



Computer & Tablet Classes

September | October | November | December 2018

All computer classes are held in the lower level computer lab.

All tablet class are held in the upper level conference room.

Introduction to the Computer

An introduction to the computer and how to get started with a computer or laptop for adults and seniors. Concepts covered include: basic parts of the computer, keyboard & mouse usage, and basic introduction to computer use.

Monday, September 10, 7 pm

Tuesday, October 9, 7 pm

Tuesday, November 6, 7 pm

Tuesday, December 4, 7 pm

registration begins August 20

registration begins September 18

registration begins October 16

registration begins November 13

Introduction to the Internet

This class provides a brief introduction to using the internet. We will cover web browsers (Chrome, Explorer, Firefox), search engines, and security.

Tuesday, September 11, 7 pm

Tuesday, October 16, 7 pm

Wednesday, November 7, 7 pm

Tuesday, December 11, 7 pm

registration begins August 21

registration begins September 25

registration begins October 17

registration begins November 20

Introduction to Microsoft Excel I & II

A basic Introduction into Microsoft Excel and how to use spreadsheets. You should be fairly comfortable with using the mouse and keyboard. We will introduce data entry, formatting, formulas and charts. We will also cover data analysis with sorting, using subtotals, pivot tables/charts, and more.

Excel I: Wednesday, September 12, 7pm

Excel II: Wednesday, September 19, 7pm

Excel I: Wednesday, October 10, 7pm

Excel II: Wednesday, October 17, 7pm

Excel I: Tuesday, November 13, 7pm

Excel II: Tuesday, November 20 7pm

Excel I: Wednesday, December 12, 7 pm

Excel II: Wednesday, December 19, 7 pm

registration begins August 22

registration begins August 29

registration begins September 19

registration begins September 26

registration begins October 23

registration begins October 30

registration begins November 21

registration begins November 28


To register, call 708-687-3700 or visit our website calendar: <http://acornlibrary.org/calendar>



Registration begins 3 weeks before the date of each class.

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Introduction to Microsoft Word 2013

A basic introduction into Microsoft Word and how to use word processors with formatting, tables and more. You should be fairly comfortable with using the mouse and keyboard.

Friday, October 12, 2 pm
Saturday, December 29, 2 pm

registration begins September 21
registration begins December 8

Files and Folders

In this class, you will learn about files and folders and how to use them to store and organize your documents and pictures. There is no fee for this class. Advanced registration is required.

Tuesday, September 25, 7 pm
Wednesday, October 24 7 pm
Monday, November 26, 7 pm
Tuesday, December 18, 7 pm

registration begins September 4
registration beings October 3
registration begins November 5
registration begins November 27

Introduction to Microsoft Power Point 2013

A basic introduction to Microsoft PowerPoint. You should be fairly comfortable with using the mouse and keyboard. We will cover creating and formatting a slide show, inserting pictures and word art, adding transitions, animations, and more.

Saturday, September 8, 2 pm
Friday, November 9, 2 pm

registration begins August 18
registration begins October 19

iPad 101

This class covers the basic operations and functions of using an iPad. You will also discover library resources that allow you to download eBooks, eAudiobooks, videos, and magazines to your device for free! Please be sure to bring your iPad.

Friday, December 21, 2 pm

registration begins November 30

Android Tablet 101

This class covers the basic operations and functions of using an Android tablet. You will also discover library resources that allow you to download eBooks, eAudiobooks, videos, and magazines to your device for free! Please be sure to bring your tablet.

Friday, December 7, 2 pm

registration begins November 16

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