

It's free... we're just a phone call away... 309.856.8475 or 852.4505

How to use your smart card (KPL library card) @ home!

Learn to use your library card right from the comforts of your own home. One will learn how to manage their library account such as placing holds, renewing or checking due dates. A review on how to access our electronic databases will be discussed also. Must be able to use a mouse.

Basic Internet 1 & 2



Students will learn how to navigate the Internet. The second class will teach how to use search engines and identify credible resources on the internet. Must be able to use a mouse.

Create Calendar Gift

This class will teach you to format pictures and set up the design. Pictures need to be digitized before class time and one color calendar will be printed in class. This is a great way to preserve ancestors' photos or share memorable or funny family memories all year long. Must be able to use a mouse.

E-mail 1 & 2

This class will consist of opening a free email account and learning the basics of E-mailing. The second class will cover how to use the online address book, organizing incoming email, and sending attachments and E-mailing birthday greetings.



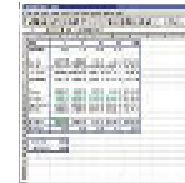
Basic Microsoft Word 1 & 2

This class will show you how to create a document and understand how to format and save using the tools to your advantage. The second class will create tables and show you how to create envelopes and labels.



Exploring Google

Come explore with us on Google. Google has some great tools for finding neat resources on the world wide web. It's only a click away. Learn how to navigate and see what is new and exciting on Google's website!



Basic Excel 1 & 2

This is a hands on class. The student will complete an exercise during the class period. Students will learn to enter data, sort and alphabetize. Tips on how to use the spreadsheet without purchasing Excel will be discussed. This is sure to be a class you have been waiting for. Learn how to keep track of expenses instead of using a checkbook.

Photo Story 1 & 2

All photos need to be digitized before class. Students will learn to create a photo in story form with words and music. A fun class and great gift idea too!

Beginning Web Design 1 & 2

Learn how to get free web space and get your pages up on your hosting service. Students will learn how HTML works and how to save pictures or text to use on their web pages. Resources to get started will be discussed also.

These are our core classes and our specialty classes will be offered throughout the year.