

## Class Schedule by Month

### January

Jan 7	Mon	9:30 am	Beginning Computing
Jan 7	Mon	11-Noon	Drop-in Computer Lab
Jan 16	Wed	9:30 am	Library Website 101
Jan 18	Fri	10:00 am	Eating Out Healthy
Jan 23	Wed	9:30 am	E-mail - Yahoo and more
Jan 28	Mon	6:00 pm	Intro To Windows Vista

### February

Feb 6	Wed	10:00 am	"The Frustration Factor"
Feb 11	Mon	9:30 am	Intro to Word
Feb 11	Mon	11:00 am	Cut, Copy, and Paste
Feb 20	Wed	10:00 am	"Walk Kansas"
Feb 25	Mon	10:00 am	Exploring Medicinal Herbs

### March

Mar 7	Fri	10:00 am/ 10:30 am	More "Drawing on the Right Side of the Brain"
Mar 10	Mon	9:30 am	File Management
Mar 10	Mon	10:30 am	Intro to Scanners
Mar 19	Wed	9:30 am	Word II
Mar 24	Mon	9:30 am	Beginning Internet
Mar 24	Mon	6:00 pm	Beginning Internet

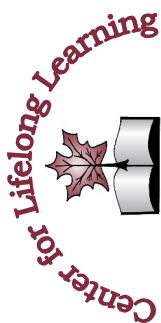
### April

Apr 2	Wed	10:00 am	"Walk Kansas II"
Apr 7	Mon	9:30 am	Intro to Publisher
Apr 14	Mon	9:30 am	Managing Digital Photos
Apr 23	Wed	9:30 am	Intro to RSS
Apr 23	Wed	10:15-noon	Drop-in Computer Lab
Apr 28	Mon	9:30 am	Internet II
Apr 28	Mon	6:00 pm	Internet II

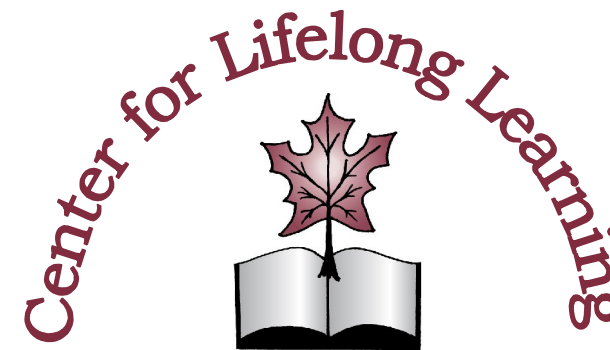
### Three Easy Ways to Sign Up for a Class

Seating is limited for all classes except the *Drop-In Computer Lab* session so **please pre-register!**

1. Call 785-742-3831
2. Stop by the Library
3. E-mail [classes@hiawathalibrary.org](mailto:classes@hiawathalibrary.org) - include your name, phone number, and class request(s)



Morrill Public Library  
431 Oregon  
Hiawatha, KS 66434



January  
February  
March  
April  
2008

Free Community  
Education and  
Computer Classes

Morrill Public Library  
431 Oregon  
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[www.hiawathalibrary.org](http://www.hiawathalibrary.org)

## Basic Computer Classes

### Beginning Computing

**January 7 Monday 9:30 am**

This is a very basic class for those new to a computer. Learn to hold and maneuver the mouse, type in a text box, use a scroll bar, and more. All other classes will be easier once you've mastered these skills.

### Drop-In Computer Lab Session

**January 7 Monday 11 am - Noon**

**April 23 Wednesday 10:15 am - Noon**

Practice computer skills or get answers to basic PC questions. If we don't know, we'll look it up! Come and go anytime during the session.

### E-Mail with Yahoo (and Other Providers)

**January 23 Wednesday 9:30 am**

This class is designed for those new to e-mailing. Participants without an e-mail account will begin by signing up with Yahoo e-mail. The class will also show how to address, compose, receive, and reply to e-mail messages using Yahoo and other e-mail providers.

### Introduction to Microsoft Word

**February 11 Monday 9:30 am**

Learn the essentials of Microsoft Word - one of the most common word processing programs used for creating reports, resumes, and more. Learn to set margins, change fonts, spell check, select text, copy and move text, and more.

