nhfpl
New Haven Free Public Library

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.

Jan 4 **Photo Editing Intro (call to register)** | Jan 5 **PowerPoint Intro** | Jan 9 **Word Intro** | Jan 11 **Word II** | Jan 12 **Excel Intro** | Jan 18 **Excel II** | Jan 19 **Word Intro** | Jan 23 **Excel Intro** | Jan 25 **Excel III Pivot Tables** | Jan 26 **Keyboard, Mouse & Email** | Jan 30 **Windows 10 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.

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.