

August 2010

Oxnard Public Library
 251 South "A" Street
 Oxnard, CA 93030
 805-385-7532

Computer Class Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Introduction to Computers 9:00-10:00	6	7
8	9	10 Introduction To Microsoft Excel 4:00-5:00	11	12	13	14
15	16	17	18	19 Introduction to The Mouse 9:00-10:00	20	21
22	23	24	25	26 Basic Keyboarding 9:00-10:00	27	28
29	30	31				

Class Descriptions:

All classes are free and held in the second floor Computer Lab. Registration is not required. However, if fewer than 3 people arrive for class, it may be cancelled.

- **Introduction to Computers**

This entry level class serves as a basic introduction to Personal Computers. Students learn about the various parts that make up a computer, gaining a sense of how these parts work; as well as how they can be effectively operated

- **Introduction to the Mouse**

This is a beginning computer class designed for people who would like to learn how to use a computer mouse, or further develop their existing mouse skills. Students will complete a self-paced online mouse tutorial.

- **Basic Keyboarding**

Learn about one of the most important communication devices used in tandem with Personal Computers: the Keyboard! In this class, students are introduced to the basic functioning of letter, number and important command keys.

- **Introduction to Microsoft Excel**

In this class students will gain basic knowledge of Microsoft Excel. Special emphasis is placed on formatting and entering text, dates and values into worksheets.