

## DROP-IN COMPUTER HELP

Jan. 11 from 11:15am-12:45pm  
Jan. 31st 9:30am –11:30m  
Feb. 21st 11:15am—12:45pm  
Feb. 22nd 9:30am—11:30am  
March 15th 11:15am—12:45pm  
March 22nd 11:15am—12:45pm  
April 5th 11:15am—12:45pm  
April 11th 9:30am—11:30am  
April 12th 9:30am—11:30am

### One-on-one help!

- Create an email account
- Learn how to use a mouse
- Create a Facebook account
- Learn how to send email attachments
- Get help with the basics

**No registration necessary  
Walk-ins welcome!**



### Teen Tech Tutors

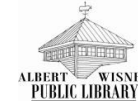
Looking for one-on-one help with tablets, e-readers, or smartphones?

Let our Teen Tech Tutors help you out!

**Tuesdays  
4pm to 5pm**

Call the Help Desk to schedule your appointment.

## Computer Workshop Schedule Winter/Spring 2018



ALBERT WISNER  
PUBLIC LIBRARY

**The community's favorite place  
to meet, to learn, and to discover!**

- ALL WORKSHOPS REQUIRE A \$5.00 DEPOSIT.
- IN PERSON REGISTRATION IS REQUIRED AT THE HELP DESK.
- DEPOSITS WILL BE RETURNED AT WORKSHOPS.

ALBERT WISNER PUBLIC LIBRARY

1 McFarland Drive  
Warwick, NY 10990

Phone: 845-986-1047 ext. 3  
E-mail: warref@rcls.org



Tel: 845-986-1047 ext. 3

# Computer Classes Winter/Spring 2018

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## Internet

### **Basic Internet Skills** ~ 1 session

Jan. 10th at 9:30am

March 14th at 9:30am

Perfect for beginners! Learn the basics of how to browse and search the Internet. This class is for people who have limited or no experience using the Internet.

## Microsoft Office

*All Microsoft Office classes are basic introductions designed for users who have no previous experience with the software. Students must be proficient in using the mouse and keyboard.*

*For advanced levels, please see the Help Desk about our free online classes!*

### **Intro to MS Word** ~ 1 session

Jan. 17th at 9:30am to 11:30am

Feb. 7th at 9:30am to 11:30am

April 25th at 9:30am to 11:30am

Learn how to create, save, and print a document using the most basic functions in Word.

### **Intro to MS Excel** ~ 1 session

Jan. 18th at 9:30am to 11:30am

Feb. 8th at 9:30am to 11:30am

March 21st at 9:30am to 11:30am

April 26th at 9:30am to 11:30am

Create a spreadsheet, sort data, and learn basic formulas in this two hour workshop.

### **Intro to MS PowerPoint** ~ 1 session

Feb. 21st at 9:30am to 11:30am

Learn how to create presentations, add and sort slides, add pictures, and more.

## General Workshops

### **Windows 10 for Beginners** ~ 1 session

Jan. 11th at 9:30am

March 1st at 9:30am

April 5th at 9:30am

Learn how to use Microsoft Edge, Cortana, File Explorer, and more!

### **Google Drive** ~ 1 session

March 15th at 9:30am to 11:15am

April 4th at 11:15am to 12:45pm

Learn the basics of navigating Google's cloud storage service.

### **Saving & Finding Files** ~ 1 session

March 1st at 11:15am to 12:45pm

Learn how to save and find your files with Microsoft's File Explorer.

## Lectures: No deposit

### **Google Photos** ~ 1 session

Feb. 1st at 11:15am

April 4th at 9:30am

Learn organizational tips to help you with importing, saving, and backing up your photos with Google Photos.

### **Internet Safety** ~ 1 session

Feb. 1st at 9:30am

Learn how to use anti-virus protection, download safely, protect your email, and more.

### **Digital Assistants** ~ 1 session

March 22nd at 9:30am to 11:30am

Learn about a variety of digital assistants, such as Cortana, Alexa, and Google Home.

## Social Media

### **Intro to Facebook** ~ 1 session

Jan. 10th at 11:15am

March 14th at

11:15am

Bring your account login information and learn the basics of Facebook. Learn how to share posts, tag friends and photos, and manage your privacy settings. If you do not already have a Facebook account, come to one of our Teen Tech Tutor sessions to create your account with one-on-one help. You must create your Facebook prior to class in order to participate.



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