nhfpl
New Haven Free Public Library

Need to upgrade your computer skills?

Free Weekly Computer Classes

Mondays
5pm - 6:30 pm

July 11	**PowerPoint Introduction**
July 18	**Word Introduction**
July 25	**Windows 10 Intro**

Wednesdays
10am -11:30 am

July 6	**Excel Introduction**
July 13	**Excel Intermediate**
July 20	**Word Intermediate**
July 27	**Photo Editing Intro**

Thursdays
10am -11:30 am

July 7	**Word Introduction**
July 14	**Internet Explorer**
July 21	**Excel Intro**
July 28	**Keyboard, Mouse & Email**

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   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. 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 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.