"Librarian's Shelf" by Heather St. Clair

Computer Classes at the Columbus Public Library

Thanks to a partnership with the Columbus branch of Central Community College (CCC), computer classes are now available in the Columbus Public Library's new computer lab. There are five separate classes offered: Introduction to Computers, Introduction to the Internet, Introduction to Emailing (Yahoo Mail), Welcome to Facebook, and Introduction to Microsoft Word.

Each class has three sessions, except Introduction to Computers and Welcome to Facebook, which have two and five sessions, respectively. Classes will be held on mornings in June and July, and are taught by Debb Wolfe from CCC. For more information on the classes, including dates, times, and costs, you can pick up a CCC Extended Learning Services brochure at the Columbus Public Library or CCC. To register for classes, contact CCC at 562-1293.

Please keep in mind that the staff of the Columbus Public Library is only able to offer very limited, basic instructions on computer use. Through these classes, Debb Wolfe can provide much better instruction, in addition to having a better knowledge of these topics, than the library staff can.

You will not need a library card to take the computer classes; however, to use our computer lab any other time, you must have a Columbus Public Library, Platte County Bookmobile card, or a computer card. You may have up to two reservations a day, each good for up to an hour of computer time. Reservations must be made in person, with your library card, and are for the next available computer. With twenty-five new computers, most of the time computers are available right away. In cases where the lab is full, making a reservation guarantees you the next free computer and provides the time it is scheduled to become available.

Our computers use the Windows 7 operating system, and provide access to the internet and Microsoft Word, Excel and PowerPoint 2007 programs. To save your work, you must bring a USB Flash Drive.

Information on using the computers and internet, including the Columbus Public Library's Internet Safety and Use Policy, are located in the computer lab.

If you are looking for information about or relating to computers, the Columbus Public Library has a selection of computer books to help. We have computer books from the For Dummies, Missing Manual, Plain & Simple, and QuickSteps series, to name a few.

We have books on PCs or Macs; operating systems, such as Windows (XP, Vista, and 7), Snow Leopard and Linux; software, such as Microsoft Office, QuickBooks, iPhoto, and Photoshop. We also have books on Google and Facebook, HTML, networking, iPods and iPhones, and more.

If you are interested in the Central Community College classes to be held at the library please call 562-1293. If you need help or have any questions about the computer lab or books mentioned, please feel free to stop in the library, call us at 564-7116, or email us at library@columbusne.us.