



**Don't miss these additional
Library activities offered this fall!**

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|-------------|------------------------------------|
| December 3 | Enrichment Movie Series, 5:30 p.m. |
| December 9 | FOL Book Review, 10 a.m. |
| December 29 | Poetry on the Patio, 6:30 p.m. |
| January 7 | Enrichment Movie Series, 5:30 p.m. |
| January 13 | FOL Book Review, 10 a.m. |
| January 26 | Poetry on the Patio, 6:30 p.m. |

Check our website for all event details...

*Contact the Library for more program information at
(863) 291-5880.*

The Winter Haven Public Library will be closed on:

- | | |
|------------------|-------------------------|
| December 11 & 12 | Maintenance & Repair |
| December 24 & 25 | Christmas |
| January 1 | New Year's Day |
| January 18 | Dr. M. L. King, Jr. Day |



WINTER HAVEN
The Chain of Lakes City

Winter Haven Public Library – Kathryn L. Smith Memorial
325 Avenue A NW
Winter Haven, Florida 33881
863.291.5880

<http://whpl.mywinterhaven.com>

WINTER HAVEN PUBLIC LIBRARY Computer Classes



December-January Schedule

WINTER HAVEN
The Chain of Lakes City

Class Schedule

Basic Microsoft Windows XP

Learn to navigate Windows XP. If you choose to use your personal laptop, be sure Microsoft Windows XP is installed.



Part 1 (Pick One)

- Friday, December 4, 10 a.m. - Noon
- Friday, January 15, 10 a.m. - Noon

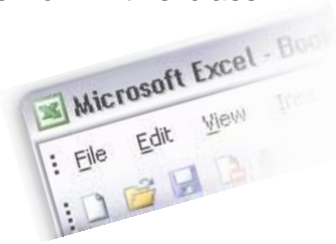
Part 2 (Pick One)

- Friday, December 18, 10 a.m. - Noon
- Thursday, January 21, 4 - 6 p.m.

Microsoft Excel 2007 (Part 1)

Create a spreadsheet and learn basic formulas. Participants must be familiar with the keyboard and mouse to enroll in this class. Personal laptops are permitted and require Microsoft Excel 2007.

- Tuesday, December 15, 5:30 - 7:30 p.m.
- Tuesday, January 19, 9:30 - 11:30 a.m.



Microsoft Excel 2007 (Part 2)

Learn to work with multiple worksheets.

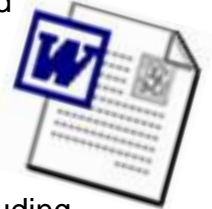
Participants should have completed Microsoft Excel (Part 1), or have prior Microsoft Excel 2007 experience. Personal laptops are permitted and require Microsoft Excel 2007.

- Wednesday, December 16, 5:30 - 7:30 p.m.
- Wednesday, January 20, 9:30 - 11:30 a.m.

Microsoft Word 2007 (Part 1)

Learn the basics of word processing, including creating, formatting, and printing a simple document. Participants must be familiar with the keyboard and mouse to enroll in this class. Personal laptops are permitted and require Microsoft Word 2007.

- Wednesday, December 16, 9:30 - 11:30 a.m.
- Tuesday, January 19, 2:30 - 4:30 p.m.



Microsoft Word 2007 (Part 2)

Learn more advanced word processing skills including bulleted and numbered lists, and cut/copy/paste functions. Participants should have completed Microsoft Word 2007 (Part 1), or have prior Microsoft Word 2007 experience. Personal laptops are permitted and require Microsoft Word 2007.

- Thursday, December 17, 9:30 - 11:30 a.m.
- Wednesday, January 20, 2:30 - 4:30 p.m.

Email



Apply for an email address and learn how to use it.

- Thursday, January 28, 4 - 5 p.m.

Surfing the Internet

Learn to navigate through the World Wide Web.

- Thursday, December 17, 4 - 6 p.m.
- Friday, January 8, 10 a.m. - Noon



Guidelines for Attending Class

- Class size and computers are limited and are filled on a first - come, first-served basis.
- All classes are free to the public.
- If you have any questions, please call the Library at 863-291-5880.



Self-Paced Instruction

Computer Mouse Tutorial

Learn to master the computer mouse.



Learn to Type

Learn basic typing skills, from finding the home keys to basic exercises.

Request learning material at the Reference Desk.

