

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



OPEN TECH CENTER

The Library has open hours for tech assistance! Ask a tech related question and receive one-on-one help, or use our new VHS to DVD converter located in our brand new Tech Center.

No appointment necessary.



**Thursdays
11 AM - 7 PM**



Groton
Public
Library

GROTON PUBLIC LIBRARY

52 Newtown Road
Groton, CT 06340
Phone: 860-441-6750
www.grotonpl.org

GROTON PUBLIC LIBRARY

Technology Class Schedule



FEBRUARY 2019



Reserve Your Spot Today!

Register for a class by calling
860-441-6750 or online at:

<http://tinyurl.com/yat4kj3a>

MICROSOFT EXCEL I

Gain hands-on experience in creating basic and complex formulas that will help you in developing a firm foundation for all of your Excel skills. Find templates, discover functions, and learn how to format your spreadsheets in order to make them the best that they can be.

**WEDNESDAY
FEBRUARY 6
3 PM**

MICROSOFT POWERPOINT I

In this class, participants will discover how to apply a theme, input information into a slide; add images, and so much more.

**FRIDAY
FEBRUARY 8
10:30 AM**

SMARTPHONES FOR BEGINNERS

Smartphones are made to make our lives easier, but they are no help if you aren't too sure how to use all the features. Bring your smartphone to this beginner's class to learn how to add contacts, make a phone call, send a text, and

**TUESDAY
FEBRUARY 12
3 PM**

MICROSOFT EXCEL II

In this hands-on class we gain real life experience by manipulating premade spreadsheets. Learn the difference between Relative and Absolute cell references, how to search the Function Library, and of course the ins and outs of sorting and filtering.

**WEDNESDAY
FEBRUARY 13
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.

To follow along with the instructor, please bring your login information to class.

**TUESDAY
FEBRUARY 19
10:30 AM**

MICROSOFT EXCEL III

Participants will also be able to learn how to create pivot tables that enable users to take large data sets and organize them into smaller more manageable

**WEDNESDAY
FEBRUARY 20
10:30 AM**

ALL ABOUT THE CLOUD

Learn what the cloud is, how it works, and of course how to use it. Please bring your smart device to class in order to gain hands on experience.

**TUESDAY
FEBRUARY 26
10:30 AM**

STREAMING MUSIC

Music is a staple in our lives, but sometimes the radio just doesn't cut it. In this class we will learn about what music streaming services are available, and how to use them.

**WEDNESDAY
FEBRUARY 27
10:30 AM**