



Rosenberg Library

Presents

ENTER THE MICROSOFT OFFICE

A **FREE** course

Want to know more about programs for making all sorts of documents and presentations? Become familiar with the basics of Word, PowerPoint, Excel and Publisher!

At the end of this class, you will:

- Know basic controls for Word, PowerPoint, Excel, and Publisher;
- Easily navigate the control ribbons;
- Quickly insert images and word art;
- Know how templates work and where to find them in each program

To register, see lab attendant or call
(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

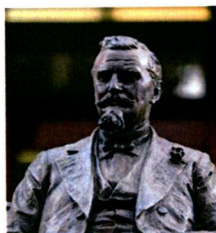
Monday - Thursday

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 for details.



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2310 Sealy Street
Galveston, TX 77550

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