Computer Classes

The Captain Kimberly Hampton Memorial Library, Computer Training Lab offers a wide variety of free computer classes (see class offerings below). Each class lasts approximately 90 minutes. Classes can be attended as often as you feel you need.

The Computer Training Lab is located on the 2nd floor of the Captain Kimberly Hampton Memorial Library of the Pickens County Library System at 304 Biltmore Road in Easley, South Carolina.

If you would like more information or would like to register for a class, please call (864) 850-7077. You may also register by emailing the Reference Department at reference@pickens.lib.sc.us.

New to Computers? Try these beginning classes:

Computer Basics –A basic introduction to computers, including an explanation of the parts of the computer and an exercise to help master the mouse.

Computer Basics II –This class covers how to highlight text; cut, copy, and paste; menus for printing and saving, and how to find programs installed on your computer.

Internet Navigation –Learn the basic terms associated with the Internet, as well as how to navigate and find information.

E-mail Basics –Learn the basics of navigating and using e-mail using Gmail

Getting started in Microsoft Office? Try these classes:

Excel I –Learn the basics of spreadsheets, including formatting, formulas and more!

Excel II –This class builds on Excel I, covering how to use tables and charts, manipulate data, and use contextual tabs.

PowerPoint –Learn how to create a slide presentation using Microsoft PowerPoint.

Publisher –Learn basic features of Publisher and how to create publications including flyers, newsletters, and invitations with Microsoft Publisher.

Word Basics –An introduction to Microsoft Word. Learn how to edit and format your documents.

Intermediate Word –This class continues the Word I class and covers intermediate features of Microsoft Word such as inserting various items and page layout and design.

Advanced Word –Coming soon!

Word Templates –Coming soon!

Special interest topics available:

Facebook- This class covers how to join, rules to follow, navigational features, and how to safeguard your account privacy.

Genealogy I: Basics - This class covers the basics of how to begin research, conduct a reference interview, use available library and online resources, and cite your sources.

Genealogy II –This class covers contents of and searching for information in one of the library's genealogy databases. Genealogy databases include Ancestry Library, Fold3, and Heritage Quest.

Google Drive –Learn what Google Drive offers as well as the basics of uploading, creating, and editing documents using this free online tool.

Internet Safety & Security –Learn what you need to do to protect your computer from viruses, worms, and other harmful programs.