

# FREE Computer classes available at the library

Call the Main Library at (330) 399-8807 ext. 201 to sign up for classes at every branch.

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## All W-TCPL locations have computers for public use.

You must have a valid W-TCPL library card in your name and in good standing to use public computers.

- All W-TCPL public computers feature 17-inch monitors, CD R/RW drives, USB capabilities, Windows 10, and the Microsoft Office 2016 suite featuring Word, Excel, PowerPoint, and Publisher. The public computers have headphones installed.
- All W-TCPL locations have wireless capability (Wi-Fi) for personal computers and devices.

**Brookfield Branch Library**  
7032 Grove St.  
Brookfield, Ohio 44403  
(330) 448-8134

**Cortland Branch Library**  
578 Lakeview Dr.  
Cortland, Ohio 44410  
(330) 638-6335

**Howland Branch Library**  
9095 East Market St.  
Warren, Ohio 44484  
(330) 856-2011

**Liberty Branch Library**  
415 Churchill-Hubbard Rd.  
Youngstown, Ohio 44505  
(330) 759-2589

**Lordstown Branch Library**  
1471 Salt Springs Rd.  
Warren, Ohio 44481  
(330) 824-2094

**Main Library  
&**

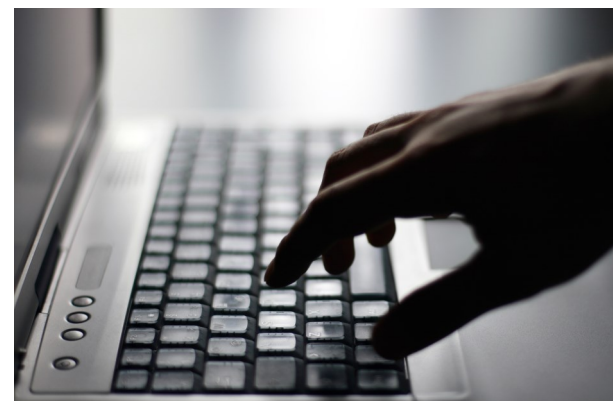
**Mobile Library Services**  
444 Mahoning Ave. NW  
Warren, Ohio 44483  
(330) 399-8807



WARREN-TRUMBULL COUNTY  
**PUBLIC LIBRARY**  
[www.wtcpl.org](http://www.wtcpl.org)

## Class Schedule January & February 2018

# Technology & Computers



The library offers a variety of **FREE** computer classes at many locations!

**Call (330) 399-8807 ext. 201 to sign up for a free class!**



WARREN-TRUMBULL COUNTY  
**PUBLIC LIBRARY**

Your Connection to the World!

## **Basic Computer Classes**

These introductory classes are especially designed for the novice computer user.

### **At the Howland Branch Library:**

**Tuesday, Jan. 9 from 2 - 4 p.m.** (Intro to Computers)

**Tuesday, Jan. 16 from 2 - 4 p.m.** (Intro to Internet)

**Tuesday, Jan. 23 from 2 - 4 p.m.** (Intro to Email)

### **At the Main Library in Warren**

**Thursday, Feb. 8 from 2 - 4 p.m.** (Intro to Computers)

**Thursday, Feb. 15 from 2 - 4 p.m.** (Intro to Internet)

**Thursday, Feb. 22 from 2 - 4 p.m.** (Intro to Email)

## **Facebook Basics**

This class will review the basics for new users of the online social networking service. Participants must already have a Facebook account prior to class.

**Thursday, Jan. 11 from 2 - 4 p.m.** (Main Library)

## **Introduction to Microsoft PowerPoint**

In this class, we will learn how to create, edit, and save a basic presentation using PowerPoint 2016. We will also cover some useful tips and tricks to employ during the creation process.

**Thursday, Jan. 18 from 2 - 4 p.m.** (Main Library)

## **Introduction to Pinterest**

Topics will include creating a new account, first time logging in, pinning items, and creating Boards. Participants must come to class prepared with a current email address and its valid password in order to begin the process of creating a new account with Pinterest. Other features of this class will cover managing your account, editing your profile, selecting privacy settings, and logging out.

**Saturday, Jan. 20 from 2:30 - 4:30 p.m.** (Brookfield)

## **Databases: Free Online Resources for Business & Personal Use**

The library's online databases provide a wealth of information in many subjects, from business and investment to foreign language learning to career sites. Come explore these free resources that are invaluable tools for work, school, or personal enjoyment.

**Thursday, Jan. 25 from 2 - 4 p.m.** (Main Library)

## **Windows 10 Basics**

Learn some of the basics of Windows 10. Topics include changing wallpaper, adding shortcuts to the desktop and toolbar, managing titles, and folders.

**Tuesday, Feb. 6 from 2 - 4 p.m.** (Liberty)

## **Basic Microsoft Excel**

Microsoft Excel Spreadsheets allow you to easily store, organize, and manipulate data. Learn some of the basics of Excel (inserting text, basic functions, AutoSum, Autofill) by creating a basic budget spreadsheet and making Excel do all the math for you!

**Saturday, Feb. 10 from 2:30 - 4:30 p.m.** (Brookfield)

## **Microsoft Word I: An Introduction to Word Processing**

In this class, we will be using Microsoft Office 2016 to get started in word processing. We cover the basics of formatting, editing, printing, and saving.

**Tuesday, Feb. 13 from 2 - 4 p.m.** (Liberty)

## **Microsoft Word II: Continuing with Word**

We will continue learning about Microsoft Office 2016 in this class. It covers bullet points, columns, color, and inserting pictures. Prerequisite: "Microsoft Word I: An Introduction to Word Processing"

**Tuesday, Feb. 20 from 2 - 4 p.m.** (Liberty)

## **Plus...**

Free access to online tutorials and training through the library website.

**[www.wtcpl.org](http://www.wtcpl.org) > Research and Learn  
> Online Research Resources**



*Master software and device techniques for hundreds of applications with on-demand training videos.*



**LearningExpress**  
LIBRARY™

*An interactive online learning platform of practice tests and tutorial courses designed to help students and adult learners succeed on academic and licensing tests.*