

## Computer Course Descriptions (continued)

**Facebook 102:** A one-session, two-hour course in which students will learn the social interaction basic features with their already created Facebook accounts. Prerequisites: Computer Basics. Must have an email and Facebook account established prior to class. Specific skills taught/students should demonstrate at conclusion of class: Sending and receiving messages, using the wall, adding friends, adjusting Settings, applications/games.

**Gimp 201:** A one-session, two-hour course that introduces users to the photo editing program Gimp and explains the basic features required to edit images. Prerequisites: Computer Basics. Specific skills taught/students should demonstrate at conclusion of class: Cropping, demonstrate creating gif, creating special texted and incorporation of text and images.

**Gimp 202:** A one-session, two-hour course in which students learn basic image manipulation features with Gimp. Prerequisites: Computer Basics, Gimp 201. Specific skills taught/students should demonstrate at conclusion of class: Redeye removal, photo enhancements, digital retouching, and background removal.

**Internet 201:** A one-session, two-hour course that introduces users to the Internet and focuses on basic Internet functions and security. Prerequisites: Computer Basics. Specific skills taught/ students should demonstrate at conclusion of class: Identify parts of the internet address, browse websites, Internet searching, and Internet safety.

**iPad for Newbies Workshop:** Have an iPad and not sure how to use it? Join us for the iPad for Newbies Workshop. Learn the basic uses of your iPad.

**One-on-One Assistance:** One-on-one assistance for user specific questions on the following device: E-Readers, tablets, cell phones, Kindles, and laptops.

**Workforce Series:** Network with others while obtaining needed skills for entering the workforce. The workshop is geared toward providing assistance with online job search, creating an email account, designing a resume, or completing an online application.

**PowerPoint 201:** A one-session, two-hour course in which students will learn create a slide show presentation. Prerequisites: Computer Basic101 and Word 201. Specific skills taught/students should demonstrate at conclusion of class: Create a basic slideshow presentation, insert pictures, design slides, and use of slide transitions.

**Publisher 201:** A one-session, two-hour course in which students will be introduced to desktop publishing using Publisher. Prerequisites: Computer Basic101 and Word 201. Specific skills taught/students should demonstrate at conclusion of class: Create a simple flier or card with Microsoft Office Templates, insert pictures, and change color schemes.

**Word 201: An Introduction to Word:** A one-session, two-hour course that introduces users to the Microsoft Word program and explains the basic features required to create a document. Prerequisites: Computer Basics. Specific skills taught/students should demonstrate at conclusion of class: Using ribbon tabs and creating a simple document.

**Word 202: Templates, Fonts & Graphics:** A one-session, two-hour course in which students will be introduced to concepts beyond Word 201: using templates, adjusting fonts, page layouts and inserting graphics in the Microsoft Word program. Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word. Specific skills taught/students should demonstrate at conclusion of class: Customized fonts on a document, inserting graphics, and adjustment of the page layout.

## August 2014

Class	Date and time	Location
<b>One-on-One Assistance</b>	Aug. 8, Friday, 9:30-10:30 a.m.	Main Street Library
	Aug. 8, Friday, 11 a.m.-noon	Grissom Library
	Aug. 8, Friday, 2-3 p.m.	South Morrison
	Aug. 8, Friday,3:30-4:30 p.m.	Pearl Bailey Library
	Aug. 22, Friday, 9:30-10:30 a.m.	Main Street Library
	Aug. 22, Friday, 11 a.m.-noon	Grissom Library
	Aug. 22, Friday, 2-3 p.m.	South Morrison
	Aug. 22, Friday, 3:30-4:30 p.m.	Pearl Bailey Library
<b>iPad for Newbies</b>	Aug. 11, Monday, 4-5 p.m.	South Morrison
<b>Word 202</b>	Aug. 12, Tuesday, 10 a.m.-noon	Pearl Bailey Library
	Aug. 28, Thursday, 6:30-8:30 p.m.	Grissom Library
<b>Workforce Series</b>	Aug. 13, Wednesday, 2-4:30 p.m.	South Morrison
	Aug. 20, Wednesday, 2-4:30 p.m.	Pearl Bailey Library
<b>Word 201</b>	Aug. 14, Thursday, 6:30-8:30 p.m.	Grissom Library
<b>Internet 201</b>	Aug. 19, Tuesday, 9-11 a.m.	South Morrison
<b>Email 201</b>	Aug. 19, Tuesday, 1:30-3:30 p.m.	South Morrison
<b>Email 202</b>	Aug. 21, Thursday, 1:30-3:30 p.m.	South Morrison
<b>Cut, Copy and Paste</b>	Aug. 26, Tuesday, 1:30-3:30 p.m.	South Morrison

## Newport News Public Libraries

### ■ Pearl Bailey Library

2510 Wickham Avenue  
(Southeast Community)  
757-247-8677 voice/TTY  
Monday - Thursday 9 a.m. - 9 p.m.  
Friday & Saturday 9 a.m. - 6 p.m.

