

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 covers basic information and lasts approximately 90 minutes. You can take a class as often as you feel you need. Classes are generally offered at 10:00 AM, 2:00 PM, or 6:00 PM; however, special arrangements can be made for your group or organization.

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

If you would like more information or would like to register for a class, please call the Computer Lab Instructor at the Captain Hampton Library at (864) 850-7077. You may also register by emailing the Reference Department at reference@pickens.lib.sc.us. A Reference Librarian will contact you via email with your confirmation of classes or the information you requested.

New to Computers? Try these beginning classes:

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

Basics II -Taken the Basics class and ready for more? 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.

Keyboarding -If you need to practice your typing skills this class is for you. We'll show some selected web sites for learning how to type and how to type more proficiently. The rest of the class time is used for practice.

File Organization -Can't find that file on your computer? Learn how to create, rename, move, and organize documents and records to establish a more effective computer filing system.

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

E-mail -No more stamps! Want to correspond with friends and family using the computer? Learn the basics of using e-mail with the free email provider Google.

Getting started in Microsoft Office? Try these classes:

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

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

Publisher -Learn how to create professional-looking publications including newsletters, flyers, and much more with Microsoft Publisher.

Word I -An introduction to Microsoft Word. Learn how to edit and format your documents using this word processing program.

Word II -This class continues the Word I class and covers some of the more advanced features of Microsoft Word, including columns, tables and handy shortcuts.

Know the basics but want to learn more:

Excel II -Taken the Excel class and ready for more? This class covers how to use tables and charts, manipulate data, and use contextual tabs.

Internet II -Learn how to perform advanced searches, use online maps, and learn about more online tools!

Internet Research -Refine your internet search skills using our specialized databases and selected websites.

PowerPoint II -This class continues the PowerPoint class and covers some of the more advanced features of Microsoft PowerPoint, including cropping, adding audio, hypertext links, and more!

Special interest topics available:

Digital Photos -Learn how to transfer, manage and use pictures stored on a digital camera.

eBooks/eReaders -Having trouble with your new Kindle, Nook, or tablet? This class will help you learn to navigate through your device and how to download free library eBooks and eAudiobooks.

Facebook- Interested in joining one of the largest social networks in the world? Want to know how to connect to friends, family, or others with similar interests? This class covers how to join, rules to follow, navigational features, and how to safeguard your account privacy.

Genealogy I: Basics -Have you ever wanted to start researching your family history—but you are unsure how and where to begin? Then sign up for 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: Fold 3 -One of the library's databases offered to aid in genealogy research is Fold 3. It is a wealth of primary source documents for genealogy; for instance, one can access military pension file records from the War of 1812 as well as various records pertaining to the Civil War. Fold 3 can be accessed from home.

Genealogy II: Ancestry -Although Ancestry is user friendly, it can be a bit daunting when it comes to finding the right piece of information. This class covers some the contents of Ancestry as well as how to perform a basic and an advanced search. Ancestry is available on all of our public internet computers at any Pickens County Library branch and on any device connected to our wireless internet, however, it cannot be accessed from home.

Webpage Design -Learn how to create a webpage or an entire website using Google Sites; Google provides helpful templates as well as free hosting!

Seasonal/Quarterly classes:

Buying a Computer -If it's time to update your computer, or buy a new one, this class is for you. Learn what you need to know before buying your next computer.

Job Seekers -Unemployed or looking for a better job? This class will show you how to search online for your next job.

Résumés -This class will take you step by step through the process of making a resume using Microsoft Word.

Security -Learn what you need to do to protect your computer from viruses, worms, and other harmful programs.