



## 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.

Feb 1 **Word Intro** | Feb 3 **Excel Intro** | Feb 8 **PowerPoint Intro** | Feb 10 **Word Intermediate** | Feb 15 **Presidents' Day—No Class** | Feb 17 **Photo Editing Intro** | Feb 22 **Excel Intro** | Feb 24 **PowerPoint Intro** | Feb 29 **Google Docs Intro**



### On Demand Help

# HELP



**Stop by the lower level Technology Center** on Monday thru Friday from 12noon to 5pm. Our knowledgeable staff are ready to help you find the answers to many of your technology questions.

**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 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**: 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. Browsers are the bridge between you and the Internet. Learn how to use it!

## **Microsoft Excel Intro:**

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, Mouse and email Workshop:**

A hands-on workshop which will enhance essential keyboard and mouse skills. In addition, we'll help you set up an email account.

## **Microsoft Word Intro:**

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 Docs:**

Learn how to easily share documents on the internet using this great free tool!

## **Power Point Intro:**

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

## **Photo Editing Intro:**

Learn how to use Adobe Photoshop Elements software to enhance your photos with easy-to-use picture editing options.

## **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!