

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



Tech Lab Open Thursdays

The Library has open hours
for assistance in our Tech
Center on Thursdays from
11 a.m. to 7 p.m.
No appointment necessary.



GROTON PUBLIC LIBRARY

52 Newtown Road
Groton, CT 06340
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www.grotonpl.org

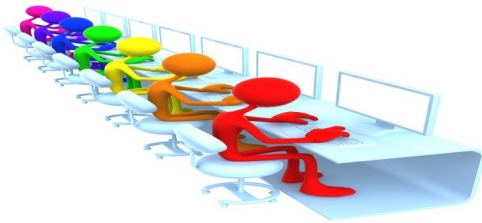
GROTON PUBLIC LIBRARY

TECHNOLOGY CLASS SCHEDULE



DECEMBER 2017

CLASS SCHEDULE



SHOPPING ONLINE

With the holidays just around the corner, what better time to learn how to take advantage of all the great online deals. In this class we will take a closer look at some of the most popular online stores, and how to be secure when making a purchase.

FRIDAY

**DEC. 1
10:30 AM**

MICROSOFT WORD I

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.

WEDNESDAY

**DEC. 6
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 beginners class to learn how to add contacts, make a phone call, send a text, and browse the Internet.

**FRIDAY
DEC. 8
3 PM**

IOS 11 FOR IPHONE/IPAD

They've done it again, Apple has released a new update and things look different. Join us in this hands on class for an overview of some of the new features from iOS 11.

**TUESDAY
DEC. 12
10:30 AM**

EXCEL I

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

**WEDNESDAY
DEC. 13
3 PM**

ORGANIZE YOUR COMPUTER

Learn how to create folders and organize your files so that they are easier to find.

**FRIDAY
DEC. 15
3 PM**

PHONE PHOTOGRAPHY

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.

**SATURDAY
DEC. 16
3 PM**

CUTTING THE CORD

Tired of paying for cable, but don't know what the alternatives are? Discover the ins and outs of streaming services in this hands-on class.

**TUESDAY
DEC. 19
10:30 AM**

MICROSOFT EXCEL II

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

**WEDNESDAY
DEC. 20
3 PM**

**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>