### ■ Virgil I. Grissom Library

366 DeShazor Drive (Denbigh)  
757-369-3190 voice/TTY  
Monday - Thursday 9 a.m. - 9 p.m.  
Friday & Saturday 9 a.m. - 6 p.m.  
Sunday 1 - 5 p.m.

### ■ Main Street Library

110 Main Street (Hilton)  
757-591-4858 voice/TTY  
Monday - Thursday 9 a.m. - 9 p.m.  
Friday & Saturday 9 a.m. - 6 p.m.  
Sunday 1 - 5 p.m.

### ■ Public Law Library

2501 Washington Avenue (Downtown)  
757-926-8678 voice  
Monday – Friday, 8 a.m.-noon, 1-5 p.m.

### ■ South Morrison Public Library

746 Adams Drive, Computer Lab  
757-369-6810 voice  
Monday – Friday, 10 a.m.-4 p.m.



Newport News Public Library System  
700 Town Center Drive, Suite 300  
Newport News, VA 23606  
757-926-1350  
<http://nnpls.libguides.com>



# Computer Courses

## Newport News Public Library System May-August 2014 Computer Course Schedule and Course Descriptions

The Newport News Public Library System offers free computer courses at Grissom, Main Street, Pearl Bailey and the South Morrison Libraries in Newport News.

Courses are offered on an ongoing basis covering various topics in one-day sessions. Courses are free, but registration is required. Students may register for classes on the Library System’s website at <http://nnpls.libguides.com/events> or by calling the respective Library. Registration usually opens two weeks before the start of the class.

If fewer than five students have registered for a class as of 24 hours before the start of the class, it will be rescheduled for low enrollment.

Assessments will be given at the beginning and end of each class.

May-August 2014 Computer Course Descriptions

**Computer Basics 101:** A one-session, two-hour course in which students will concentrate on how to use the mouse properly, keyboard layout, and exploring Windows 7. Basic parts of the computer will be explained and adjusting the size of windows will be reviewed. Prerequisites: None. Specific Skills Taught/ students should demonstrate at conclusion of class: Using the mouse to click on icons and open programs, identify computer components. This is not a typing class.

**Computer Basics 102:** A one-session, two-hour course in which students will build upon skills learned in the Computer Basics 101 class. Upon completion, students will be able to use the mouse and perform computer basics functions such as open/close windows, type simple text on a document, print, save, and organize documents. Prerequisites: Computer Basics 101. Specific skills taught/ students should demonstrate at conclusion of class: Moving Windows, printing, saving, basic desktop functions.

**Cut, Copy and Paste:** A one-session, two-hour course in which students will learn the essentials for cut, copy and paste with text using Microsoft Office Word. Prerequisite: Basic Computers 101 & Word 201. Specific skills taught/students should demonstrate at conclusion of class: Selecting text, copy/cut text, and paste text.

**Email 201: Sending and Receiving:** A one-session, two-hour course in which students will establish an email account and learn to generate email messages. Prerequisites: Computer Basics 101 & 102. Specific skills taught/students should demonstrate at conclusion of class: Sign up for an account and send and receive email.

**Email 202: Reply, Forward and Attachments:** A one-session, two-hour course in which students will learn how to reply to email messages, forward email and send attachments with email. Prerequisites: Computer Basics 101 & 102. Must have an email account established and accessible prior to class. Specific skills taught/ students should demonstrate at conclusion of class: Reply to email messages, forward email messages, and send and receive attachments.

**Excel 201:** A one-session, two-hour course in which students will learn the basic features of a Microsoft Excel workbook and how to create a spreadsheet. Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word. Specific skills taught/ students should demonstrate at conclusion of class: Creation of a spreadsheet, inserting data, renaming a spreadsheet, insert/delete columns, insert/delete rows, selecting text, and saving a workbook.

**Excel202: Formulas and Editing:** A one-session, two-hour course in which students will be introduced to concepts beyond Excel 201, using a templates, adjusting fonts, page layouts and creating/editing formulas in the Microsoft Excel program. Prerequisites: Excel 201 or prior knowledge of the basic features for Microsoft Excel. Specific skills taught/students should demonstrate at conclusion of class: Adjusting fonts, page layouts, creating formulas, editing formulas, and printing.

