Need to upgrade your computer skills?

Whatever your learning style, we can help.
Take your pick of the following FREE offerings:

Weekly Computer Classes

Wednesday 10-11:30 AM & Monday 5-6:30 PM, classes all require some familiarity with using a keyboard and mouse. For details, and to register call: 203-946-2283.

Jan 4 **Excel Intro** | Jan 6 **Excel Intermediate** | Jan 11 **Keyboard/Mouse/Email** | Jan 13 **Word Intro** | Jan 18 **MLK Day—No Class** | Jan 20 **Digital Photography** | Jan 25 **Google Docs Intro** | Jan 27 **PowerPoint Intro** |

One-on-one assistance

Tech Answer Room: Stop by the lower level Technology Center on Mondays, Wednesdays and Thursdays for one hour *One on One* sessions at 3PM and 4PM. Our knowledgeable staff are ready to help you find the answers to many of your technology questions.

Job Coaching is also available at 3PM and 4PM on Mondays, Wednesdays and Thursdays.

50+ years of age and just starting or have a computer dilemma?   Sign up for one-on-one computer help—**every Tuesday 4-5 pm or 5:10 to 6:10 pm**. Register by calling: 203-946-7001.

Call for appointment: 203-946-8130 x130

AND AT OUR BRANCHES

¡Clases de Computación para Adultos Gratis!

¿Habla español y quiere aprender a usar la computadora y como navegar el Internet? Los esperamos esta en la Biblioteca Publica **Wilson** Todos los martes de 6-7 PM.   Llamar a Cristian Astudillo al 203-946-2228.

PC classes on Thursday mornings 10-11am at **Wilson**.   Call Marian Huggins at 203-946-2228

PC classes at **Stetson**: Tuesdays from 4:30 to 5:30pm, and Wednesdays from 6:30 to 7:30pm. Call Rory Martorana at 203-946-8119

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Class Descriptions

PC Basics :
What is hardware? What is software? By learning about your computer, you'll be better able to take advantage of its possibilities!

Internet Explorer – Accessing the Internet :
Internet Explorer is Microsoft's browser. Browers are the bridge between you and the Internet. Learn how to use it!

Microsoft Excel Primer:
Excel is one of Microsoft's most powerful tools. Learn the basics about how to create and use spreadsheets. Cells, formulas and charts are among the topics covered.

Intermediate Microsoft Excel:
Building on lessons learned in Excel Primer class. You will create a home budget sheet. Also included: formatting cells, expanded formula application and auto fill

Windows 7 – Introduction :
Starting with the Windows 7 Taskbar, learn how to take advantage of the resources at your disposal in   Microsoft Windows 7.

Keyboard and Mouse Workshop:
A hands-on workshop which will enhance essential keyboard and mouse skills.

Email: Set up a free Yahoo email account:
By the end of this class you will have your own email account for keeping in touch.

Microsoft Word Primer:
Use Word to create documents that are key in today's world for job searching and so much else. Learn how to create a cover letter using Word.

Intermediate Word:
Building on lessons learned in Word Introduction class. You will format a more extensive document than in the intro class. Also included: paragraph formatting, AutoCorrect, and tables.

Google Searches:
Google is one of the most powerful search engines. Learn how to search the Internet using Google.

Power Point:
Learn how to use Microsoft's Power Point to support your presentations with educational and persuasive organizing text and images.

Facebook :
An introduction to the very, very popular 'social network' program. It's easy to set up an account and join in the world of social media.

Job Application Basics:
Learn key tips and tricks that can help make your job application more effective!

Job Search on the Internet:
Explore how you can use a variety of resources on the Internet to assist in your job search!

JobNow! Database Class:
Discover how you can use this powerful database to: search for jobs, create a resume, and improve your interviewing techniques.

Networking:
Make your job search much more effective through the use of your own hidden job resources. Learn how to reach out to expand your network!

LinkedIn!:
Learn how to use this powerful tool to bring the power of the Internet to your improve your networking efforts!