### Cut, Copy, and Paste

**February 11 Monday 11:00 am**

After the Introduction to Word Class, we'll move on to shortcuts for editing and moving text. Learn to select, cut, and copy text from a document or website, and then paste it into another document.

### Beginning Internet

**March 24 Monday 9:30 am**

**March 24 Monday 6:00 pm**

Learn basic surfing using Internet Explorer, and visit some interesting sites on the Web.

### Introduction to Publisher

**April 7 Monday 9:30 am**

Learn the basics of Microsoft Publisher, a popular desktop publishing program for creating newsletters, greeting cards, signs, letterheads, business cards, flyers and more.

### Internet II

**April 28 Monday 9:30 am**

**April 28 Monday 6:00 pm**

Get tips to improve your internet search skills, then practice finding information on topics that interest you, or try some of our search exercises.

## Beyond the Basics Computer Classes

### Library Website 101

**January 16 Wednesday 9:30 am**

The Morrill Public Library website is a great place to start searching for all kinds of information. Come look at the available resources:

- The online catalog - search for books and other materials, place holds, request books and other materials directly from other libraries in the NExpress consortium, and renew everything you have checked out with the click of a mouse.
- Links to IRS for tax forms and more, city and county information, online databases, free audiobook, music, and video downloads, newspapers, online bookstores, reader's advisories, and much more!

### Introduction to Windows Vista

**January 28 Monday 6:00 pm**

Make the most of that new computer or laptop you got for Christmas! Take a tour of the Windows Vista operating system with Rod Sanner.

### File Management

**March 10 Monday 9:30 am**

Learn to use Windows Explorer to organize and view your files, copy files to a CD or flash drive and vice versa, back up selected files, and understand different file formats.

### Scanners

**March 10 Monday 10:30 am**

Learn to scan images, and then use scanner software to edit, share, and print your images.

### Word II

**March 19 Wednesday 9:30 am**

Beyond the basics of Microsoft Word — columns, labels, and more. Come prepared to ask questions about the specific Word functions you need, and we'll figure it out together!

### Managing Digital Photos

**April 14 Monday 9:30 am**

Learn to organize your digital photos into folders, burn to CD, attach them to e-mails, insert in documents, and more.

### Introduction to RSS

**April 23 Wednesday 9:30 am**

Use RSS to subscribe to news feeds, podcasts, and blog updates. RSS makes it possible for you to keep up with your favorite web sites in an automated manner that's easier than checking them manually.

## Hobby, Recreation, Info and More

### Eating Out Healthy

**January 18 Friday 10:00 am**

Eating out is a special treat, but it can also be a challenge for making healthy choices. How can you limit calories, fat, sodium and sugar without giving up your favorite foods? How can you read the menus to learn more about how a food is prepared? How can you include more fruits and vegetables? And what about fast food restaurants, what are the best choices? Jennifer Ploeger, Brown County Extension Director, will lead this program.

### The Frustration Factor

**February 6 Wednesday 10:00 am**

Cindy Miller, Outreach Coordinator for the NEK Alzheimer's Association will present a program designed for caregivers and family members of individuals with dementia. The program will include: dementia disease overview, managing behavior challenges, responding to the stresses of caregiving, depression, and who and when to call for help.

### Walk Kansas I and II

**February 20 Wednesday 10:00 am**

**April 2 Wednesday 10:00 am**

*Walk Kansas* is an 8 week fitness challenge for you and your team (6 members), where you collectively "walk" 423 miles during the 8 weeks. *Walk Kansas* begins the first week of March and continues through May. Jennifer Ploeger will provide information about the *Walk Kansas* program at the first session (Feb. 20). Teams can gather at the second session (Apr. 2) to share progress and learn ways to spice up their exercise routines.

### Our Green Allies — Exploring Medicinal Herbs

**February 25 Monday 10:00 am**

Just in time for the cold and flu season, Nancy Noyes-Ward will present an informative program on medicinal herbs. Learn to choose and be safe while using medicinal herbs.

### More Drawing on the Right Side of the Brain

**March 7 Friday 10:00 am / 10:30 am**

Want to learn to draw or improve your artistic skills? Participants in this class will take part in a series of drawing exercises that make the most of the uniquely creative qualities of the right side of the brain. Those who did not attend the first "Drawing on the Right Side of the Brain" class in October will begin at 10:00 with some warm up drawings, and other participants can join in at 10:30. Cindy Bicker will lead this class.