

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](http://www.grotonpl.org)

**GROTON PUBLIC LIBRARY**

# Technology Class Schedule



**OCTOBER 2018**



## Reserve Your Spot Today!

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

<http://tinyurl.com/yat4kj3a>

### **IS A FACEBOOK BUSINESS PAGE RIGHT FOR YOUR BUSINESS?** **TUESDAY OCTOBER 9 5:30 PM**

There are benefits but also misconceptions about having an active social media strategy for your business. Learn how to start a business page and understand the difference between a business page and a personal page. You'll also learn the difference between a social media presence and a social media strategy. *Presented by Chelsea Groton Bank.*

### **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.

**FRIDAY  
OCTOBER 12  
3 PM**

### **PINTEREST FOR BUSINESS**

Using Pinterest helps you reach new customers, drive traffic back to your website and work on projects together. Come learn how Pinterest can work for your business. *Presented by Chelsea Groton Bank.*

**TUESDAY  
OCTOBER 16  
5:30 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.

**FRIDAY  
OCTOBER 19  
3 PM**

### **CUTTING THE CORD**

Learn what type of equipment you need to get started, along with what internet plans work best for your streaming needs. Take a closer look at what streaming services are available and how to use them.

**TUESDAY  
OCTOBER 23  
10:30 AM**

### **MICROSOFT EXCEL III**

Learn all about charts and graphs. 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 spreadsheets.

**FRIDAY  
OCTOBER 26  
3 PM**

### **MAKE LINKEDIN WORK FOR YOU**

LinkedIn is a powerful networking tool for business people that most don't use to the full potential. This class will help you get past "Well, I logged in" and help make the site really work for you. *This class is presented by Chelsea Groton Bank.*

**TUESDAY  
OCTOBER 30  
5:30 PM**