



January 2012 Computer Class Calendar



All classes are open to the public but, you must have a CRIT Library card to participate. **All** classes begin at 9 a.m.-11a.m.
See back for description of classes.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2 <i>Library CLOSED</i>	3 Basic Microsoft Excel	4 File Management	5 Adobe Photoshop Remove picture backgrounds	6	7
8	9 Introduction to Basic Computers Desktop/laptop	10 Basic Mouse and laptop touch pad Skills	11 Basic Powerpoint 2007 1	12 Desktop Publishing Resume formatting	13	14
15	16 <i>Martin Luther Day LIBRARY CLOSED</i>	17 Basic Internet Class	18 Microsoft Excel II	19 Microsoft Word I	20	21
22	23 Basic Computers	24 Basic EMail	25 Microsoft Word II	26 Powerpoint Animation presentations	27	28
29	30 Basic Computers	31 Photoshop				



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January 2012 Computer Class Calendar Descriptions

- January 1 - New Year's Day
- January 2 - LIBRARY CLOSED
- January 3 - Basic Excel 2007: Introduction to the excel environment. How to add, subtract and divide cell values.
- January 4 - File Management: How, and where to save your files. External storage devices, will also be reviewed.
- January 5 - Adobe Photoshop : How to remove background from you pictures and resize your photos.

- January 9 - Intro. To Basic Computers: What is a computer, laptop?
- January 10 - Basic Skills: What is the difference between Windows xp and Windows 7 operating systems.
- January 11 - Basic Powerpoint: Create your first slide presentation using this powerful presentation device.
- January 12 - Resume formatting using Microsoft Word. This class will go over different styles used to create a professional resume.

- January 16 - Martin Luther King Day: Library Closed.
- January 17 - Basic Internet: Discover how to access the World Wide Web from home or at work. This is a "hands-on" class.
- January 18 - Excel II: Formulas. Find out how to create basic formulas using this spreadsheet program.
- January 19 - Microsoft Word: This class will go over Word 2007. Find out the new changes in Word.

- January 23 - Basic Computers II: Find out how to clean your computer, update your virus protection, and download programs.
- January 24 - Basic email: Explore free email providers on the web. How to send and download pictures, and files.
- January 25 - Microsoft Word II: Learn about setting tabs, and sections in your document. Create tables, and insert pictures.
- January 26 - Power point II: Animation: This is an advanced class that will cover timing your slides, text and animation.

- January 30 - Basic Computers: What is the difference between a laptop and desktop? What is storage, and RAM?
- January 31 - Adobe Photoshop: How to create a reflection of your very own in Photoshop. Adding such a reflection is a easy to add depth to your photographs.