

Fall



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

- | | |
|------------|------------------------------------|
| October 1 | Enrichment Movie Series, 5:30 p.m. |
| October 14 | FOL Book Review, 10 a.m. |
| October 27 | Poetry on the Patio, 6:30 p.m. |
| November 4 | FOL Book Review, 2 p.m. |
| November 5 | Enrichment Movie Series, 5:30 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 for the following holidays:

- | | |
|------------------|--------------|
| November 11 | Veterans Day |
| November 26 & 27 | Thanksgiving |



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



**October-November 2009
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

- Friday, October 2, 10 a.m. - Noon
- Wednesday, October 14, 4 - 6 p.m.
- Friday, November 6, 10 a.m. - Noon

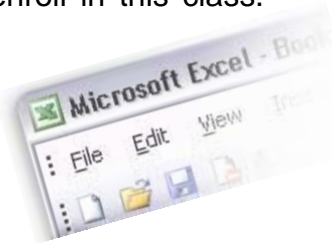
Part 2

- Thursday, October 15, 4 - 6 p.m.
- Friday, October 16, 3 - 5 p.m.
- Friday, November 20, 10 a.m. - Noon

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.

- Thursday, October 15, 9:30 - 11:30 a.m.
- Wednesday, November 18, 1:30 - 3:30 p.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.

- Friday, October 16, 9:30 - 11:30 a.m.
- Thursday, November 19, 1:30 - 3:30 p.m.

Guidelines for Class Registration

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

All classes are free to the public.



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, October 14, 1:30 - 3:30 p.m.
- Tuesday, November 17, 5:30 - 7:30 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, October 15, 1:30 - 3:30 p.m.
- Wednesday, November 18, 5:30 - 7:30 p.m.

Email



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

- Monday, November 23, 10 a.m. - Noon

Surfing the Internet

Learn to navigate through the World Wide Web.

- Thursday, November 19, 4 - 6 p.m.



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.