**Facebook 101:** A one-session, two-hour course in which students will create a Facebook account and will learn the social interaction basic features. Prerequisites: Computer Basics. Must have an email account established prior to class. Specific skills taught/students should demonstrate at conclusion of class: Logging in and out of account, creation of a profile picture, sending and receiving messages, and using the wall/timeline.

Computer Course Schedule

May 2014		
Class	Date and time	Location
Computer Basics 101	May 6, Tuesday, 10 a.m.-noon	Pearl Bailey Library
Computer Basics 102	May 8, Thursday, 10 a.m.-noon	Pearl Bailey Library
iPad for Newbies	May 12, Monday, 4-5 p.m.	South Morrison
Word 201	May 13, Tuesday, 10 a.m.-noon	Main Street Library
Word 202	May 15, Thursday, 10 a.m.-noon	Main Street Library
One-on-One Assistance	May 16, Friday, 9:30-10:30 a.m. May 16, Friday, 11 a.m.-noon May 16, Friday, 2-3 p.m. May 16, Friday, 3:30-4:30 p.m. May 30, Friday, 9:30-10:30 a.m. May 30, Friday, 11 a.m.-noon May 30, Friday, 2-3 p.m. May 30, Friday, 3:30-4:30 p.m.	Main Street Library Grissom Library South Morrison Pearl Bailey Library Main Street Library Grissom Library South Morrison Pearl Bailey Library
PowerPoint 201	May 20, Tuesday, 6:30-8:30 p.m.	Grissom Library
Internet 201	May 22, Thursday, 9-11 a.m.	South Morrison
Email 201	May 27, Tuesday, 9-11 a.m.	South Morrison
Workforce Series	May 28, Wednesday 2-4:30 p.m.	Pearl Bailey Library
Email 202	May 29, Thursday, 9-11 a.m.	South Morrison



Classes are free, but registration is required.  
Register for all classes online at <http://nnpls.libguides.com/events>  
OR call the respective Library.



Newport News Public Library System  
700 Town Center Drive, Suite 300  
Newport News, VA 23606  
757-926-1350  
<http://nnpls.libguides.com>

June 2014		
Facebook 101	June 12, Monday, 10 a.m.-noon	Pearl Bailey Library
One-on-One Assistance	June13, Friday, 9:30-10:30 a.m. June13, Friday, 11 a.m.-noon June13, Friday, 2-3 p.m. June13, Friday, 3:30-4:30 p.m.  June 27, Friday, 9:30-10:30 a.m. June 27, Friday, 11 a.m.-noon June 27, Friday, 2-3 p.m. June 27, Friday, 3:30-4:30 p.m.	Main Street Library Grissom Library South Morrison Pearl Bailey Library  Main Street Library Grissom Library South Morrison Pearl Bailey Library
Excel 201	June 17, Tuesday, 10 a.m.-noon	Grissom Library
Workforce Series	June 18, Wednesday, 2-4:30 p.m.	Pearl Bailey Library
Excel 202	June 19, Thursday, 10 a.m.-noon	Grissom Library
Gimp 201	June 24, Tuesday, 9-11 a.m.	South Morrison
Cut, Copy and Paste	June 25, Wednesday, 6:30-8:30 p.m.	Main Street Library
Facebook 102	June 26, Thursday, 10 a.m.-noon	Pearl Bailey Library

July 2014		
Gimp 201	July 8, Tuesday, 9-11 a.m.	South Morrison
Workforce Series	July 9, Wednesday, 2-4:30 p.m. July 16, Wednesday, 2-4:30 p.m.	South Morrison Pearl Bailey Library
Gimp 202	July 10, Thursday, 9-11 a.m.	South Morrison
One-on-One Assistance	July 11, Friday, 9:30-10:30 a.m. July 11, Friday, 11 a.m.-noon July 11, Friday, 2-3 p.m. July 11, Friday, 3:30-4:30 p.m. July 25, Friday, 9:30-10:30 a.m. July 25, Friday, 11 a.m.-noon July 25, Friday, 2-3 p.m. July 25, Friday, 3:30-4:30 p.m.	Main Street Library Grissom Library South Morrison Pearl Bailey Library Main Street Library Grissom Library South Morrison Pearl Bailey Library
Computer Basics 101	July 15, Tuesday, 10 a.m.-noon July 17, Thursday, 6:30-8:30 p.m.	Grissom Library Main Street Library
Computer Basics 102	July 17, Thursday, 1:30-3:30 p.m. July 22, Tuesday, 6:30-8:30 p.m. July 24, Thursday, 10 a.m.-noon	South Morrison Main Street Library Grissom Library
Word 201	July 29, Tuesday, 9-11 a.m. July 31, Thursday, 10 a.m.-noon	South Morrison Pearl Bailey Library

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