

Computer Classes

Seating is first come, first served. Space is limited.

For more information, please visit or call the library location where the class is held.

smp1.org

Main Library 310-434-2608

601 Santa Monica Blvd, 90401

Fairview Branch 310-458-8681

2101 Ocean Park Blvd, 90405

Montana Ave Branch 310-458-8682

1704 Montana Ave, 90403

Ocean Park Branch 310-458-8683

2601 Main Street, 90405

Pico Branch 310-458-8684

2201 Pico Blvd, 90405

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 1:00p–2:00p Computer Basics Fairview Branch	5 11:00a–12:00p Searching Beyond the Catalog Main Library	6	7 1:00p–2:00p Power Google Ocean Park Branch
8	9 1:00p–2:00p Computer Basics Pico Branch	10 4:00p–5:00p PowerPoint II (MS Office 2010) Main Library	11 1:00p–2:00p Computación Básica (en Español) Pico Branch	12 1:30p–2:30p Internet Basics Main Library	13 4:00p–5:00p Word I (MS Office 2010) Main Library	14
15	16	17 3:00p–4:00p Build Your Own Website Main Library	18 1:00p–2:00p Computer Basics Fairview Branch ----- 6:00p–7:00p Excel I (MS Office 2010) Main Library	19 April Schedule Available	20	21
22	23 1:00p–2:00p Computer Basics Pico Branch	24 6:00p–7:00p Email Basics: Attachments Main Library	25 1:00p–2:00p Computación Básica (en Español) Pico Branch ----- 6:00p–7:00p Excel II (MS Office 2010) Main Library	26 1:30p–2:30p Introduction to Social Media Main Library	27	28
29	30 6:30p–7:30p Online Travel Resources Montana Branch	31				

Computer Class Descriptions

Beginner Level Classes

No previous computer experience required

Computer Basics

Learn basic computer terms and practice using a mouse and keyboard to navigate Windows.

Email Basics: Attachments

Learn how to attach digital files, such as images and documents, to your email messages.

Internet Basics

Learn to navigate a web browser, locate information and evaluate online sources.

Intermediate Level Classes

Requires proficiency with using a mouse and keyboard

Excel I (Microsoft Office 2010)

Learn how to format cells and manipulate data in this introduction to spreadsheet.

Power Google

Tips and strategies to find the best information from your Internet searches.

Word I (Microsoft Office 2010)

Introduction to using Microsoft Word to create and format a basic document.

Advanced Level Classes

Requires proficiency with using a mouse and keyboard, and may require familiarity with relevant software

Build Your Own Website

Learn about free website building tools for non-techies that make it easy to create your own personal website.

Excel II (Microsoft Office 2010)

Go beyond the basics. Create advanced formulas, perform multi-level data sorts, work with multiple spreadsheets, and more.

PowerPoint II (Microsoft Office 2010)

Practice using more advanced features to create stunning multimedia presentations.

Special Topics

Introduction to Social Media

Overview of social media websites such as Facebook and Twitter, and how you can get started.

Online Travel Resources

Learn how to plan your next vacation with this hands-on class highlighting travel websites and other resources.

Searching Beyond the Catalog

Learn how to navigate the library's online databases to discover tools and resources beyond the catalog.

March Classes by Location

(alphabetical listing by location)

Main Library

- Build Your Own Website
- Email Basics: Attachments
- Excel I
- Excel II
- Internet Basics
- Introduction to Social Media
- PowerPoint II
- Searching Beyond the Catalog
- Word I

Fairview Branch

- Computer Basics

Montana Ave Branch

- Online Travel Resources

Ocean Park Branch

- Power Google

Pico Branch

- Computer Basics
- Computación Básica (en Español)