



IVES PROGRAMMING at

Need to upgrade your computer skills?

Free Weekly Computer Classes

Monday Nights 5-6:30pm

Wednesday Mornings 10-11:30am

AT NEW HAVEN PUBLIC LIBRARY IVES MAIN LIBRARY



Mondays 5—6:30 pm

- Feb 1 **Word Intro**
- Feb 8 **PowerPoint Intro**
- Feb 15 **Closed—no class**
- Feb 22 **Excel intro**
- Feb 29 **Google Docs Intro**

Wednesdays 10-11:30 am

- Feb 3 **Excel Intro**
- Feb 10 **Word Intermediate**
- Feb 17 **Photo Editing Intro**
- Feb 24 **Power Point Intro**

These classes require some computer familiarity. Please note class start times, extra late arrivals may be excluded. Call 203-946-2283 to register.

NEW HAVEN FREE PUBLIC LIBRARY IVES MAIN LIBRARY

133 Elm Street New Haven CT 06510 p.203-946-2283 www.nhfpl.org

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 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 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 Searches:

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

Power Point Intro:

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.

LinkedIn;

Get started with one of the best networking tools on the Internet. Learn how to set up account and build your profile.