nhfpl

New Haven Free Public Library

Need to upgrade your computer skills?

Free Weekly Computer Classes

Mondays
5pm - 6:30 pm

Jan 2	**Happy New Year!-No Class**
Jan 9	**Word Intro**
Jan 16	**MLK Day—No Class**
Jan 23	**Excel Intro**
Jan 30	**Windows 10—Intro**

Wednesdays
10am -11:30 am

Jan 4	**Photo Editing Intro***
Jan 11	**Word II**
Jan 18	**Excel II**
Jan 25	**Excel III—Pivot Tables**

*call to register - limited seating

Thursdays
10am -11:30 am

Jan 5	**PowerPoint Intro**
Jan 12	**Excel Intro**
Jan 19	**Word Intro**
Jan 26	**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.

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

Class Descriptions

Photo Editing Intro :
Learn how to use Photoshop Elements to smarten up your digital photos!

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.

Microsoft Excel II:
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.

Microsoft Excel III—Pivot Tables:
Learn how to create an use pivot tables in Excel. Pivot tables can automatically sort, count, total or give the average of the data stored in one table or spreadsheet, displaying the results in a second table showing the summarized data

Windows 10 – Introduction :
Starting with the Windows 10 Start Menu learn how to take advantage of the resources at your disposal in Microsoft Windows 10.

Keyboard, Mouse and Email Workshop:
A hands-on workshop which will enhance essential keyboard and mouse skills. You will also set up a new Gmail 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.

Microsoft Word II:
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.

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.