



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.

April 4 **Class Cancelled** | April 6 **Word Intermediate** |
April 11 **Microsoft Excel Intro** | April 13 **Internet Explorer**
| April 18 **PowerPoint Intro** | April 20 **Excel Intermediate**
| April 25 **Word Intro** | April 27 **Excel Intro**



On Demand 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 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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133 Elm Street • New Haven • CT 06510

203-946-8130 x383

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, 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!