Class Descriptions continued

FACEBOOK 102 — Learn the social interaction basic features with your existing Facebook account.
Prerequisites: Computer Basics. Must have an email and Facebook account established prior to class. | Specific Skills Taught/Learned: Sending and receiving messages, using the wall, adding friends, adjusting Settings, and applications/games

INTERNET 201 — Become familiar with the Internet and focus on basic Internet functions.
Prerequisites: Computer Basics | Specific Skills Taught/Learned: Identifying parts of the Internet address, browsing websites, and searching the Internet

INTERNET SAFETY & SECURITY — Learn the basics of protecting your computer and personal information while online. Topics to be discussed include anti-virus software, scams and phishing, passwords and online shopping.
Prerequisites: Computer Basics 101 and Internet 201

IPAD FOR NEWBIES WORKSHOP
Bring your own device and learn the basic uses of your iPad.

ONE-ON-ONE ASSISTANCE — One-on-one assistance with a staff member is available for resumes, job applications and user specific questions on the following devices: e-readers, tablets, cell phones, Kindles, and laptops.

POWERPOINT 201 — Learn how to create a basic slideshow presentation.
Prerequisites: Computer Basics 101 and Word 201 | Specific Skills Taught/Learned: Creating a basic slideshow presentation, inserting pictures, designing slides, and using slide transitions

PUBLISHER 201 — Become familiar with desktop publishing and learn the basic features of Microsoft Publisher.
Prerequisites: Computer Basics 101 and Word 201 | Specific Skills Taught/Learned: Customizing fonts, inserting graphics, and adjusting page layout

WEB-BASED BUSINESS TOOLS AND APPS — Learn more about Google’s web-based office suite: Google Docs, Google Sheets, Google Slides, and Google Calendar, and learn how to save and share files using Google’s file storage and synchronization service, Google Drive.
Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word and basic knowledge of the Internet or Internet 201

WHAT’S A CLOUD STORAGE? — Explore cloud storage and focus on the basic application of cloud storage for multiple devices.
Prerequisites: Word 201, Internet 201 and E-mail 201 | Specific Skills Taught/Learned: Locating, opening, and saving to the cloud

WINDOWS 10 WORKSHOP — Bring your own laptop with Windows 10 installed; learn how to navigate Windows 10, ask questions and discover the updated start menu, action center, and more.
Prerequisites: Prior knowledge of basic computer skills

WORD 201: AN INTRODUCTION TO WORD — Explore the basic features required to create a document in Microsoft Word.
Prerequisites: Computer Basics | Specific Skills Taught/Learned: Using ribbon tabs and creating a simple document

WORD 202: TEMPLATES, FONTS & GRAPHICS — Discover concepts beyond Word 201 by using templates, changing fonts, adjusting page layouts, and inserting graphics in the Microsoft Word program.
Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word | Specific Skills Taught/Learned: Customizing document, inserting graphics, and adjusting page layout

Important Information

• The Newport News Public Library System offers free computer classes at Grissom, Main Street, Pearl Bailey and South Morrison Libraries in Newport News. Classes are for ages 9+.

• Most classes are single sessions and last approximately two hours, unless otherwise stated on our class calendar.

• Registration required: Classes are free, but registration is required. Students may register for classes on the Library System’s website at nnpls.libguides.com/comp_class or by calling the respective Library. Registration usually opens two weeks before the start of the class.

• Cancellations: If fewer than three students have registered for a class as of 24 hours before the start of the class, it will be cancelled due to low enrollment.

• Assessments: Assessments will be given at the beginning and end of each class.

How to Register

Visit our website: nnpls.libguides.com/comp_class
Use the numbers listed below to contact the respective branch.

Newport News Public Library Locations

PEARL BAILEY LIBRARY
2510 Wickham Avenue
(Southeast Community)
757-247-8677 voice
Monday–Thursday 10 a.m.–9 p.m.
Friday & Saturday 10 a.m.–6 p.m.

VIRGIL I. GRISSOM LIBRARY
366 DeShazor Drive (Denleigh)
757-369-6810 voice
Monday–Thursday 10 a.m.–9 p.m.
Friday & Saturday 10 a.m.–6 p.m.

