



A library card in good standing is now required to register for workshops.

Registration is handled on a first come first served basis.

Class size is very limited.

The dates & times of all workshops are subject to cancellation.

The West Florida Public Library reserves the right to cancel any workshop that does not have a minimum of five registered patrons.

Workshops are held in the Computer Lab located at Main library.

Individuals may register no more than two people for a given workshop.

If you need to cancel, please call the Computer Lab as soon as possible, preferably within 24 hours of the scheduled workshop.

Workshops are scheduled during the months of February thru May and then again September thru November.

West Florida Public Library  
Computer Department  
200 W. Gregory Street  
Pensacola, Florida 32502  
436-5088 or 436-5060 ext. 2235  
[www.cityofpensacola.com/library](http://www.cityofpensacola.com/library)

## Free Computer Workshops



## February 2010

West Florida Public Library  
offers FREE  
one-session, hands-on  
Computer workshops.

Registration begins  
Thursday, January 28, 2010  
Phone in-8:30AM  
Walk in-9AM  
Phone: 436-5088  
or  
436-5060 ext. 2235  
**Registration is required**

### **Mouse Skills**

*(No computer experience necessary)*

Join us to learn basic computer terms, common navigation tools, and tips on handling a mouse.

**Thursday, February 4, 2010  
2:00 PM – 4:00 PM**

### **Typing for Beginners**

*(Prerequisite: Mouse Skills or equivalent)*

Come and refresh those rusty typing skills with this hands-on workshop. There will be a brief introduction of proper typing techniques, as well as a demo of selected Internet websites for practicing purposes.

**Thursday, February 11, 2010  
2:00 PM – 4:00 PM**

### **Intro to Keyboard**

*(Prerequisite: Mouse Skills or equivalent)*

Explore the functions of the computer keyboard. Make your computer experience more enjoyable by learning to effectively input information.

**Thursday, February 18, 2010  
2:00 PM – 4:00 PM**

### **Intro to Windows**

*(Prerequisite: Intro to Keyboard or equivalent)*

Learn about the Windows Operating System. Practice opening, closing, and moving between different programs.

**Thursday, February 25, 2010  
2:00 PM – 4:00 PM**

**Patrons registering for workshops listed below should already be proficient with mouse, keyboard, and basic computer skills.**

### **Excel I**

Introduction to the basic features of Microsoft Excel along with basic Excel terminology, screen layout, and data entry.

**Tuesday, February 09, 2010  
5:30 PM – 7:30 PM**

### **Excel II**

Formatting, formulas, copy & paste, and more.

**Tuesday, February 16, 2010  
5:30 PM – 7:30 PM**

### **Excel III**

List and Mail Merge — Learn how Excel can manage lists of information. Also learn how to Mail Merge the list with a Word Document.

**Tuesday, February 23, 2010  
5:30 PM – 7:30 PM**

**Please check in at the Computer Department desk ten minutes prior to your scheduled workshop.**

**Patrons registering for workshops listed below should already be proficient with mouse, keyboard, and basic computer skills.**

### **Digital Camera Basics**

*(Bring your own digital camera, USB cord, and extra batteries if your camera is not fully charged.)*

Patrons will learn how a digital camera works, enabling them to use their own cameras more effectively as well as being able to simply and quickly transfer photos to a computer or web-based photo site.

**Friday, February 05, 2010  
9:30 AM – 11:30 AM**

### **GIMP— Image Editing Basics**

Learn to use this simple image editing software to enhance your photos. Basic imaging processing techniques such as resizing, editing, and cropping photos will be covered.

**Friday, February 12, 2010  
9:30 AM – 11:30 AM**

### **Craigslist**

*(No Online Posting will be done)*

Learn how to reply to an ad on this online classified site, as well as how to post your own. Post editing and maintenance will be covered, as well as adding pictures and avoiding scams.

**Friday, February 19, 2010  
9:30 AM – 11:30 AM**

### **Introduction to using a Laptop**

*(Prerequisite: Bring your own laptop)*

A laptop can be challenging for a new user. Come to this hands-on presentation and learn tips and tricks that will maximize your laptop experience. Wireless and basic software will be discussed.

**Friday, February 26, 2010  
9:30 AM – 11:30 AM**

### **Facebook**

*(Prerequisite: Must have an active email account)*

This hands-on workshop will cover the basic functionality of the social networking site Facebook. This workshop is perfect for those individuals who are new to Facebook or would like to get more from their Facebook experience. Security and privacy issues will be discussed.

**Saturday, February 27, 2010  
9:30 AM – 11:30 AM**

**Please check in at the Computer Department desk ten minutes prior to your scheduled workshop.**