

Call to schedule a free 20 minute appointment.



Book-a -Tech

MONDAY - WEDNESDAY, 2 PM- 4:30 PM

SATURDAY, 9:30 AM- 11:30 AM

Tablets and Smartphones

Using Mobile Apps



Search Online Databases

Download eBooks



Basic Computer Skills

Microsoft Office



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TECHNOLOGY CLASS SCHEDULE



AUGUST 2017

CLASS SCHEDULE



MICROSOFT EXCEL I

Learn how to create a workbook, insert information into cells and how to use basic formulas.

WEDNESDAY

**AUGUST 2
10:30 AM**

HOW TO STREAM

Do you stream? This might be a buzz word that you have heard lately. But what is it, and how do you start streaming? Discover the ins and outs of streaming services in this hands-on class.

TUESDAY

**AUGUST 8
3 PM**

MICROSOFT EXCEL II

Discover how to create more complex formulas and sorting and filtering in this advanced class.

WEDNESDAY

**AUGUST 9
10:30 AM**

IPAD/IPHONE BASICS

Learn about basic iPad/iPhone features, how to use apps, and browse the Internet using Safari. *Please bring your own device to class.*

TUESDAY

**AUGUST 15
3 PM**

WINDOWS 10

Learn how to navigate the new start menu, discover the difference between Edge and Internet Explorer, and of course how to use your new personal assistant, Cortana.

WEDNESDAY

**AUGUST 16
3 PM**

MICROSOFT WORD I

Learn the basic skills needed to use this popular word processing program. Discover

FRIDAY

**AUGUST 18
10:30 AM**

MICROSOFT WORD II

Learn how to use indents and tabs, adjust spacing, insert bullets and more.

FRIDAY

**AUGUST 25
10:30 AM**

STAYING SAFE ONLINE

Learn how to protect yourself in an online environment. Discover how to create great passwords and avoid email scams in this hands-on class.

TUESDAY

**AUGUST 29
3 PM**

FACEBOOK FOR BEGINNERS

Learn the ins and outs of the popular social networking site, Facebook. Dive right into finding friends and family, writing a post, and navigating the security settings. *Please bring your device and login information to class.*

THURSDAY

**AUGUST 31
10:30 AM**

**SPACE IS LIMITED
REGISTRATION IS REQUIRED.**

Reserve your spot by calling the Library at 860-441-6750 or by registering on the Library's online calendar at:

<http://tinyurl.com/yat4kj3a>