

Computer Classes



The West Linn Public Library regularly offers classes for patrons wishing to improve their computer skills and knowledge. We offer classes on a wide variety of topics. Classes are 90 minutes and are limited to 12 participants. Reservations are taken on a first-come, first-served basis. When classes are filled, we keep a waiting list, in case additional spaces become available. Please call the information desk at 503-656-7853, ext. 6 to register.

If you would like to be notified of future computer class offerings, sign up for our monthly e-newsletter on the right side of this website.

Library patrons have 24/7 access to the Learning Express Library, which contains computer tutorials on Excel, Word, Outlook, Access, and more! Click [here](#) to access.

NOTE: Basic computer skills (familiarity with mouse and keyboard, etc.) are **REQUIRED** for all classes except Computer Basics.

APRIL

Publisher Basics

Tuesday, April 3, 6:15 p.m.

Students in this class will learn how to create publications from templates and from scratch. Learn how to work with text, shapes, word art, and images and how to arrange these elements in your publication.

Computer Basics

Wednesday, April 11, 6:15 p.m.

This beginner's class will show you how to use the mouse and keyboard, open and close programs, save files, and navigate around a computer. You will also learn about organizing, creating, copying, and moving files and folders.

Intermediate Word

Monday, April 16, 6:15 p.m.

This class is for people who know their way around Microsoft Word but want to learn more advanced tasks. Learn about indents, line spacing, creating columns and tables, how to use the drawing toolbar, and creating text boxes. Basic familiarity with Word is required.

Intermediate Publisher

Tuesday, April 17, 6:15 p.m.

Computer Classes

Published on City of West Linn Oregon Official Website (<http://westlinnoregon.gov>)

Learn more advanced Publisher skills such as working with master pages, inserting tables, layering and grouping objects, text wrapping, and using the design gallery. Basic familiarity with Publisher is strongly recommended.

Programming Basics

Monday, April 23, 6:15 p.m.

Learn some fundamental concepts of computer programming, how to write and run computer code, and try your hand at writing/modifying a simple computer program. No prior programming experience required.

Internet Basics

Wednesday, April 25, 6:15 p.m.

This class will get you started using the internet, including using the browser, navigating websites, and internet safety. You will also learn about the anatomy of web addresses and domain names, searching tips and how to evaluate online information.

MAY

Facebook Workshop

Tuesday, May 1, 6:15 p.m.

In this workshop you'll learn the basics of how to navigate the world of facebook. Learn how to find friends, share photos and videos, and protect your privacy. We'll also talk about safe social networking for all ages. (No registration required).

E-Mail Basics

Wednesday, May 9, 6:15 p.m.

This introduction to web-based e-mail accounts will teach you the basic skills needed to send and receive e-mail messages. You will learn how to compose and send messages, read messages in your inbox, set up your address book, and how to do attachments.

Excel Basics

Monday, May 14, 6:15 p.m.

Students will learn about working with Excel worksheets and workbooks, identifying rows and columns, entering data into cells and ranges, creating simple mathematical formulas, and using some of Excel's built-in functions.

Intermediate Excel

Monday, May 21, 6:15 p.m.

Students will learn to organize and manipulate spreadsheet data using Excel's built-in sorting, filtering and subtotaling capabilities. Students will also be introduced to creating charts in Excel. You must have basic familiarity with Excel.

Digital Photo Basics

Tuesday, May 22, 6:15 p.m.

Learn how to organize all your digital photos on your computer, how to share them with others, and how to print them. We'll also cover some basic photo editing using an online image editor. This class will be useful for both Mac and Windows users.

Word Basics

Wednesday, May 23, 6:15 p.m.

If you've never used Word before, this class is for you. We will cover opening and saving documents, changing font and font sizes, using bold, italic, and underline, adjusting margins, spell check, and printing.

JUNE

Computer Classes

Published on City of West Linn Oregon Official Website (<http://westlinnoregon.gov>)

Web Design Basics

Tuesday, June 5, 6:15 p.m.

Learn how to create your own website quickly and easily. Using the web-based software Weebly, you will learn how to create your own site from scratch, how to add text and images, and how to change the layout and design.

HTML Basics

Monday, June 11, 6:15 p.m.

Participants in this class will be introduced to some fundamental concepts of computer programming, learn how to write and run computer code using some simple tools, and try your hands at writing/modifying a simple computer program.

Intermediate Word

Wednesday, June 13, 6:15 p.m.

We'll teach you some more advanced Word skills including indents, line spacing, creating columns and tables, how to use the drawing toolbar, and creating text boxes. Basic familiarity with Word is strongly recommended.

Supporting Documents



[Tutorial - Transfer Photos from Camera to Computer](#)

Source URL (retrieved on 2012-05-09 21:45): <http://westlinnoregon.gov/library/computer-classes>