

CLASS SCHEDULE

Introduction to Computers

Wed., Mar. 7 12:00 p.m. – 2:30 p.m.
Wed., Apr. 4 12:00 p.m. – 2:30 p.m.
Wed., May 2 12:00 p.m. – 2:30 p.m.
Wed., June 13 12:00 p.m. – 2:30 p.m.

Introduction to the Internet Part 1

Wed., Mar. 21 12:00 p.m. – 2:30 p.m.
Wed., May 16 12:00 p.m. – 2:30 p.m.
Wed., June 20 12:00 p.m. – 2:30 p.m.

Introduction to the Internet Part 2

Wed., Apr. 18 12:00 p.m. – 2:30 p.m.
Wed., May 23 12:00 p.m. – 2:30 p.m.

Internet/Computer Practice Class

No registration required

Wed., Mar. 28 12:00 p.m. – 2:30 p.m.
Wed., Apr. 25 12:00 p.m. – 2:30 p.m.
Wed., May 30 12:00 p.m. – 2:30 p.m.
Wed., June 27 12:00 p.m. – 2:30 p.m.

Introduction to Email

Thurs., May 17 6:00 p.m. – 8:30 p.m.

Introduction to Microsoft Word

Wed., Mar. 7 6:00 p.m. – 8:30 p.m.
Wed., Apr. 25 6:00 p.m. – 8:30 p.m.

Introduction to Microsoft Excel 2016

Wed., Apr. 11 6:00 p.m. – 8:30 p.m.
Wed., June 6 6:00 p.m. – 8:30 p.m.

Microsoft Excel 2016 – Intermediate

Wed., May 2 6:00 p.m. – 8:30 p.m.
Wed., June 13 6:00 p.m. – 8:30 p.m.

Introduction to Publisher 2016

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

Introduction to PowerPoint 2016

Wed., Mar. 14 6:00 p.m. – 8:30 p.m.
Wed., May 16 6:00 p.m. – 8:30 p.m.
Wed., June 20 6:00 p.m. – 8:30 p.m.

Tech Support

Thursdays Mar. 1 – May 24 3:00 p.m. – 4:00 p.m.

Downloading E-books & More!

Wed., Apr. 18 3:00 p.m. – 4:00 p.m.



Newburgh Free Library
124 Grand St., Newburgh, NY 12550
(845) 563-3600
Town Branch – Newburgh Mall
(845) 566-0460
www.newburghlibrary.org

March - June 2018



**Make Life Easier At Home,
At School & In the Office!**



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. Those without keyboard and/or mouse skills must first take an *Introduction to Computers* class as a **PREREQUISITE**.

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

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. Includes basic formulas and how to insert a chart. Must know how to use a mouse & keyboard.

Microsoft Excel 2016 – Intermediate

Learn more about creating and manipulating spreadsheets. Includes more advanced functions and formulas.

PREREQUISITE: *Introduction to Excel.*

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.

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.

Tech Support

Bring your device for one-on-one help. Learn how to borrow e-books; and/or just learn how to use your device more effectively. Help is limited for MacBooks. **No registration required.**

Downloading E-books & More!

Learn to use hoopla and Overdrive's new Libby app on your device to borrow digital e-books, audiobooks and more!

These hands-on classes are open to adults age 18 and over and take place at the MAIN LIBRARY.

REGISTRATION:

Online: www.newburghlibrary.org
By phone: 845-563-3618 or 563-3625