MAIN STREET LIBRARY
110 Main Street (Hilton)
757-591-4858 voice/TTY
Monday - Thursday 10 a.m.–9 p.m.
Friday & Saturday 10 a.m.–6 p.m.
Sunday 1–5 p.m.

PUBLIC LAW LIBRARY
2501 Washington Avenue (Downtown)
757-926-8678 voice
Monday–Friday, 8 a.m.–noon, 1–5 p.m.

SOUTH MORRISON LIBRARY
746 Adams Drive (Midtown)
757-369-8678 voice
Monday–Friday, 8 a.m.–noon, 1–5 p.m.

NEWPORT NEWS PUBLIC LIBRARY SYSTEM
700 Town Center Drive, Suite 300
Newport News, VA 23606
757-597-2917 | www.nnva.gov/library
3D WORKSHOP (OVERVIEW) — This workshop provides an introduction to 3D printing — how it works and how it is used by the general public. An overview of the Ultimaker 2+ 3D printer will be used to demonstrate how digital drawings can be made into physical objects.

3D WORKSHOP (TINKERCAD) — Learn the basics of 3D design using Tinkercad. A free Tinkercad.com account is required. Tinkercad requires parental permission for new users age 12 and under.

ANDROID Q & A WORKSHOP — Bring your Android phone or tablet to this workshop and discover the basic functions and features of your device.

COMPUTER BASICS 101 — Learn how to use a mouse properly, become familiar with keyboard layout, and explore Windows 7. Basic parts of the computer will be explained and adjusting the size of windows will be reviewed. Note: This is not a typing class.

Specific Skills Taught/Learned: Using the mouse to click on icons to open programs and identifying computer components

COMPUTER BASICS 102 — Build upon skills learned in Computer Basics 101. Upon completion, students will be able to use the mouse and perform basic computer functions such as opening/closing windows, typing simple text on a document, printing, saving, and organizing documents.

Prerequisites: Computer Basics 101 | Specific Skills Taught/Learned: Replying to and forwarding email messages, and sending/receiving email.

DIGITAL PHOTO WORKSHOP — Import photos from your digital camera or smartphone to your computer, and use Windows Live Photo Gallery to edit photos.

Prerequisites: Basic knowledge of Windows XP

EMAIL 201: SENDING & RECEIVING — Establish an email account and learn to generate email messages.

Prerequisites: Computer Basics 101 & 102 | Specific Skills Taught/Learned: Sending/receiving email

EMAIL 202: REPLY, FORWARD & ATTACHMENTS — Learn how to reply to email messages, forward emails and send attachments via email.

Prerequisites: Computer Basics 101 & 102; Must have an email account established and accessible prior to class. | Specific Skills Taught/Learned: Replying to and forwarding email messages, and sending/receiving attachments

EXCEL 201 — Learn the basic features of a Microsoft Excel workbook and how to create a spreadsheet.

Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Excel | Specific Skills Taught/Learned: Creating a spreadsheet, inserting data, renaming a spreadsheet, inserting/deleting columns and rows, sorting, and saving a workbook

EXCEL 202: FORMULAS & EDITING — Explore concepts beyond Excel 201 such as using templates, adjusting fonts, page layouts and creating/editing formulas in the Microsoft Excel program.

Prerequisites: Excel 201 or prior knowledge of the basic features for Microsoft Excel | Specific Skills Taught/Learned: Adjusting fonts, creating page layouts, creating and editing formulas, and printing

FACEBOOK 101 — Create a Facebook account and learn the social interaction basic features.

Prerequisites: Computer Basics. Must have an email account established prior to class. | Specific Skills Taught/Learned: Logging in and out of account, creating/uploading a profile picture, sending and receiving messages, and using the wall/timeline

3D Workshop Overview

3D Workshop Tinkercad

What’s A Cloud Storage?

One-on-one assistance is for resumes, job applications and user specific questions about the following devices: e-readers, tablets, cell phones, kindles, and laptops. Call any branch today to schedule a One-on-One!