

WINTER COMPUTER CLASSES



Basic knowledge of computers and a valid email address is required to participate in these sessions.

Saturdays:

Microsoft Word

Saturday, December 2 from 9:15 - 10:45 a.m.

Microsoft Publisher

Saturday, December 16 from 9:15 - 10:45 a.m.

Organizing Your Genealogy Resources Electronically

Saturday, January 6 from 9:15 - 10:45 a.m.

Online Job Searching

Saturday, January 20 from 9:15 - 10:45 a.m.

Learn to Touch Type

Saturday, January 27 from 9:15 - 10:45 a.m.

Wednesdays:

Gmail

Wednesday, December 6 from 6:30 - 7:30 p.m.

Google Drive*

Wednesday, January 3 from 6:30 - 7:30 p.m.

***a valid Gmail address is required to participate in this class**

Google Docs*

Wednesday, February 7 from 6:30 - 7:30 p.m.

***a valid Gmail address is required to participate in this class**

See details on back.

**Main Library
Third Floor Computer Lab**



Register online at
mywpl.org or
call 508-799-1655 x3.

WINTER COMPUTER CLASSES

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Saturdays:

Microsoft Word

Saturday, December 2 from 9:15 - 10:45 a.m.
An introductory class in the basics of Microsoft Word.

Microsoft Publisher

Saturday, December 16 from 9:15 - 10:45 a.m.
An introductory class in the basics of Microsoft Publisher.

Organizing Your Genealogy Resources Electronically

Saturday, January 6 from 9:15 - 10:45 a.m.
How to download files and images from all major genealogy databases offered by the library.

Online Job Searching

Saturday, January 20 from 9:15 - 10:45 a.m.
We'll cover what information you'll need to gather for job searching online, go over some of the most commonly used job search sites, and learn common tasks like uploading a resume and a cover letter.

Learn to Touch Type

Saturday, January 27 from 9:15 - 10:45 a.m.
Learn how to type on the keyboard without looking! This class will show you how to position your hands and fingers to type faster and more accurately.

Wednesdays:

Gmail

Wednesday, December 6 from 6:30 - 7:30 p.m.
Gmail is a powerful tool for email and gives you access to many free Google products. You will set up a new Gmail account (if you don't already have one), learn about sending, replying to, forwarding and searching emails, and options to personalize Gmail so it works the way you do.

Google Drive*

Wednesday, January 3 from 6:30 - 7:30 p.m.
Google Drive provides a great solution for working on and storing documents in "the cloud," as well as backing up important files and sharing files with others. ***A valid Gmail address is required to participate in this class.**

Google Docs*

Wednesday, February 7 from 6:30 - 7:30 p.m.
With a Gmail account, you have access to a free online set of programs that allow you to create word processing, spreadsheet, presentation, and drawing documents that are compatible with MS Office and always available to you anywhere with an internet connection. ***A valid Gmail address is required to participate in this class.**

Main Library - Third Floor Computer Lab