INGLEWOOD PUBLIC LIBRARY

MAY 2013

FREE PROGRAMS & CLASSES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 **Introduction to Computers** 11:10 a.m.-12:30 p.m. Gates Lab	7	8 **Word for Beginners (MS 2003)** 11:10 a.m.-12:30 p.m. Gates Lab	9 **Finding Books & Information** 11:10 a.m.-12:30 p.m. Gates Lab	10	11
12	13	14	15 **Internet for Beginners** 11:10 a.m.-12:30 p.m. Gates Lab	16	17	18
19	20	21 **Tuesday Family Movie** 10:00 a.m. Lecture Hall	22	23	24	25
26	27 **LIBRARY CLOSED** 	28 **Muslim Journeys Film "Prince Among Slaves"** 6:00 p.m. Lecture Hall	29 **Social Networking** 11:10 a.m.-12:30 p.m. Gates Lab	30	31	

CLOSED

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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.

Introduction to Computers. 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. *Students should have some computer experience.*

Excel Parts 1 and 2. Learn to create and edit spreadsheets, useful for all numeric analysis and bookkeeping purposes. *Students should have some experience using a word processing program.*

Finding Books and Information. 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