# Need to upgrade your computer skills?

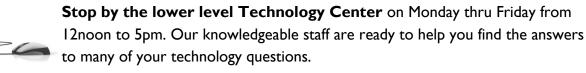
Whatever your learning style, we can help. Take your pick of the following FREE offerings:

# 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 | 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



**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: 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 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!