

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.

Aug.-Nov. 2013 Computer Course Descriptions

Copy, Cut and Paste

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, Paste text

Computer Basics 101

Students will concentrate on how to use the mouse properly and the layout of the keyboard (this is not a typing class). 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: Click to open programs, Identify computer components, Type simple sentences

Computer Basics 102

Students will build upon skills learned in the Introduction to Computers 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 and print and save. Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Moving Windows, Printing and Saving, Basic Desktop functions

Internet 201

Introduces users to the Internet and focuses on basic Internet functions. Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Identify parts of the internet address, Browse Websites, Internet Searching (International sites will be explored)

Email 201: Sending and Receiving

Each student will establish an email account and learn to generate and send email messages. Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Sign up for an account, Send and receive email

Email 202: Reply, Forward and Attachments

Students will learn how to reply to email messages, forward email and send attachments with email. Prerequisites: Computer Basics. Must have an email account established prior to class.
Specific Skills Taught/students should demonstrate at conclusion of class: Reply to email messages, Forward email messages, Send and receive attachments

Excel 201: Using Data, Rows and Columns

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

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November 2013		
Class	Date and time	Location
One-on-One Assistance	Nov. 1, Friday, 9-10:30 a.m.	Main Street Library
	Nov. 1, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Nov. 1, Friday, 2:30-3:30 p.m.	South Morrison
	Nov. 1, Friday, 4-5 p.m.	Pearl Bailey Library
	Nov. 8, Friday, 9-10:30 a.m.	Main Street Library
	Nov. 8, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Nov. 8, Friday, 2:30-3:30 p.m.	South Morrison
	Nov. 8, Friday, 4-5 p.m.	Pearl Bailey Library
	Nov. 15, Friday, 9-10:30 a.m.	Main Street Library
	Nov. 15, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Nov. 15, Friday, 2:30-3:30 p.m.	South Morrison
	Nov. 15, Friday, 4-5 p.m.	Pearl Bailey Library
Computer Basics 101	Nov. 5, Tuesday, 9-11 a.m.	South Morrison
Computer Basics 102	Nov. 6, Wednesday, 9-11 a.m.	South Morrison
Copy, Cut and Paste	Nov. 7, Thursday, 6:30-8:30 p.m.	Pearl Bailey Library
	Nov. 14, Wednesday, 9-11 a.m.	South Morrison
Word 201	Nov. 12, Tuesday, 10 a.m.-noon	Grissom Library
Word 202	Nov. 13, Wednesday, 10 a.m.-noon	Grissom Library

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Newport News Public Library System
700 Town Center Drive, Suite 300
Newport News, VA 23602
757-926-1350

<http://nnpls.libguides.com>

Newport News Public Library System

Computer Course Schedule & Course Descriptions Aug.-Nov. 2013



- Virgil I. Grissom Library, 366 DeShazor Drive, 757-369-3190
- Main Street Library, 110 Main Street, 757-591-4858
- Pearl Bailey Library, 2510 Wickham Avenue, 757-247-8677
- Library at South Morrison Family Education Center, 746 Adams Drive, Room 9, 757-369-6810



Newport News Public Library System
<http://nnpls.libguides.com>

Computer Course Descriptions (continued)

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, Saving a workbook

Excel 202: Forumulas and Editing
Students will be introduced to concepts beyond Excel201 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, Printing

Facebook 101
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 Receiv- ing Messages, Using the Wall/Timeline

One-on-One Assistance
One-on-one assistance for user specific questions on the following device:
E-Readers, Tablets, Cell Phones, Kindles

PB Break-Out Session: Email, Job Applications & Resumes
Gain assistance with one-on-one instruction on creating an email account, de- signing a resume or completion of an online application
Specific Skills Taught/students should demonstrate at conclusion of class:
Creation of an email account, Creation of a resume, Assistance with an online job application

PB Jobseekers’ Club: Online Job Searching
Club members will gain the ability to network with each other while obtaining some of the needed skills for entering the workforce.
Specific Skills Taught/students should demonstrate at conclusion of class:
Searching for a job online, Maintaining an organized job, Interview Skills

PowerPoint 201
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, Use of slide transitions

Word 201: An Introduction to Word
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 tabs, Exploring the ribbon, Creating a document

Word 202: Templates, Fonts and Graphics
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, Creation of a Flyer, Inserting graphics like: shapes, WordArt, pictures, etc., Adjustment of the page layout

