



Clinton-Macomb Public Library offers is pleased to offer computer tutoring classes for those who need more assistance. If you, or someone you know, would like to learn more about the computer, these classes are a great introduction to technology.

The Main Library offers small group classes. The South Branch offers one-on-one tutoring. Priority registration will be given to residents of Clinton and Macomb Townships with a valid library card.

### South Branch Computer Classes

#### Mondays

Choose a Computer Class: 9-11 a.m.

Choose a Computer Class: 2-4 p.m.

#### Tuesdays

Choose a Computer Class: 6:30-8:30 p.m.

#### Wednesdays

Choose a Computer Class: 12:30-2:30 p.m.

#### Thursdays

Choose a Computer Class: 9:30-11:30 a.m.

Choose a Computer Class: 6:30-8:30 p.m.

*Please note that class availability changes during summer months.*

### Main Library Computer Classes

Registration requires a resident library card in good standing. Different classes are offered on specific days. Please call for the schedule of classes and to register. Call (586) 226-5040 to reserve your spot.

*Computer classes are suspended during summer months, June-August.*

To reserve your spot, call the **Main Library at (586) 226-5040** or the **South Branch at (586) 226-5073.**

### South Branch Class Descriptions

**Computer Basics:** Designed to introduce the student to the components and basic functions of a computer.

**Internet Basics:** This class will explore different ways of finding information on the World Wide Web.

**E-mail Basics:** This class will explain how to set up a free Internet-based e-mail account, as well as how to use the features of e-mail.

**Introduction to Microsoft Word:** This class explains the basic functions of the word processing program. Users will learn how to create, open, edit and save Word documents using Office 2016.

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**Microsoft Word:** This class will cover the basic functions of creating a document, editing and saving it.

**Microsoft Excel 2016** will cover the basics of creating a spreadsheet and doing simple mathematical calculations.

**Microsoft PowerPoint** will teach you how to create a graphical presentation using words, color and art.