Excel Learn the basics of Microsoft Excel spreadsheets.	Sat. Sep 30 th Sat. Oct 28 th Tues. Nov 28 th	10 am - 12 pm 10 am – 12 pm 2 pm – 4 pm	Sep 23- 28 Oct 21-26 Nov 21-28	None
Working with Digital Images See how to transfer pictures from your cell phone camera to computer. Edit pictures by using crop, highlight and other basic enhancement features.	Tues. Oct 3 rd Tues. Oct 31 st	2 pm – 4 pm 2 pm – 4 pm	Sep 26-Oct 1 Oct 24-29	None
Windows 10 Demonstration See how Windows 10 represents the first step of a whole new generation of Windows.	Sat. Oct 7 th Sat. Nov 4 th	10 am – 12 pm 10 am - 12 pm	Sep 30-Oct 5 Oct 28-Nov 2	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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