INGLEWOOD PUBLIC LIBRARY

SEPTEMBER 2012

FREE PROGRAMS & CLASSES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 CLOSED	3 Labor Day **LIBRARY CLOSED**	4	5	6	7 CLOSED	8
9 CLOSED	10	11	12 **Word for Beginners (MS 2003)** 11:10 a.m.-12:30 p.m Gates Lab	13 **Finding Information** 11:10 a.m.-12:30 p.m. Gates Lab	14 CLOSED	15
16 CLOSED	17 **Foreign Film "Alamar"** 6:00 p.m. Lecture Hall	18 **Tuesday Family Movie** 10:00 a.m. Lecture Hall	19 **Internet for Beginners** 11:10 a.m.-12:30 p.m. Gates Lab	20 **PowerPoint (MS 2003)** 11:10 a.m.-12:30 p.m. Gates Lab	21 **"Know Your Rights" Workshop** Presented by the Inglewood Public Library, the LA Law Library & LAFLA 1:30 p.m.-4:00 p.m. Lecture Hall (Library Closed)	22
23 CLOSED	24	25	26 **Social Networking** 11:10 a.m.-12:30 p.m. Gates Lab	27	28 CLOSED	29
30 CLOSED						

Inglewood Public Library/Biblioteca Pública de Inglewood
101 W. Manchester Blvd., Inglewood, CA 90301 ▪ (310) 412-5380 ▪ http://library.cityofinglewood.org

Free Classes

Inglewood Public Library

Computer Classes

Register

Register at the Main Library Information Desk, 1st floor, or by telephone at 310-412-5380. Registrations are first come, first served. Those registering will need to leave their name, phone number and Library Card number. If you do not register or are placed on the *Waiting List,* we cannot guarantee there will be space available as classes are limited to 10 students. Those wishing to attend classes need to be in the lab no more than five minutes after scheduled times. Except for the *Computers Basics* classes, users should be able to use a mouse and keyboard with some familiarity and should have a basic understanding of the Windows operating system.

Classes

Check the monthly class calendar to see if the class you want is scheduled.

Computers Basics. This class includes an explanation of the parts of a computer and simple tasks.

Internet for Beginners. Learn how access to this tool can enrich your life.

Using E-mail. Learn how to send and receive e-mail using free e-mail providers. *Students should have some Internet experience.*

Word for Beginners. Learn to write and edit documents using Microsoft Word.

Excel Parts 1 and 2. Learn to create and edit spreadsheets, useful for all numeric analysis and bookkeeping purposes. *It is helpful to have used word processing.*

Finding Books and Articles. Find books, magazine, newspaper articles, practice civil service and career test exams using online databases.

PowerPoint. Create print presentations or slide shows using templates and images.

Social Networking. Learn how to use MySpace, Facebook, Wikipedia . . .

Open Lab

The Gates Computer Lab is open for general use Mon., Tues., and Wed. from 1:00 p.m. to 7:45 p.m., Thurs. from 1:00 p.m. to 5:45 p.m., Sat. from 10 :00 a.m. to 1:45 p.m., and closed on Fri. and Sun. Users are limited to one hour per day and must show their valid Inglewood Public Library Card. Staff can provide only minimum guidance. It is now possible to schedule an hour of computer use in advance at Library reservation terminals.

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MONDAY - WEDNESDAY 11AM - 8PM
THURSDAY 11AM - 6PM
SATURDAY 10AM - 2PM