

CLASS SCHEDULE

Introduction to Computers

Wed., Mar. 1 12:00 p.m. – 2:30 p.m.
Wed., Apr. 5 12:00 p.m. – 2:30 p.m.
Thurs., Apr. 13 6:00 p.m. – 8:30 p.m.
Wed., May 3 12:00 p.m. – 2:30 p.m.
Wed., Jun. 7 12:00 p.m. – 2:30 p.m.

Introduction to the Internet Part 1

Thurs., Mar. 9 2:00 p.m. – 4:30 p.m.
Wed., Apr. 12 12:00 p.m. – 2:30 p.m.
Thurs., Apr. 27 6:00 p.m. – 8:30 p.m.
Wed., May 17 12:00 p.m. – 2:30 p.m.
Wed., Jun. 14 12:00 p.m. – 2:30 p.m.

Introduction to the Internet Part 2

Wed., Mar. 22 12:00 p.m. – 2:30 p.m.
Wed., Apr. 19 12:00 p.m. – 2:30 p.m.
Thurs., May 11 6:00 p.m. – 8:30 p.m.
Wed., May 24 12:00 p.m. – 2:30 p.m.
Wed., Jun. 21 12:00 p.m. – 2:30 p.m.

Internet/Computer Practice Class

No registration required

Wed., Mar. 29 12:00 p.m. – 2:30 p.m.
Wed., Apr. 26 12:00 p.m. – 2:30 p.m.
Thurs., May 25 6:00 p.m. – 8:30 p.m.
Wed., May 31 12:00 p.m. – 2:30 p.m.
Wed., Jun. 28 12:00 p.m. – 2:30 p.m.

Introduction to Email

Thurs., May 4 6:00 p.m. – 8:30 p.m.

Introduction to Microsoft Word 2016

Wed., Apr. 5 6:00 p.m. – 8:30 p.m.
Wed., May 24 6:00 p.m. – 8:30 p.m.

Introduction to Microsoft Excel 2016

Wed., Mar. 8 6:00 p.m. – 8:30 p.m.
Wed., Apr. 26 6:00 p.m. – 8:30 p.m.
Wed., Jun. 7 6:00 p.m. – 8:30 p.m.

Intermediate Microsoft Excel 2016

Wed., Mar. 29 6:00 p.m. – 8:30 p.m.
Wed., May 10 6:00 p.m. – 8:30 p.m.
Wed., Jun. 21 6:00 p.m. – 8:30 p.m.

Introduction to Microsoft Publisher 2016

Wed., Mar. 22 6:00 p.m. – 8:30 p.m.
Wed., May 3 6:00 p.m. – 8:30 p.m.
Wed., Jun. 14 6:00 p.m. – 8:30 p.m.

Introduction to Microsoft PowerPoint 2016

Wed., Mar. 1 6:00 p.m. – 8:30 p.m.
Wed., Apr. 19 6:00 p.m. – 8:30 p.m.
Wed., May 31 6:00 p.m. – 8:30 p.m.

Tech Support **NEW!**

Thurs., Mar. 16 6:00 p.m. – 7:00 p.m.

Intro to Web Development **NEW!**

Mon., May 15 6:00 p.m. – 8:00 p.m.
Mon., May 22 6:00 p.m. – 8:00 p.m.
Mon., June 5 6:00 p.m. – 8:00 p.m.

REGISTRATION ONLINE:

www.newburghlibrary.org

By phone: 845-563-3618

or 563-3625

*This brochure is subject to
change. Please go to
"Calendar of Events" at
www.newburghlibrary.org
for final listings.*

March – June 2017



**e-Learning Center @
Newburgh Free Library
124 Grand St.,
Newburgh, NY 12550**

**Make Life Easier At Home,
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COURSE DESCRIPTIONS



Please note: These are one-time basic classes.

Introduction to Computers

Learn about the basics of computers: hardware, software, including the mouse and keyboard. Find out how to use them to improve your life.

Introduction to the Internet, Part I

Learn to navigate the World Wide Web.

PREREQUISITE: *Introduction to Computers.*

Introduction to Internet, Part 2

Go beyond the basics: find out how you can learn a language online, locate a diagram to help you repair your car, take practice exams, and more using library databases and catalogs. **PREREQUISITE:** *Introduction to the Internet, Part I*

Internet/Computer Practice Class

For those who are taking one of our classes: you will have the opportunity to practice keyboard and mouse skills, navigate the Internet, and become familiar with computers. **PREREQUISITE:** *Completion of Introduction to the Internet, Part 1 or Introduction to Computers.* **No registration required.**

Introduction to E-Mail

Learn the basics of creating and using e-mail.

Introduction to Microsoft Word 2016

Learn how to begin using the most popular word processing program through this hands-on class. Must know how to use a mouse & keyboard.

Introduction to Microsoft Excel 2016

Learn how to use and design spreadsheets using Microsoft Excel. Must know how to use a mouse & keyboard.

Intermediate Microsoft Excel 2016

Learn more about creating and manipulating spreadsheets. **PREREQUISITE:** *Introduction to Excel.*

Introduction to Microsoft PowerPoint 2016

Students will learn to use PowerPoint to create their own online presentations containing text, graphics, and sound. Must know how to use a mouse & keyboard.

Introduction to Microsoft Publisher 2016

Learn how to use this basic desktop publishing application that differs from Word in that the emphasis is placed on page layout and design rather than text composition and proofing.

Tech Support **NEW!**

Bring your device for one-on-one help, or try out one of ours. Learn how to borrow e-books; protect yourself from malware, and/or just learn how to use your device more effectively. Tablets and laptops welcome! No registration required.

Intro to Web Design & Publishing

WEB VS PRINT MEDIUM (NEWSPAPER)

Mon., May 15: Part 1 • 6 p.m. – 8 p.m.

- Basic tools: web browser, text editors for web, and organize your file structure.
- Build a page around text to make it a document, adding an image, making an index.html template. Links and hypertext, etc.
- Understand the relationship between a browser, a file and the text editor and becoming familiar with the idea of web links and hypertext.

PLANNING YOUR SITE WITH PAPER & PENCIL

Mon., May 22: Part 2 • 6 p.m. – 8 p.m.

- Discover how to create on paper a coherent plan for your website/webpages – it will help guide your design.
- Understand concepts like image size, type and font styles and sizes.
- Learn about CSS and how it defines the look of HTML.

THE WEB IS MY MEDIUM

Mon., June 5: Part 3 • 6 p.m. – 8 p.m.

- Explore how the web works for infotainment.
- Understand the 'back end' publishing of a website.
- Experience publishing your website.



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124 Grand St., Newburgh, NY 12550
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