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|  | En español**Clase Básica de Computación** Sábado, 9 de Mayo, 10:00-11:30am Aprenda las funciones básicas de las computadoras y cómo navegar el Internet.  Programa gratis para adultos. **Se necesita inscribirse; llame 973-538-2592 o visitenos en la Biblioteca para apuntarse.** (Para hablar en español, pregunte por Luis.) Tech Lecture**Cutting the Cable Cord** Saturday, May 30th, 10:30am Most of us think our cable television bills are getting way too high already! In this presentation, we will review the features and pricing models for some of the more popular streaming video services, including exploring some of the various hardware requirements and options. After this workshop, maybe you will decide you can finally “cut the cable cord.”  **This workshop held in the lower-level Meeting Room.**  **No registration required,** but you can call or stop by the reference desk to sign up for a reminder call or email! |  | All classes are free! Registration is required, classes held in tech training room unless otherwise noted. Please register by stopping by the Reference Desk or calling us at (973) 538-2592 |  |
|  |  | Computer  Classes  Spring 2020 |
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|  | General Classes**Beginner’s Mouse & Keyboard** Monday, April 13th, 2:00-3:30pm This class will introduce participants to some important features of the mouse & keyboard. It will involve a series of self-guided exercises and games designed to familiarize participants with the mouse & keyboard. **Beginner’s Desktop & Windows** Wednesday, April 15th, 2:00-3:30pm This class will explore the look and design of a computer desktop and will highlight the characteristics of Windows programs. Participants will explore the Start menu and learn how to manipulate finding, opening and closing programs in Windows. **Beginners Internet** Friday, April 17th, 2:00-3:30pm Participants will be introduced to some basic internet terminology and will learn to maneuver through the web by clicking on links, typing addresses, and using browser navigational tools. **Introduction to Em@il**  Saturday, April 25th, 10:00-11:30am For patrons who have little experience using web browsers. Use a browser to set up a free email account and start emailing immediately. The class will mainly focus on how to use Gmail. **Prerequisite**: Basic mouse and keyboard skills, basic computer, internet, and browser knowledge. |  | **PowerPoint**  Tuesday, May 5th, 10:00-11:30am Learn the basics of how to create professional slide show presentations. **Introduction to Word**  Tuesday, May 12th, 10:00-11:30am Introduction to word processing that will focus on how to create, write, and save a document. |  |  |
|  |  | Google Classes Participants are required to have a Google Account and should be familiar with working online in browsers**Data Analysis with Google Sheets** Saturday, April 18th, 10:30am-12:00pmLearn about some of the powerful function and data analytics tools available with Google Sheets, an online equivalent to Microsoft Excel.**Google Photos** Wednesday, May 6th, 10:00am This beginner’s class to Google Photos will teach you how to do simple edits to your photographs on a computer. **Create a Resume with Google Docs** Saturday, June 27th, 10:30am This workshop will provide a hands-on facilitated workshop that will bring you through the process of creating and editing a basic resume for job-seekers. |
|  |  |  | Excel Classes**Excel I**  Thursday, May 7th, 10:00-12:00pm Beginner class for those who have no experience with Excel, a spreadsheet program for organizing, manipulating and analyzing data. Learn how to create a worksheet of a simple budget. **Excel II**  Thursday, May 14th, 10:00-12:00pm For Excel users who would like to learn more options, including how to make a Chart. Participants must have some knowledge of Excel. **Excel III**  Thursday, May 21st, 10:00-12:00pm For experienced Excel users to learn about Pivot Tables and other advanced features. (Participants must have working knowledge of Excel). |