

# Enter the Microsoft Office



*A FREE course presented by the  
Rosenberg Library*

**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

- 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
- Teen Gaming Center
  - Offset from main lab area
  - For teens to play popular games
- Laptop stations
  - For patrons with personal computers
  - Monitors & connections are available for a dual-screen experience
- Study stations
  - Touch screen monitor
  - Extra workspace for books/materials
- Library Document Station
  - Scan all types of documents
  - Fax, email, or upload scans

## **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.

To register, see lab attendant or call  
**(409) 763 - 8854 ext. 130**



**Rosenberg Library**

2310 Sealy Street  
Galveston, TX 77550

(409) 763 - 8854

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