Tempe Public Library

Computer Classes

Basic Computing — Wed., Sept., 11, 6 pm

This class is for those who are new to computers or have questions related to using the web, email and the best way to perform an online task. Other areas that will be covered are saving your work and how to cut and paste. The instructor will also answer specific questions.

Microsoft Word — Wed., Sept. 18, 6 pm

Wed., Nov., 13, 6 pm

This class will present an overview of Microsoft Word and its key features. Whether you're new to word processing or are confused by the changes between versions this class will help. The instructor will also answer specific questions and suggest ways to approach various tasks.

Microsoft PowerPoint — Wed., Oct. 9, 6 pm

This class will cover many aspects of Microsoft PowerPoint. The creation of basic slides, transitions between slides and adding various animated features to your presentation are just some of the topics addressed in this class.

Microsoft Excel — Wed., Oct. 30, 6 pm

This class will present an overview of Microsoft Excel and its key features. Whether you're new to spreadsheets or are confused by the changes between versions this class will help. The instructor will also answer specific questions and suggest ways to approach various tasks. More so than other programs it is helpful to have a project or task in mind.

Apple Devices *(iPod, iPhone, iPad, iTunes)*

Wed., Sept., 25, 6 pm

Wed., Nov., 6, 6 pm

An overview of the range of Apple devices and how the function and interact. This class is for both the new user and those users with specific operability questions.

Tablets *(Kindle, iPad)* — Wed., Oct., 2, 6 pm

If you have an iPad or Kindle, or are interested in how they work this introductory class will teach the basics of operating a tablet. Using the web, downloading books and other media are among the topics included.

Library Media

(Overdrive, Phoenix Digital Library, Zinio, Freegal)

Sat., Oct., 5, 10:30 am

Wed., Oct., 16, 6 pm

Wed., Oct., 20, 6 pm

Sat., Nov., 10:30 am

This class will teach you how to take advantage of the free media downloads available through the Tempe Public Library. Books, magazines and music are all available for free download with your Tempe Library card.

iPad — Wed., Oct., 23, 6 pm

Wed., Dec., 4, 6 pm

If you have an iPad or are interested in how they work this introductory class will teach the basics of operating an iPad. Using the web, downloading books and other media are among the topics included.

Classes are conducted by ASU's DISC Organization

Arizona State University DISC Department of Information Systems Club

City of Tempe Arizona Library