

South Park Township Library's Computer Class Descriptions

Each month, South Park Township Library offers several of computer classes that are taught by our computer instructor. **All Classes are Free** and take place in the Computer Area behind the Glass Windows unless otherwise noted!

The maximum capacity for each class **is 6 people.**

Please Register at the Front Desk or Call: **(412) 833-5585.**



Basic Computer Skills:

Class Description:

Learn the basic parts of a computer as well as a basic overview of the Windows 11 operating system.

Skill Level:

This class is our most basic computer class and is designed for people that are not familiar with computers.

Intermediate Computer Skills:

South Park Township Library's Computer Class Descriptions

Class Description:

We will be going over some of the portable parts of a computer and some additional features about Windows 11.

Skill Level:

This class is designed for people that are familiar with computers or have taken the Basic Computer Skills class.

Advanced Computer Skills:

Class Description:

Learn some of the more advanced features within Windows 11 including the task manager, uninstalling programs, and using anti-virus programs.

Skill Level:

This class is designed for people that are familiar with using computers or have taken either the Basic Computer Skills and/or Intermediate Computer Skills classes.

Digital Picture Editing:

Class Description:

Learn how to save pictures to your computer. We will also examine how you can edit these pictures to make them look better.

Skill Level:

This class is designed for people that would like to know how to digitally edit pictures.

Introduction to the Internet:

Class Description:

Learn how to get connected to the Internet as well as how to search for things online.

Skill Level:

This class is designed for people that are not familiar with the Internet and would like to know how to use it.

South Park Township Library's Computer Class Descriptions

Basics of E-Mail:

Class Description:

We will be going over the basics of e-mail. We will discuss how to set up an account, how to send and receive email, and how to attach files to an email message.

Skill Level:

This class is designed for people that would like to know how e-mail works.

Online Shopping

Class Description:

Learn how online shopping works. We will be focusing on eBay, but we will also discuss how Amazon.com works.

Skill Level:

This class is designed for people that would like to know how to buy and sell things with online shopping.

Social Networking (Facebook):

Class Description:

Learn an overview of social media and how you can sign up for a Facebook account.

Skill Level:

This class is designed for people that would like to know more about social media and Facebook.

Introduction to Word 2019:

Class Description:

Learn how to create documents in Microsoft Word.

Skill Level:

South Park Township Library's Computer Class Descriptions

This class is designed for people that are not familiar with the Word program.

Advanced Word 2019:

Class Description:

Learn how to add lists as well as how to use features such as Mail Merge, hyperlinks, and how to format your documents in Microsoft Word.

Skill Level:

This class is designed for people that are familiar with the Word program and would like to know more.

Introduction to PowerPoint 2019:

Class Description:

Learn the basics of creating a PowerPoint presentation.

Skill Level:

This class is designed for people that have not used PowerPoint before and would like to learn more about it.

Advanced PowerPoint 2019:

Class Description:

Learn how to use custom animations, slide transitions, etc. in Microsoft PowerPoint.

Skill Level:

This class is designed for people that would like to know how to put "special effects" into a PowerPoint presentation.

Basics of Excel 2019:

Class Description:

Learn the basics of setting up a spreadsheet in Excel.

Skill Level:

This class is designed for people that are not familiar with the Excel program.

South Park Township Library's Computer Class Descriptions

E-Books and E-Readers:

Class Description:

We will discuss how to electronically borrow E-Books and audiobooks from the library through the Libby and Overdrive. Patrons attending this class, are welcome to bring in their own E-Reader devices.

Skill Level:

This class is designed for people that have used computers and the Internet before. Experience with using an E-Reader device is helpful, but not a requirement.