

# Need to upgrade your computer skills?

*Whatever your learning style, we can help.*



Take your pick  
of the  
following **FREE**  
offerings:

## IVES LIBRARY...

### Weekly Computer Classes

**Wednesday/Thursday 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.

Dec 1 **PowerPoint Intro** | Dec 5 **Word Intro** | Dec 7 **Word II** | Dec 8 **LinkedIn** |  
Dec 12 **Excel Intro** | Dec 14 **Photo Editing Intro (call to register)** | Dec 15 **Excel Intro** |  
Dec 19 **Windows 10 Intro** | Dec 21 **Excel II** | Dec 22 **Keyboard, Mouse & Email** |  
Dec 28 **Excel III Pivot Tables** | Dec 29 **Word Intro** |

### On Demand Help

**Monday through Friday 12-5pm**, Stop by the lower level Technology Center. Our knowledgeable staff are ready to help you find the answers to many of your technology questions...

**Tuesday 4-5pm or 5:10-6:10pm**. 50+ years of age and just starting or have a computer dilemma?  
Register by calling: 203-946-7001

### **WILSON LIBRARY**

**Thursday 10-11am, Wilson**. PC classes.

**Tuesday 5-6pm, Wilson**. Classes in Spanish!  
Also, tech-one-one by appointment. Call  
Karina Gonzalez at 203-946-2228 ext 605

### **STETSON LIBRARY**

**Wednesday 6:30-7:30pm, Stetson**. PC classes.  
Call Rory Martorana at 203-946-8119

### **FAIR HAVEN LIBRARY**

Tech one on one by appointment. Call 203-946-8115

### **MITCHELL LIBRARY**

One-on-one tech help on Wednesdays by appointment.  
Call 203-946-8117.

# 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.