



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.

### **Main Library Tech Help**

Main Library Tech Assistant hours are as follows:

- Tuesdays 12-5 p.m.
- Wednesdays 1-6 p.m.
- Alternating Saturdays and Sundays

*Please call (586) 226-5040 to ensure that a Tech Assistant will be available prior to coming to the library.*

### **North Branch Tech Help**

A Tech Helper is available at the North Branch **every Tuesday 1-3 p.m.** He will assist you with computer, tablet or cell phone questions.

*Please call (586) 226-5083 to ensure that the tutor will be available prior to coming to the North Branch.*

### **South Branch Tech Help**

South Branch Tech Assistant hours are as follows:

- Mondays 1-4 p.m.
- Tuesdays 1-4 p.m. and 5:30-9 p.m.
- Thursdays 5:30-9 p.m.
- Friday & Saturday 1-6 p.m.

*Please call (586) 226-5073 to ensure that a Tech Assistant will be available prior to coming to the library.*



### **Main Library Computer Classes**

The Main Library offers computer training in small group classes. Below are the classes offered at the Main Library:

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

**Files and Folders:** This class explains the hierarchy of the file structure and how to store and arrange files and folders.

**Google Docs:** This class will help you to learn how to create, edit, store, share and access files for free on the go. All you need is a Gmail account and Internet connection, no additional software is required.

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

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

**Microsoft Excel** 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.

**Registration requires a Clinton-Macomb Public Library card in good standing.**

*The Main Library suspends computer classes during summer months, May-August.*

**Main Library**  
40900 Romeo Plank  
Clinton Twp., MI 48038

**North Branch**  
16800 24 Mile Road  
Macomb, MI 48042

**South Branch**  
35679 South Gratiot Ave.  
Clinton Twp., MI 48035