

Expand your skills and learn how to take full advantage of the library's expansive computer lab and amazing online resources with our new classes!



## **REGISTRATION REQUIREMENTS**

You do not need any knowledge of computers in order to sign up for this class. In fact, this class is designed to introduce you to the computer and the things it can do, so no computer experience is necessary.



In order to attend class, you must register for class ahead of time. You can do this by speaking to a Computer Lab Attendant in person, or by calling the computer lab on the phone at **(409) 763 - 8854 ext. 130**

## **ROSENBERG LIBRARY COMPUTER LAB** Located on the 3rd Floor

- 45+ Dell PC workstations
- High speed internet access
- Wireless internet for personal devices
- Low cost printing
  - Black & White - 10¢ per page
  - Color - 50¢ per page
- Graphic workstations for special projects
  - Scanner - flatbed and duplex
  - Adobe Creative Suite
  - 3D design programs
- Dual patron computers
  - Offset from main lab area
  - For parents with small children
- Laptop stations
  - For patrons who need additional space
  - Monitors & connections are available for a dual-screen experience
- Study stations
  - Touch screen monitor
  - Extra workspace for books or materials
- Library Document Station
  - Scan all types of documents
  - Fax, email, or upload scans to the cloud

## **HOURS OF OPERATION**

Monday - Thursday  
9:30 am to 8:45 pm

Friday - Saturday  
9:30 am to 5:45 pm

Use of lab equipment is subject to [Computer Use Policy](#)  
See [www.rosenberg-library.org](http://www.rosenberg-library.org) for details.



### **Rosenberg Library**

2310 Sealy Street  
Galveston, TX 77550

(409) 763 - 8854

[www.rosenberg-library.org](http://www.rosenberg-library.org)



*Rosenberg Library*

*Presents*

# **BASIC COMPUTER SKILLS**

A **FREE** course for those who are not familiar with computer technology and are interested in gaining new skills.

## PLEASE NOTE

*This is a **three day course** that takes place in a single week.*

Each day focusing on a different learning objective that builds on the knowledge from the previous day, making it crucial to attend all classes.

## COURSE DESCRIPTION

During this three day class, you will learn the basics of how to use a computer. This introductory course will cover many things, including the different purposes of each button on the mouse and keyboard, how to open a program from the desktop and start menu, how to reach a website, and will walk you through the process of creating your own email account.

## DAY TO DAY BREAKDOWN

### **Day One: Introduction to Computers**

- Components of common computer workstation set-ups
- Keyboard basics
- Mouse skills
- Navigating the internet
  - Opening a web browser
  - Going to a search engine
  - Adding a bookmark
  - Identifying ads in search results

### **Day Two: Intermediate Skills**

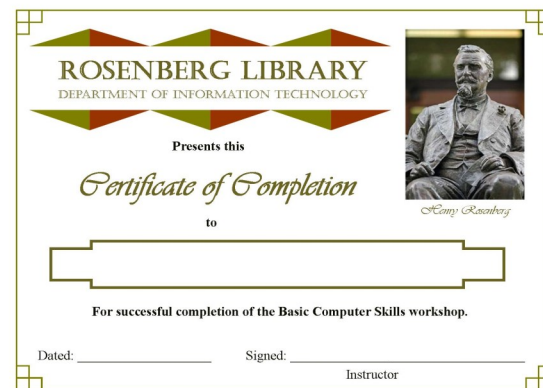
- Copy and paste functions
- Printing from the internet
- Use of “right click” functions
- Saving and deleting files
  - To and from folders
  - To and from the desktop
- Using & removing flash drives

### **Day Three: Emails**

- Create a free email account
- Learn how to send & receive emails
  - What “CC” and “BBC” mean
  - How to send to multiple emails
- Attach files to emails
- Create folders
- Email etiquette
  - How to begin and finish emails
  - How to express emotions
  - The meaning of all caps
- How to recognize and avoid scams

## CERTIFICATE UPON COMPLETION

All students who successfully complete the three day course receive a certificate of completion from the course instructor.



## MANY FREE CLASSES

Is there a part of technology that’s confusing to you? Or do you want to learn more about all the resources the library has to offer? Speak to a lab assistant today or stop by the desk and grab some brochures about all the different classes we offer!