Computer Course Schedule

August 2013		
Class	Date and time	Location
Computer Basics 101	Aug. 5, Monday, 9-11 a.m.	South Morrison
	Aug. 6, Tuesday, 6:30-8:30 p.m.	Main Street Library
	Aug. 7, Wednesday, 10 a.m.-noon	Pearl Bailey Library
	Aug. 15, Thursday, 6:30-8:30 p.m.	Grissom Library
Computer Basics 102	Aug. 8, Thursday, 10 a.m.-noon	Pearl Bailey Library
Word 201	Aug. 12, Monday,10 a.m.-noon	Pearl Bailey Library
	Aug. 26, Monday, 6:30-8:30 p.m.	Grissom Library
PB Break-Out Session	Aug. 12, Monday, 3-5 p.m.	Pearl Bailey Library
Word 202	Aug. 13, Tuesday, 10 a.m.-noon	Pearl Bailey Library
	Aug. 28, Wednesday, 6:30-8:30 p.m.	Grissom Library
PB Jobseekers’ Club	Aug. 19, Monday, 3-5 p.m.	Pearl Bailey Library
Internet 201	Aug. 19, Monday, 10 a.m.-noon	Grissom Library
	Aug. 21, Wednesday, 9-11 a.m.	South Morrison
Email 201	Aug. 20, Monday, 10 a.m.-noon	Grissom Library
	Aug. 22, Thursday, 9-11 a.m.	South Morrison
Facebook 101	Aug. 27, Tuesday, 9-11 a.m.	South Morrison
Cut, Copy and Paste	Aug. 29, Thursday, 9-11 a.m.	South Morrison

September 2013		
Computer Basics 101	Sept. 3, Tuesday, 9-11 a.m.	South Morrison
	Sept. 4, Wednesday, 10 a.m.-noon	Grissom Library
	Sept. 25, Wednesday, 6:30-8:30 p.m.	Pearl Bailey Library
Computer Basics 102	Sept. 5, Thursday, 10 a.m.-noon	Grissom Library
	Sept. 26, Thursday, 6:30-8:30 p.m.	Pearl Bailey Library
Word 201	Sept. 9, Monday, 9-11 a.m.	South Morrison
	Sept. 16, Monday, 6:30-8:30 p.m.	Main Street Library
Word 202	Sept. 10, Tuesday, 9-11 a.m.	South Morrison
	Sept. 30, Monday, 6:30-8:30 p.m.	Main Street Library
One-on-One Assistance	Sept. 6, Friday, 9-10:30 a.m.	Main Street Library
	Sept. 6, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Sept. 6, Friday, 2:30-3:30 p.m.	South Morrison
	Sept. 6, Friday, 4-5 p.m.	Pearl Bailey Library
	Sept. 20, Friday, 9-10:30 a.m.	Main Street Library
	Sept. 20, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Sept. 20, Friday, 2:30-3:30 p.m.	South Morrison
	Sept. 20, Friday, 4-5 p.m.	Pearl Bailey Library

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September 2013 (continued)		
Class	Date and time	Location
Excel 201	Sept. 11, Wednesday, 10 a.m.-noon	Grissom Library
	Sept. 17, Tuesday, 6:30-8:30 p.m.	Main Street Library
Excel 202	Sept. 12, Wednesday, 10 a.m.-noon	Grissom Library
Internet 201	Sept. 18, Wednesday, 10 a.m.-noon	Pearl Bailey Library
Email 201	Sept. 19, Thursday, 10 a.m.-noon	Pearl Bailey Library

October 2013		
Computer Basics 101	Oct. 2, Wednesday, 9-11 a.m.	South Morrison
Computer Basics 102	Oct. 3, Thursday, 9-11 a.m.	South Morrison
One-on-One Assistance	Oct. 4, Friday, 9-10:30 a.m.	Main Street Library
	Oct. 4, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Oct. 4, Friday, 2:30-3:30 p.m.	South Morrison
	Oct. 4, Friday, 4-5 p.m.	Pearl Bailey Library
	Oct. 18, Friday, 9-10:30 a.m.	Main Street Library
	Oct. 18, Friday, 11 a.m.-12:30 p.m.	Grissom Library
	Oct. 18, Friday, 2:30-3:30 p.m.	South Morrison
	Oct. 18, Friday, 4-5 p.m.	Pearl Bailey Library
Word 201	Oct. 7, Monday, 10 a.m.-noon	Pearl Bailey Library
	Oct. 9, Wednesday, 9-11 a.m.	South Morrison
Word 202	Oct. 8, Tuesday, 10 a.m.-noon	Pearl Bailey Library
	Oct. 10, Thursday, 9-11 a.m.	South Morrison
Internet 201	Oct. 15, Tuesday, 9-11 a.m.	South Morrison
Email 202	Oct. 16, Wednesday, 9-11 a.m.	South Morrison
Copy, Cut and Paste	Oct. 28, Monday, 9-11 a.m.	South Morrison
PowerPoint 201	Oct. 29, Tuesday, 6:30-8:30 p.m.	Main Street Library
	Oct. 30, Wednesday, 6:30-8:30 p.m.	Grissom Library

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