

Computer Classes at the Waterford Township Public Library

Computer classes are held in the Conference Room using laptops owned by the library. Class size is limited to 6 people. **Registration is required and classes tend to fill up quickly.** Please visit or call the Adult Reference Desk at 248-618-7693 if you have questions.

Computer Basics for the Computer Shy covers the basics of a computer including parts, procedures for use, and how to move a mouse. **This class is for complete beginners.**

Internet 101 covers the basics of getting online, viewing web pages, and doing basic Internet searches. **This class is for Internet beginners who have basic computer knowledge about how to move a mouse.**

Using Email covers your address book/contacts, folders, how to search your email, how to do attachments and more, time permitting. **This class is for people who already have an email account.**

Basic Microsoft Word 2016 covers entering data, basic formatting, and copy/paste. **This class is for people with basic computer knowledge.**

Introduction to Excel 2016 starts with an overview of Excel, then covers how to enter and edit data in cells, formatting cells, and basic formulas such as addition and subtraction. **Basic computer knowledge and familiarity with Microsoft Word and/or other Microsoft Office application(s) are prerequisites for this class.**

Intermediate Microsoft Excel 2016 Part 1 and Part 2 – Please plan to attend both classes.

Part 1 covers conditional formatting and math, date, and text functions, and Names on the Formula menu. Filtering and sorting from the Data menu are also covered.

Part 2 covers lookup, reference, and logical functions on the Formula menu. Advanced filtering, grouping, data validation, and goal seeking from the Data menu are also covered.