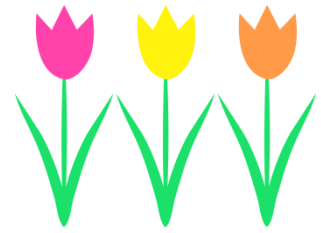# Spring 2018 Computer Classes

**Ruth Hughes Memorial District Library**
**211 N. Almont Avenue**
**Imlay City, MI 48444**

## Register at the front desk or by calling 810-724-8043

### Beginning Computer Parts I & II
### March 5th & 12th; 6:00-7:00pm

Eager to learn more about computers but aren't sure where to start? Join us for a two part beginning computer class at the library. We'll cover topics such as parts of the computer, using the mouse and keyboard, getting online, internet safety, and more.

### iPad/iPhone 101
### March 29th; 3:00 - 4:00 PM

Do you have an Apple iPad or iPhone and would like to learn more about it? Join our iPad/iPhone class as we discuss downloading and managing apps, customizing your home screen, using the camera, keyboard tips and tricks, and managing your settings.

### Overdrive/Libby @ ATTICA Branch
### April 9th; 4:00 - 5:00 PM

Did you know that you can check out eBooks and eAudiobooks through the Overdrive system and/or the new Libby App with your Ruth Hughes library card, for free? Accessible any time of day or night, Overdrive is compatible with a wide variety of devices including iPhones, iPads, Kindle tablets and readers, eReaders, desktops, Androids, and more.

*You must be a resident of Imlay City, Imlay Township, or Attica Township to access Overdrive, Libby, and Hoopla with your Ruth Hughes Library card.*

### Beginning Microsoft Excel
### April 26th; 6:00 - 7:00 PM

Spreadsheets, budgets, and charts, oh my! At this beginning class you'll learn some tips and tricks to using Microsoft Excel, the spreadsheet program that allows you to create, manage, and sort large amounts of data.

### Google Drive
### May 8th; 3:00 - 4:00 PM

If you have a Google account, you have access to Google Drive, a cloud-based software that can store 5G of data for free. In addition to storage space for files and photos, you have access to several programs provided by Google that are comparable to Microsoft Office programs, such as Google Docs, Sheets, Slides, and more. Learn how to use your Google account to its fullest capacity!

### Beginning Microsoft Word
### May 24th; 6:00 - 7:00 PM

Would you like to create a letter, labels, or resumes on a computer? You can do all this and more with Microsoft Word. Learn some tips and tricks to this program, and get started writing today!