

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



May 2017

CLASS SCHEDULE



BEGINNING COMPUTERS **WEDNESDAY**
 Learn the various parts of a computer, how to use the mouse and keyboard, and take a look at navigating around the Windows desktop. **MAY 3**
10:30 A.M.

PHONE PHOTOGRAPHY **SATURDAY**
 You no longer have to be a professional photographer to take nice photos. We will learn how to take photos using our smart phones. Learn how to edit them, and how to share them with others. **MAY 6**
3 P.M.

MICROSOFT WORD I **TUESDAY**
 Learn the basic skills needed to use this popular word processing program. Discover how to insert, modify and format text in this hands-on class. **MAY 9**
3 P.M.

INTERNET BASICS **WEDNESDAY**
 Learn what a browser is, how to use search engines, and take a look at social media. **MAY 10**
10:30 A.M.

IPAD/IPHONE BASICS **FRIDAY**
 Learn about basic iPad/iPhone features, how to use apps, and browse the Internet using Safari. *Please bring your own device to class.* **MAY 12**
3 P.M.

MICROSOFT POWERPOINT I **TUESDAY**
 Learn how to insert slides, add animations, and change themes in this hands-on class. **MAY 16**
3 P.M.

TWITTER BASICS **WEDNESDAY**
 Twitter is a microblogging social network made up of real-time posts limited to 140 characters or less. In this class discover why Twitter has taken the world by storm as well as how you can use it to stay up to date on what is going on. If you have a *Twitter account, please bring your login information to class.* **MAY 17**
10:30 A.M.

ICLOUD BASICS **FRIDAY**
 Learn what the iCloud is, how to activate it on your devices and how to use it effectively. **MAY 19**
3 P.M.

MICROSOFT EXCEL I **TUESDAY**
 Learn how to create a workbook, insert information into cells and how to use basic formulas. **MAY 23**
3 P.M.

Space is limited, and registration is required. ●

Reserve your spot by calling the Library at 860-441-6750 or by registering on the

Library's online calendar at www.grotonpl.org.