

LSTA Class Schedule

Thu Jul 22, 2010

10am - 12pm Introduction to Microsoft Word 2007

Where: Del Norte Library

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on creating typed documents using MS Word as an example. We will save practice documents, then we will practice finding them on the computers

3:30pm - 5:30pm Introduction to Microsoft Word.

Where: Alamosa Public Library(SPPL) Veterans Green Jobs Energy Efficiency Program

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on creating Microsoft Word documents, we will practice typing, saving and finding practice files using MS word as our example

Fri Jul 23, 2010

10:30am - 12:30pm Digital Cameras

Where: South Fork Library

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on transferring photo files from the camera to a computer. We will create new folders and practice sorting photos into the folders.

Tue Jul 27, 2010

9:30am - 11:30am I've never touched a computer before

Where: Alamosa Public Library (SPPL)

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on basic computer skills, like using a mouse and keyboard. We will practice searching the internet

12:30pm - 2:30pm Typing Practice

Where: Blanca Library

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on using internet typing tutors to help us build our typing skills.

3:30pm - 5:30pm Typing Practice

Where: San Luis library

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on using internet typing tutors to help us build our typing skills.

LSTA Class Schedule

Thu Jul 29, 2010

9:30am - 11:30am Online forms and state websites

Where: La Jara Library

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on searching state government and federal websites. We will practice filling out PDF forms and sending in completed forms by email

12:30pm - 2:30pm Online forms and government websites

Where: Antonito Library

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on searching state government and federal websites. We will practice filling out PDF forms and sending in completed forms by email

3:30pm - 5:30pm Introduction to Microsoft Excel

Where: Alamosa Public Library(SPPL)

Creator: libinst0809@gmail.com for LSTA Class Schedule

Description:

The class will focus on basic MS excel spreadsheet techniques, we will practice labeling, entering constants and mathematical formulas.