# South Park Township Library's Computer Class Descriptions

Each month, South Park Township Library offers several of computer classes that are taught by our computer instructor. **All Classes are Free** and are held in the Computer Area behind the Glass Windows unless otherwise noted!

The maximum capacity for each class **is 6 people.**

Please Register at the Front Desk or Call: **(412) 833-5585**

## Basic Computer Skills:

**Class Description:**
Learn the basic parts of a computer as well as a basic overview of the Windows 10 operating system.

**Skill Level:**
This class is our most basic computer class and is designed for people that are not familiar with computers.

## Intermediate Computer Skills:

**Class Description:**
We will be going over some of the portable parts of a computer and some additional features about Windows 10.

**Skill Level:**

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This class is designed for people that are familiar with computers or have taken the Basic Computer Skills class.

## Advanced Computer Skills:

**Class Description:**
Learn some of the more advanced features within Windows 10 including the task manager, uninstalling programs, and using anti-virus programs.

**Skill Level:**
This class is designed for people that are familiar with using computers or have taken either the Basic Computer Skills and/or Intermediate Computer Skills classes.

## Digital Picture Editing:

**Class Description:**
Learn how to save pictures to your computer. We will also examine how you can edit these pictures to make them look better.

**Skill Level:**
This class is designed for people that would like to know how to digitally edit pictures.

## Introduction to the Internet:

**Class Description:**
Learn how to get connected to the Internet as well as how to search for things online.

**Skill Level:**
This class is designed for people that are not familiar with the Internet and would like to know how to use it.

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## Advanced Internet:

**Class Description:**
This class is a continuation of what was discussed in the Introduction to the Internet class. This time we will be taking a closer look at how specific websites work including MapQuest and Monster.com.

**Skill Level:**
This class is designed for people that are familiar with navigating the Internet or have taken the Introduction to the Internet class.

## Basics of E-Mail:

**Class Description:**
We will be going over the basics of e-mail. We will discuss how to set up an account, how to send and receive email, and how to attach files to an email message.

**Skill Level:**
This class is designed for people that would like to know how e-mail works.

## Online Shopping with e-Bay:

**Class Description:**
Learn how online shopping works. We will be focusing on eBay, but we will also discuss how Amazon.com works.

**Skill Level:**
This class is designed for people that would like to know how to buy and sell things with online shopping.

## Social Networking (Facebook):

**Class Description:**
Learn an overview of social media and how you can sign up for a Facebook account.

**Skill Level:**

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This class is designed for people that would like to know more about social media and Facebook.

## Introduction to Word 2019:

**Class Description:**
Learn how to create documents in Microsoft Word.

**Skill Level:**
This class is designed for people that are not familiar with the Word program.

## Advanced Word 2019:

**Class Description:**
Learn how to add lists as well as how to use features such as Mail Merge, hyperlinks, and how to format your documents in Microsoft Word.

**Skill Level:**
This class is designed for people that are familiar with the Word program and would like to know more.

## Introduction to PowerPoint 2019:

**Class Description:**
Learn the basics of creating a PowerPoint presentation.

**Skill Level:**
This class is designed for people that have not used PowerPoint before and would like to learn more about it.

## Advanced PowerPoint 2019:

**Class Description:**
Learn how to use custom animations, slide transitions, etc. in Microsoft PowerPoint.

**Skill Level:**
This class is designed for people that would like to know how to put "special effects" into a PowerPoint presentation.

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## Basics of Excel 2019:

**Class Description:**
Learn the basics of setting up a spreadsheet in Excel.

**Skill Level:**
This class is designed for people that are not familiar with the Excel program.

## Introduction to Publisher 2019:

**Class Description:**
Learn how to create a business card and other publications with Microsoft Publisher.

**Skill Level:**
This class is designed for people that are not familiar with the Publisher program.

## e-Books and e-Readers:

**Class Description:**

We will discuss how to electronically borrow E-Books from the library using an E-Reader device and the Overdrive program. Patrons, attending this class, are welcome to bring in their own E-Reader devices.

**Skill Level:**
This class is designed for people that have used computers and the Internet before. Experience with using an E-Reader device is helpful, but not a requirement.

## Library's Website & Online Catalog:

**Class Description:**
Learn how to navigate the Library's Website and how to use our Online Catalog.

**Skill Level:**
This class is designed for people that would like to know how to search for things on the library's website and on the Online Catalog.

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## How to Use the Hoopla Library Service:

**Class Description:**

We will discuss how our Hoopla library service works, which will allow patrons to download e-books, music and stream video content.

**Skill Level:**
This class is designed for people that have used computers and the Internet before.